



Training Pack
Effective Communication 2

END OF SESSION QUIZ

QUESTIONS 7 - 9

7. What should be included in my written record?
Initiations of correspondence Name, job title, and Signature of Person writing the record

8. Name three things that my written communication should be.
Relevant, objective, factual; clear; (concrete); concise.

9. What writing words should you avoid using?
Abbreviations, jargon, clichés

Answers For Bvs Training Effective Communication

Lingjun Ying



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