



**CATAPULT**

# FSKWTG009

Write routine workplace texts

## Table of Contents (Extract)

**NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.**

**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit FSKWTG009.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**<https://catapultlearning.com.au/product/FSKWTG009/>**

# Trainer/assessor guide

## FSKWTG009

### Write routine workplace texts

#### Welcome to this unit of study

This unit describes the skills and knowledge required to write formal and non-formal routine workplace texts and could be used for a variety of writing types and purposes in printed or digital formats, including letters and emails, instructions, quotation for proposed work factual texts, incident or accident reports, application letter, forms, or formatted job reports.

An individual performing these tasks works independently and uses familiar support resources as needed.

This unit applies to individuals who use, or are preparing to use, writing skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

|  |           |
|--|-----------|
| <b>About this trainer/assessor guide .....</b>             | <b>4</b>  |
| <b>Learning resource.....</b>                              | <b>5</b>  |
| Topic 1: Prepare to write routine workplace text.....      | 5         |
| Types and structures of workplace text.....                | 5         |
| Identifying a text’s audience and purpose.....             | 7         |
| Information you need to complete text.....                 | 8         |
| Planning the steps to write a text and its structure ..... | 9         |
| Check your understanding .....                             | 11        |
| Topic 2: Draft text.....                                   | 13        |
| Selecting text structure, features and layout .....        | 13        |
| Using drafting strategies to write a text.....             | 16        |
| Using the appropriate vocabulary, and grammar .....        | 17        |
| Sequencing and interrelating information and ideas .....   | 21        |
| Formatting text to meet workplace purposes.....            | 22        |
| Check your understanding .....                             | 23        |
| Topic 3: Review and finalise text .....                    | 25        |
| Reviewing and revising draft texts.....                    | 25        |
| Checking writing is appropriate .....                      | 26        |
| Proofreading draft texts.....                              | 27        |
| Finalise texts for use in a workplace .....                | 28        |
| Check your understanding .....                             | 29        |
| References.....  | 31        |
| <b>Assessment workbook .....</b>                           | <b>33</b> |
| Unit information .....                                     | 35        |
| What is competency-based assessment?.....                  | 36        |
| How will my competency be assessed?.....                   | 37        |
| Assessment agreement.....                                  | 38        |
| Foundation skills checklist.....                           | 39        |
| <b>Skills recognition.....</b>                             | <b>40</b> |
| Topic 1: Prepare to write routine workplace text.....      | 41        |
| Topic 2: Draft text.....                                   | 42        |
| Topic 3: Review and finalise text .....                    | 43        |
| <b>Knowledge questions .....</b>                           | <b>44</b> |
| Topic 1: Prepare to write routine workplace text.....      | 45        |
| Topic 2: Draft text.....                                   | 47        |
| Topic 3: Review and finalise text .....                    | 49        |
| Topic 4: Specific knowledge evidence .....                 | 51        |
| <b>Performance tasks.....</b>                              | <b>63</b> |
| Third party evidence collection agreement .....            | 64        |
| Topic 1: Prepare to write routine workplace text.....      | 66        |
| Topic 2: Draft text.....                                   | 68        |
| Topic 3: Review and finalise text .....                    | 70        |

Completion record..... 72  
Unit mapping..... 73  
Trainer/ assessor user instructions..... 76

# About this trainer/assessor guide

---

## Learning resource

---

The learning resource is divided into the following topics:

- » Prepare to write routine workplace text
- » Draft text
- » Review and finalise text

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

---

## Assessment workbook

---

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

---

## Disclaimer

---

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

---