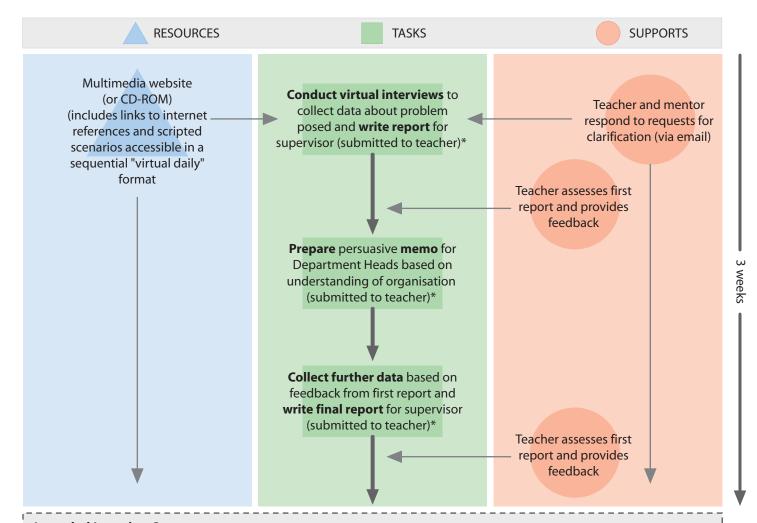
Writing in the Virtual Records Office



Intended Learning Outcomes:

- Acquire the ability to respond to differing opinions and views in an organisational context by being aware of hierarchies, responsibilities, authority, audience, tone and purpose.
- Demonstrate an awareness of the contextual nature of professional communication, that is, audience and purpose in written communications.