



# ASSESSMENT

## BSBWRT301 WRITE SIMPLE DOCUMENTS

<b>STUDENT NAME:</b>	<i>Mark Daniel Neale</i>
<b>DATE:</b>	<i>15/10/19</i>

UNIT(S) COVERED BY THIS ASSESSMENT	
UNIT CODE	UNIT NAME
BSBWRT301	Write simple documents

Submit your assessment:

- Through the Axiom College student portal
- By post: to Assessments, Axiom College, PO Box 1041 Milton Qld 4064

## BSBWRT301

### WRITE SIMPLE DOCUMENTS

#### PART A – QUESTIONS

Underpinning Knowledge Assessment.

Instructions: All questions are to be answered unless otherwise directed by your trainer

☒ Short Answer ☐ Multiple Choice ☐ True/False ☐ Complete Statement

**Q1) List three different purposes for a document and who the audience may include.**

- Customers
- Management
- General Public

**Q2) List five items that may determine the format and document structure.**

- Portrait or landscape orientation
- Company style guidelines
- What type of document it is: Report, Newsletter, Minutes etc.
- The size of the text
- The target audience (simple or more technical)

**Q3) List five key points that may be included when planning your document.**

- Headings
- Subheadings
- Table of contents
- Footnotes
- Headers and footers

**Q4) List 6 items that may be in a style guide to meet organisational and task requirements for business documents.**

- Font for body and headings
- Spelling, grammar, punctuation and writing style
- Colours to be used
- Page Layout options
- Cover pages
- Line Spacing

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**WRITE SIMPLE DOCUMENTS****PART A – QUESTIONS CONTINUED**

**Q5) Describe when you would use formal and informal language for methods of communication.**

Formal language would be used when writing essays, cover letters, applying for a job, or talking with teachers.

Informal language would be the kind we use when talking or writing to our family or friends. People you feel close to.

**Q6) List four types of software that may be used to create documents to establish means of communication.**

- Email client (Microsoft Outlook)
- Word Processing (Microsoft Word)
- Spreadsheet software (Microsoft Excel)
- Presentation software (Microsoft PowerPoint)

**Q7) List some methods to be used to address key points in the draft document.**

- Explain terms which the reader may not know, or when clarity is required. Explain symbols, abbreviations, diagrams and statistics if needed.
- Decide on a numbering system before you start writing the draft.
- Be concise. Use short forms: tables, lists, note form, diagrams, where possible.
- Use the structure headings to write some sections of the report before the research is completed.

**Q8) What additional information may need to be obtained and included after checking your draft document?**

- All sources and references acknowledged.
- Additional information on a topic.
- Images or graphics to highlight any points.

**Q9) What should you look for when checking the draft for suitability, tone and purpose?**

- Is it balanced? Are some parts out of proportion with others?
- Do I spend too much time on one point and neglect another?
- Do I give lots of detail early on then allow my points to get thinner by the end?
- Is my tone appropriate and consistent?
- Is my language gender sensitive and stereotype free?

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#### PART A – QUESTIONS CONTINUED

**Q10) List at least five things to do when checking the draft for readability, grammar, spelling and construction.**

- Run the spell checker.
- Manually search for any spelling errors the spell checker doesn't catch.
- See if I can shorten any sentences
- Verify that all my terms and abbreviations have been defined.
- Check my word choices. Have I chosen the most meaningful words to express my ideas?
- Is the meaning of each sentence clear?

**Q11) What items should be checked and considered when checking the draft for sequencing and structure?**

- Spacing.
- Headings, subheadings. Are they uniform?
- Page Numbers
- Paragraphing. Are they consistent?

**Q12) What might you need to consider when checking a draft meets organisational requirements? List at least four.**

- Appropriate company template used.
- Letterhead and company logo used.
- Approved fonts, styles, headers, footers, etc are used.
- Gained copyright approval where relevant

**Q13) List five key items that should be checked and adjusted when proofreading the document and who would check it?**

- Spelling
- Grammar
- Content
- Layout and styles
- It meets the document purpose

It should be checked by another staff member or a supervisor prior to printing.

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**PART A – QUESTIONS CONTINUED**

**Q14) What should be done after making any changes identified when proofreading the final document?**

It should be proofread again to ensure it is completely correct.

**Q15) Why should you make certain the document is sent to the intended recipient?**

You should make certain the document is sent to the intended recipient as the document may contain sensitive or confidential information.

**Q16) Organisations have identified the need to consistently name documents because it improves access to documents. When saving a document in your workplace, how do you name it and where do you save it? Give an example.**

If it was for example a resume, the file may be saved, "Mark Neale Resume v1 Oct 2019.pdf"

This file may be saved in a folder called, "Work Resumes".

e.g. "c:\Work Resumes\Mark Neale Resume v1 Oct 2019.pdf"

These are examples, each company may have their own naming system.

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### WRITE SIMPLE DOCUMENTS

#### PART B – PRACTICAL ACTIVITIES

##### ACTIVITY 1 –

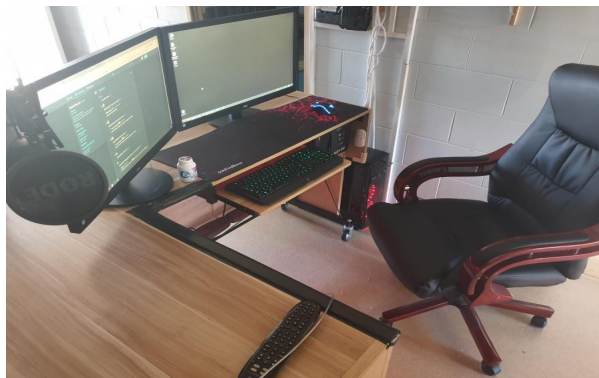
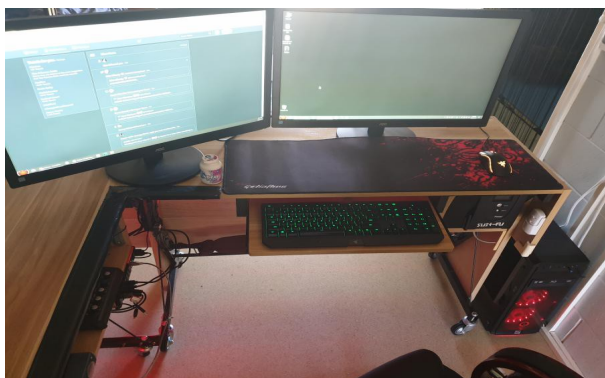
Activity Type

☒ Task ☒ Observation ☐ Third Party Reports ☐ Verbal questioning  
☐ Portfolio ☐ Case Study ☐ Role Play

**Resources:** Computer, relevant software, printer

**Conditions:** To be carried out in the workplace or simulated workplace

*My simulated workplace is a Radio Workstation: (Pictured Below)*



**Instructions:** Create **three (3) draft simple documents** following correct work standards to meet the required design and layout for the style of document and target audience.

The text may be imported from existing documents, emails or a website or typed directly into the document.

Examples of documents to be created may include:

- Letter
- Email
- Simple spreadsheet

Select the most suitable software to produce the draft documents. The use of images or logos to enhance the document is optional.

**The document must contain:**

- Text that has been formatted to enhance readability and appearance using appropriate formatting methods

Save the document into the appropriate folder using correct naming conventions and then proof read and clarify with relevant person and mark corrections or omissions on each of the draft documents.

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## WRITE SIMPLE DOCUMENTS

### PART B – PRACTICAL ACTIVITIES CONTINUED

#### ACTIVITY 1 – CONTINUED

##### Activity Type

- ☒ Task 
 ☒ Observation 
 ☐ Third Party Reports 
 ☐ Verbal questioning  
☐ Portfolio 
 ☐ Case Study 
 ☐ Role Play

When proofreading the document must be checked and changes marked for:

- Tone
- Purpose
- Format
- Communication style
- Readability
- Grammar
- Spelling
- Sentence and paragraph construction

##### To be submitted as evidence:

- A copy of the **three (3) draft simple documents** showing corrections or alterations (must be shown). This can be done using commenting (if the program has the function) or the document can be printed, the corrections marked then scan the document and submit as evidence.
  - **My first document (Doc1 v3)**  
*Intended as a web blog based on a Climate Change video series presented by Joe Postma.*
    - *File Name: 94515 - BSBWRT301 - PART B - Document 1.zip*
  - **My second document (Doc2 v3)**  
*From a website about Karate and is intended as a handout to the general public.*
    - *File Name: 94515 - BSBWRT301 - PART B - Document 2.zip*
  - **My third document (Doc3 v3)**  
*From the Target website and is intended as a leaflet that can be handed out to the customers of the store.*
    - *File Name: 94515 - BSBWRT301 - PART B - Document 3.zip*

YOU WILL BE MARKED AGAINST THE FOLLOWING CRITERIA	Y	N
1. Software identified and used		
2. Layout and styles selected to suite document and organisational requirements format and structure		
3. Key points addressed		
4. Tone of draft suitable for method and means of communication and audience		
5. Document proof read and corrections marked		

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### WRITE SIMPLE DOCUMENTS

#### PART C – PROJECT

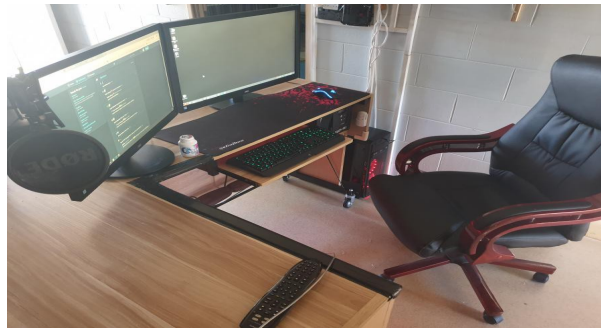
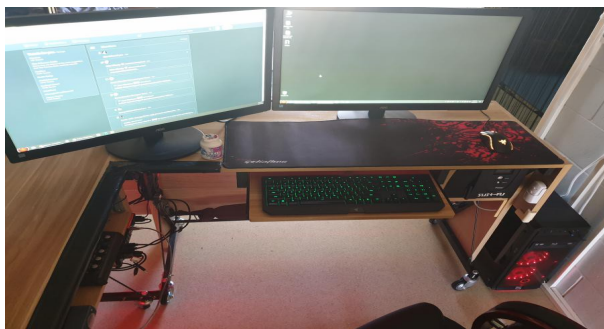
Project Type

☐ Portfolio ☐ Third Party Reports ☒ Project ☐ Case Study

**Resources:** Computer, relevant software, draft copies, printer

**Conditions:** To be carried out in the workplace or simulated workplace

*My simulated workplace is a Radio Workstation: (Pictured Below)*



**Instructions:** Open the draft copy of the documents saved in Part B and make the corrections identified when proof reading.

Save the document as the final copy ensuring all corrections or spelling, grammar etc have been made to and any omitted copy added to the documents.

A final proofread is to be carried out to ensure all corrections have been done prior to saving the final copy for distribution.

**To be submitted as evidence:**

- The final copy for each of the three documents clearly labelled as the corrected copy
  - **My first document (Doc1 v4 – FINAL)**  
*Intended as a web blog based on a Climate Change video series presented by Joe Postma.*
    - File Name: 94515 - BSBWRT301 - PART C - Document 1.zip
  - **My second document (Doc2 v4 - FINAL)**  
*From a website about Karate and is intended as a handout to the general public.*
    - File Name: 94515 - BSBWRT301 - PART C - Document 2.zip
  - **My third document (Doc3 v4 – FINAL)**  
*From the Target website and is intended as a leaflet that can be handed out to the customers of the store.*
    - File Name: 94515 - BSBWRT301 - PART C - Document 3.zip

YOU WILL BE MARKED AGAINST THE FOLLOWING CRITERIA	Y	N
1. Errors and omissions corrected		
2. Final proofreading carried out to check for any further errors		
3. Documents saved in correct format using proper naming and filing methods		