

POWERPOINT PRESENTATION # 10 (For Eighth Grade)

DOCUMENTS

DEFINITION

A document is a work of non-fiction writing intended to store and communicate information, thus acting as a recording. Documents are often the focus and concern of business administration and government administration.

Workplace Documents

Also known as business documents, these are found at the workplace. Workplace documents serve two basic functions:

1. Communication - Important documents may include e-mails, memos, and reports. They may tell you about upcoming meetings, changes in policy, and other information you need to know for your job. Another workplace document is a letter of application or a résumé. You will use these documents to communicate with potential employers.
2. Instruction - Many documents tell workers how to do things related to their jobs. These instructional documents include user guides and employee manuals. They may tell an employee what procedures to follow or how to operate equipment.

Instruction

Workplace documents provide a wide range of real-life information. ▾



Public Documents

Public documents include information about public agencies and community groups. For example, public documents might be about health concerns or voting issues, among other subjects. Public documents inform people about what is happening in their community, city, state, nation—even on the planet. Examples include: safety, building, and legal notices. Public documents tell about situations, decisions, responsibilities, schedules, occasions, and interesting events.

A local government might post a notice to inform people about a public meeting. After the meeting, another document might describe decisions that were made. You will use public documents if you work with a government agency, school, park, or library. Public documents contain a wealth of research information.

Consumer Documents

A **consumer** is someone who buys something or uses what someone else buys. The things we consumers buy fall into two basic categories:

1. goods, the *things* we buy, and
2. services, *activities* people perform for us

Many goods are simple to use. We all know what to do with the food we buy and the clothes we purchase. However, some goods are complex. If you buy a new computer, for example, you need information to get it up and running. A computer will include consumer documents to give you the information you need to set up and use the computer. Consumer documents also define legal rights and responsibilities—yours, those of the company that made the computer, and those of the company that sold it.

Consumer documents contain important information. Types of consumer documents include: Product information, warranties, contracts technical directions, technical directions, and others.

1. **Product information** on a box or label tells you if an item is what you want.
2. **Contracts** spell out exactly what services will and will not be provided.
3. **Warranties** guarantee that a product will work for a specified period of time. Warranties also spell out what happens if the product doesn't work properly and what you must do to get service.
4. **Instruction manuals** tell how to set up and use a product .If you break a product because you didn't read its instructions carefully, you are responsible for the damage.
5. **Technical directions** give precise technical information about installing and assembling a product. Be sure to read and follow these directions carefully to get the best use from a product.

Technical Directions

Directions are important for many activities. You may need to follow directions when you cook, dance, exercise, play sports, sing, or play music.Your cookies might burn, you might injure yourself while exercising, or your chords could be flat. Failure to follow directions can lead to problems.

Whenever you assemble or operate any kind of device, you're following **technical directions**. The device might be scientific, mechanical, or electronic.

When you follow technical directions, it is a good idea to read the directions all the way through before you begin, check off the steps one by one as you complete them, and compare your work with the diagrams and drawings for each step.

Answer the following questions:

1. Write four headings at the top of two pages: Workplace Documents and Public Documents on one page, and Consumer Documents and Technical Directions on the other page. Under each heading, list all the documents of that type you think you might use sometime soon. Put check marks next to any you have already used or can find in your home or classroom. Add items (and check marks) as you think of them and as you read the documents in this collection.