

UNIT 212, Produce documents in a business environment, INC UNITS 201, 202, 203 & 206

HECCRD SHEET

Candidate: Tia Harvey Assessor: Hollie Young

Location: Rainbow Centre Charles 1

Professional Discussion Wittness Testimony Overwhee Sheet Ottomer washing.

File Name and Location BriDIGITAL VOICE RECORDINGS ADAIT.

KNOWLEDGE: complete the following questions generally, in relation to your workplace.

n.g. explain the importance of heath and safety - heath and safety is important to ensure that all employees

and visitors are sale while they are in the building, as well as actioning to the Health and Salety of Work Act.

1. Understand the purpose of producing high quality and attractive documents in a business. encode programment.

1.1 Outline different types of documents that may be produced and the different styles that could be used:

The different types of documents I produce at my workplace are letters, posters, leaflets and superior discharged as

The posters and leaflets that I create and to advertise sessions and play groups for children. So these are more informal and I use a lot of colours and different features of Microsoft Word to make them more eye-catching. Such as bold, underline and a large informal font for the little. A small. colorful and informal fort for the main text. I also insert images that are relevant to what I am advertising from either Clipart or Google Images. These types of documents I produce would be better informal as they are for the customers to look at and if they were formal they would not want to stead it.

The spreadsheet I am working on is for the RDSPA scheme. I have to input people's information such as addresses, telephone numbers and names. The style of this document is best professional and formal as other admin staff can access it for the information they need and if the document is not formal, it won't look very professional. To make it professional I keep the people's details the same formal font and size, the titles for each section are bold and different colours so that each section is understood beider.

A tetter that I have produced was for 5 people to inform them about interview details. This letter had to be a formal letter as the person who would read it would know the organisation is also professional. To make sure this letter was professional and formal I kept the font as Ariel and stre-12. I made sure that the date and address was in the right place and I left the correct amount of spaces in-between each line. I checked the spelling using spell check and I when I finished I asked Wheredy to sheck it.

The other types of documents that should be formal are reports and referrals. Someone may ask meto produce a report for them and could also be for other people to see so it has to be professional with all required information. Also have to be consistent with the same font size and font all the way through it. These are best formal as these types of documents are what other people from outside. the organization and form other organizations see, so they need to be professional so we keep up a proced resputations.

1.2 Describe different formats in which text may be presented:

Test can be presented in different ways such as polymns, paragraphs, tables and bullet points.

Columns can be used in articles, newsletters, newspapers, brochures etc. Columns are useful for

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Transnational Business Information Centre on Transnational Corporations (United Nations), 1991

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