



**Bearbeitung der Eingangspost der Abteilung  
Personal (Brief) (Unterweisung  
Industriekaufmann / -kauffrau) (German Edition)**

*Matthias Schaller*

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Unterweisung / Unterweisungsentwurf aus dem Jahr 2007 im Fachbereich AdA Kaufmännische Berufe / Verwaltung, Note: 1,5, Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen; Standort Nürtingen, Sprache: Deutsch, Abstract: Die vorliegende Unterweisung bedient sich der 4-Stufen-Methode. Als praktisches Beispiel wurde das "Richtige und sichere Öffnen eines Kuverts" gewählt, auf welches die Stufe 2 ausführlichst eingeht.

Alle Hilfsmittel sind aufgeführt sowie alle eingesetzten Medien (Flip-Chart und Pinnwand) sind als Bilder integriert.

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