



Erstellen eines Serienbriefes (Unterweisung Bürokaufmann / -kauffrau) (German Edition)

Marcus Schermann

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Unterweisung / Unterweisungsentwurf aus dem Jahr 2009 im Fachbereich AdA Kaufmännische Berufe / Verwaltung, Note: 2, , Veranstaltung: IHK Prüfung, Sprache: Deutsch, Abstract: Die in diesem Präsentationskonzept beschriebene Ausbildungseinheit bildet eine Grundlagenabhandlung für Ausbilder in dem Ausbildungsberuf der Bürokaufleute, explizit für das Erstellen eines Serienbriefes. Vorüberlegungen, Planung, sowie Durchführung und Nachbereitung der Ausbildungseinheit bilden hier für den Ausbilder Schritt für Schritt, unter Berücksichtigung der arbeitspädagogischen Methoden, eine Grundlage für die innerbetriebliche Auszubildenenunterweisung.

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