

Choosing the Method

BEC National Award

Common Core Module 1: People and Communication

(3) Talking to People

- *Objective J1* - the student should select appropriately from the forms of communication available: memo, telephone, face-to-face, notice-board, telex, letter, circular, etc.

Objective K1 - the student should conduct purposeful oral exchanges both face-to-face and by telephone.

(4) Writing Effectively

- *Objective K2* - the student should appreciate who will read and who will respond to a communication and the bearing of that on the text of what is written.

Objective K3 - the student should relate written documents to a variety of recipients in respect of formality or tone, and level of technical diction.

