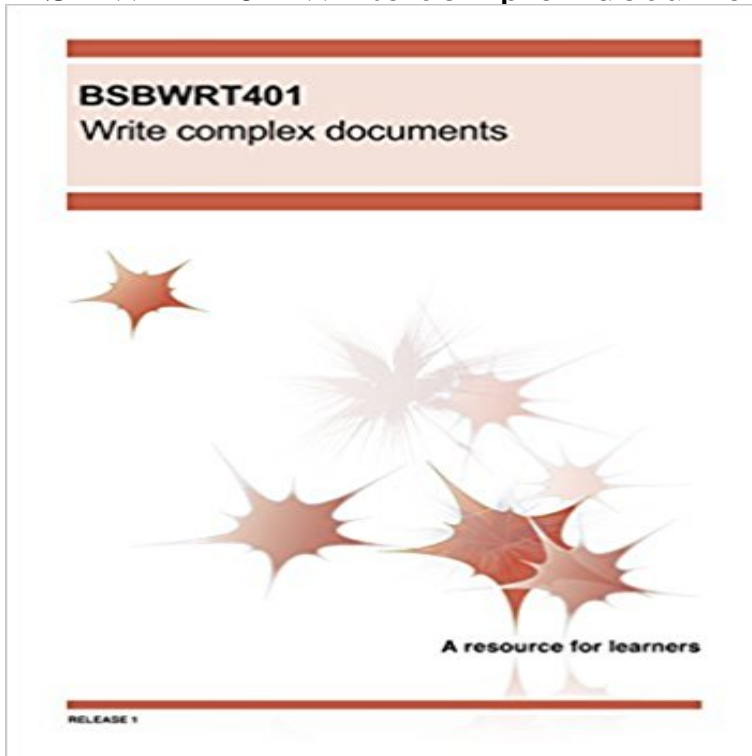


## BSBWRT401 Write complex documents (BSB Training Resources)



This book covers the skills and knowledge required to plan, draft, write and finalise documents of some complexity. The documents prepared range from shorter texts of a few pages to those with numerous pages. The learner prepares both text and additional items such as figures, graphs or images. The learner is expected to be able to work satisfactorily in a business workplace environment. They should be capable of using personal discretion and judgment as they prepare workplace texts. The types of texts covered in this book include (but are not limited to) business reports, presentations and process documents. The book covers the requirements set down by the unit of competency BSBWRT401 Write complex documents (Release 1). It assists with the identification of document purpose and the importance of knowing the audience for a text. Document requirements are covered including setting the correct tone and formality to suit the audience. Formats for a wide range of document types are explained and the structure of two commonly used business documents is presented. The impact of organisational policies and procedures is expanded to cover use of house writing styles and use of technological tools and software. A simple method to identify key topics, establish the essential sub topics and organise this information is described with examples provided for illustration. The method also assists with rapid identification of information gaps. Methods to summarise and prepare data for inclusion in documents are covered, as are the correct methods for including these features in complex texts. Preparation of sequential drafts facilitates document checking for correct content, structure and to ensure that organisational requirements have been met. The final draft is submitted to a proofreading and editing process before the final text is ready for the audience. Further

information on the skills, knowledge and performance criteria that are addressed in this resource can be found in the Appendix.

Assessment materials for this resource can be accessed online from the Enterprise Educational Resources website at [www.enterprise-educational-resources.com](http://www.enterprise-educational-resources.com)

[\[PDF\] Questioning History: 16 Essential Questions That Will Deepen Your Understanding of the Past](#)

[\[PDF\] Custom Sudoku Board Set](#)

[\[PDF\] Epic Singers and Oral Tradition \(Myth and Poetics\)](#)

[\[PDF\] Anthropology on the Great Plains](#)

[\[PDF\] Occupons Montreal ! \(French Edition\)](#)

[\[PDF\] The First Amendment and the Business Corporation](#)

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