

Learning Objectives

- Identify the importance of written correspondence
- Recognize the components of a well written correspondence
- Practice writing business correspondence
- Practice writing social summaries

Competency

315-1 The worker can identify pertinent data for inclusion in the case records and reports, knows how to organize information in a clear, concise manner, and is able to record summarized case assessments, case plans, and other supporting data into the family case record and reports.