

Document Management



OVERVIEW

Organizations use various report documents--memo reports, formal reports, meeting minutes, manuscripts and more.

Proofreading reports and other multiple-page documents may offer a particular challenge to you mainly because of the length of the task. You must proofread carefully to ensure that the content is accurate and that the report follows consistent formatting guidelines for headings, spacing, and page numbers.

LEARNING ACTIVITIES

1. Recap Chapter 10, and proofread students' sample letters.
2. Read Chapter 11 to learn about Reports and Multiple-Page Documents. Complete the Check Up Activities on your own.
3. Discuss two-page memos and meeting minute formats.
4. Search online for articles about meeting minutes (how to take minutes, formats, etc.). Find a meeting minute template that you like and either download it, or recreate it by typing it yourself.

ASSESSMENT ACTIVITIES

1. Type the minutes from Application 11C in the meeting minutes format you have selected.
2. Prepare a PowerPoint presentation about minute taking - your own "How to" guide for taking minutes.

