

Caribbean Examination Council
Electronic Document Preparation and
Management
General Proficiency
SBA PORTFOLIO

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Territory: Jamaica

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Description of Components

Electronic Document Preparation and Management (EDPM) provides the basic way of communication in the real world. It educates the intricate ways of professional correspondence and legal transactions.

For this School Based Assessment, ten pieces of documents based off of what was taught will be presented. A two paged business letter, in indented style, with proper continuation from one page to the other along with proper formatting of 1 inch top margin, right margin and bottom margin and 1 .5 left margin, will be presented first. Secondly, a circular letter with cut- off slip and all round margin of 1 inch, in blocked style will follow. A two paged manuscript in the form of a letter, with footnote in indented style will be presented next. A neatly typed table with vertical headings and multiple columnar headings, centred vertically and horizontally, will be presented. Next, Chairman's agenda accurately prepared in blocked style with 2 inch top margin, 1.5" left margin and 1 inch for the bottom and right margins. A notice and agenda is also presented with 1.5" top and left margins and 1" for right and bottom margins in blocked style. A creative invitation with menu will be presented on letter sized paper with decorative borders and graphics following a neat organisational chart with all round margin of one inch and footnotes. Lastly, a lease accurately typed on legal sized paper with top margin of 1. 5 margin, bottom margin of 1 inch, right margin of 0. 5

inch and left margin of 1.5 inch, justified horizontally and vertically in double line spacing, will be presented, and a contract of employment prepared on legal sized paper with top and left margin of 1.5 inch, 1 inch left margin and 0.5 inch right margin, justified horizontally and vertically in double line spacing, to end the SBA.

From the pieces presented, a wide range of correspondence would have been covered having the student prepared for real-world, professional communication.

DO NOT COPY

References

Augustine, A. & Margret-Jacob, A. (2008) *Electronic Document Preparation and Management for CSEC* Nelson Thornes: United Kingdom

Campbell, H. & Bogle-Graham, O. (2010). *Electronic Preparation and Management for CSEC Examinations*. Macmillan Publishers: Oxford

Ramtahal, F. (2006) *Electronic Document Preparation and Management*. Caribbean Educational Publisher: Trinidad