

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: BS310 WRITTEN COMMUNICATION

AIM OF MODULE:	To enable students to complete simple written communications appropriate to the workplace.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	2002
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1 Written skills			*		80
2 Technical writing			*		20
					<hr/> 100 <hr/> <hr/>

LEARNING OUTCOMES

The student will:

- A 1 Apply effective writing skills in a variety of simple business documents.
- A 2 Apply an understanding of the characteristics of good and bad technical writing.

CONTENT

1 WRITTEN SKILLS

- Identify characteristics of good written business communication
- Apply accurate grammar, spelling, punctuation, sentence construction and paragraphing to simple business documents
- Identify characteristics and uses of the following standard business communications:
 - Memorandum
 - E-Mail
 - Letter
 - Minutes
 - Curriculum Vitae
 - Written instruction
 - Report
- Prepare acceptable examples of a CV, a memo report and one other of the above, using current business layouts and practice
- Demonstrate notetaking
- Summarise a passage of business prose
- Apply proof-reading skills
- Use a library effectively

2 TECHNICAL WRITING

- Identify the characteristics of good technical writing
- Identify the characteristics of bad technical writing
- Given a variety of technical writing, identify it as good or bad