## 12153 Knowledge Questionnaire

1. List two industries that will make use of technical language and legal terms. (2)

|  |
| --- |
|  |
|  |
|  |
|  |

1. List one document for each industry (2)

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

1. What could happen if you quoted incorrect information in a business document? (1)

|  |
| --- |
|  |
|  |
|  |
|  |

1. Refer to handout 6. Write a letter of application for one of the jobs advertised. It must be a different job to the one you chose for exercise 1. (1)
2. Redo your CV and attach it to the application letter. (1)

**TOTAL: 7**