

Business Document Production

Text processing, whether it's part of secretarial training or another discipline, is an integral part of business document production - an important aspect of communication skills training.

In four simple but comprehensive lessons, spread over 6-8 hours, you'll cover every aspect of the discipline including correct layout, spelling and corrections, amendments, missing punctuation, keying in letters, memos and reports and correctly inserting information from other documents.

This is a course designed to be flexible - since it's based on the self-study concept, you'll be able to train when it suits you. Once your training is complete, you'll have a workbook to keep as a handy reference guide. And, of course, the Pitman Training name on your CV will always be of benefit.

To enhance your skills even further, we suggest you consider other courses within our Text Processing qualifications, or Audio Transcription Level 2.

Designed for

Those who wish to gain an OCR Level 2 Certificate or Diploma in Text Processing

Prerequisites

Familiarity with a word processing program and keyboarding skills

Objectives

To prepare those who wish to take the OCR Text Production examination at level 2 (mandatory unit of the Text Processing (Business Professional))

Course Content

Lesson One: Keying in a business letter using the correct layout, keying in a memo and a report, recognising spelling errors and correcting them, correctly expand abbreviations, changing line spacing within a document, emphasising text as instructed.

Lesson Two: Recognising and interpreting amendment and correction signs in order to produce correct copy, producing a letter and memo that include a special mark, locating and incorporating a forward date, keying in a report with a change of line spacing.

Lesson Three: Producing documents from written draft that includes special marks and continuation pages, recognising and correcting errors of agreement, transposing text vertically, inserting missing punctuation, locating and correctly inserting text not included in the written draft, being aware of the importance of consistency of style in relation to figures.

Lesson Four: Keying in a letter, memo and report observing all instructions, locating and correctly inserting information contained in another document. Completing the three documents within 1 ¼ hours. Revision of all topics covered in the course.

Benefits

- The opportunity to gain a Level 2 unit qualification
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 6-8 hours

The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
www.cpdstandards.com



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



- ▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts