

## **COURSE OUTLINE**

### **EDPM GRADE 11**

#### **SEPTEMBER – DECEMBER 2020**

##### **BUSINESS DOCUMENT PREPARATION**

- PRODUCING LETTERS USING THE MOST APPROPRIATE STYLES
- PREPARATION OF TWO PAGE LETTERS
- PREPARATION OF ENVELOPES AND LABELS
- COMPLETING MAIL MERGE
- PREPARE CORRESPONDENCE FROM SKELETON NOTES
- PREPARE MEETING DOCUMENTS
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##### **SPECIALISED DOCUMENT PREPARATION**

- PRODUCE EFFECTIVE AND CREATIVE DISPLAYS
  - SIMPLE DISPLAYS
    - CENTERING AND DISPLAY WORK
    - COLUMNAR WORK
    - NOTICE
  - MENUS
  - INVITATIONS
  - ONE AND TWO PAGE PROGRAMS
- ADVANCED DISPLAYS
  - FLOW CHARTS
  - ORGANISATIONAL CHARTS
  - NEWSLETTERS

##### **-LEGAL DOCUMENTS**

- WILLS
- LEASES
- AGREEMENTS
- ENDORSEMENTS
- CONTRACTS

##### **SBA PREPARATION**

- COMPLETION OF THE 10 PIECES
- TEST 1 – FIRST OF THREE PIECES