221 Prepare text from notes

Summary
Present accurate and correct text in an agreed format from notes taken by yourself or others.

You will apply the following skills:

- Questioning
- Listening
- Reading
- Writing
- Using technology
- Checking
- Managing time

Performance Indicators
You will:

1. Agree the purpose, format, quality standards and deadlines for the text
2. Input the text at the speed and level of accuracy required by your organisation
3. Format the text, making efficient use of the technology available
4. Check for accuracy, editing and correcting as necessary
5. Seek clarification when necessary
6. Store the text and the original notes safely and securely in approved locations
7. Present the text in the required format within agreed deadlines and quality standards

Knowledge
You will know:

1. The different types of documents that you may be asked to produce from notes and the formats they should follow
2. The difference between producing text from your own notes and producing text from the notes of others
3. Why it is important to agree the purpose, format and deadline for the text
4. Why accuracy is important when preparing text
5. How to check for accuracy and correctness, including spelling and grammar
6. Why it is important to store text safely and securely and how to do so
7. The importance of confidentiality and data protection
8. The different forms in which the text may be presented
9. Why it is important to meet quality standards and deadlines
10. The different types of technology available for inputting, formatting and editing text and their main features

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