

Certificate of Accomplishment

for the workplace skill

Following Written Instructions or Procedures Well

This document certifies that

_____ has successfully completed the following activities:

- Interview someone about the importance of being able to follow written instructions.
- Evaluate two sets of written directions for clarity.
- Prepare a set of written instructions for programming a VCR.
- Draw a diagram of a set of written directions.
- Develop a table of your strengths and weaknesses in following written instructions.
- Design a one-hour presentation, including four transparencies, on following written instructions well.

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Signed

Date