Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pd \_\_\_\_\_\_

Types & Features of Consumer, Public, & Workplace Documents

Once you have chosen your “Real-Life Question,” watch the tutorial videos on using the documents needed to solve your problem and complete the organizer below.

|  |  |  |  |
| --- | --- | --- | --- |
| Document Type | Definition | Purpose | Features/Use/Questions to ask |
| Advertisement |  |  |  |
| Warranty |  |  |  |
| Product Information |  |  |  |
| Return Policy |  |  |  |
| Document Type | Definition | Purpose | Features/Use/Questions to ask |
| Salary/Benefits Information |  |  |  |
| Application |  |  |  |
| Reviews |  |  |  |
| Fee Schedule |  |  |  |
| Contract |  |  |  |