

TU STUDIES

Using Computers

Word Processing Module

Half Term Mission!

By now you have learned a great deal about using the computer and word processing. Next we will start to think about the wider uses of word processing within the union organisation. During your well earned week off there are a few things for you to do:-

- Find out what computing facilities your local Trade Union representatives / shop stewards have access to (this can be at site or branch level).
- Collect some examples of documents produced by your union locally. (posters, news letters, minutes, agendas etc)
- Collect some examples of documents produced by your trade union nationally. (you may need to speak to your branch to get copies of some correspondence).
- Collect some membership information that would be aimed at potential members (including a copy of your union membership application form)

As you may have guessed this is leading up to a task to examine the documentation and see what is good, what is bad and suggest areas for improvement; more details will be given in the Task 11 and 12 worksheet in a fortnight's time – SEE YOU THEN!