

# Admin Procedures - Document Processing

## Summary

This unit focuses on reading and preparing written communications at work. Many business communications are in written form, and their preparation is a time-consuming task that requires many competent employees. The ability to read and understand written documents is a basic yet vital skill for all types of office workers. In this unit you will become acquainted with the procedures to prepare effective business letters, memos, reports, and related documents.

## Authors

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