



**Australian Government**

# **FSKWTG07 Write routine formal workplace texts**

**Release: 1**

## FSKWTG07 Write routine formal workplace texts

### Modification History

Release	Comments
Release 1	This streamlined version first released with <i>FSK Foundation Skills Training Package version 1.0</i> .

### Application

This unit describes the skills and knowledge required to write routine formal emails and letters, such as when responding to a customer query or complaint, sending a request for goods or services to a supplier, accompanying a quotation for proposed work to a client, or writing an application letter.

The unit applies to individuals who need writing skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks.

This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Writing

## Elements and Performance Criteria

Element	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to write routine formal workplace texts	1.1 Identify the audience and purpose of text 1.2 Identify text features 1.3 Plan to write text
2. Draft routine formal workplace texts	2.1 Use drafting strategies to write formal text 2.2 Use appropriate layout and organisation 2.3 Use appropriate grammar and vocabulary and writing conventions
3. Review and finalise routine formal workplace texts	3.1 Review draft text 3.2 Revise and finalise text

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Oral Communication		<ul style="list-style-type: none"> <li>Confirms with trainer or supervisor that text is appropriate to audience and purpose</li> </ul>

## Mapping Information

Not applicable

## Links

Companion volumes from the IBSA website - <http://www.ibsa.org.au>