

Unit Title: Writing With Meaning
Unit Level: Entry 2
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJB283
Ofqual Unit Code: Y/504/3441

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to produce a draft of a document.	1.1	Produce a draft of a piece of text for a stated purpose.
2.	Be able to review their draft for purpose and meaning.	2.1	Proof read text to check it meets purpose and audience including: a) sentences used b) adjectives used.
		2.2	Revise draft.
3.	Be able to proof read final draft for accuracy.	3.1	Check own writing for: a) punctuation b) spelling.
		3.2	Produce final copy.

Assessment Guidance:

- 1.1 A Minimum of two documents with two different purposes and audiences.
- 3.1 a) Punctuation at this level includes accurate use of capital letters, full stops and question marks.
- 3.1 b) Accuracy of spelling at this level must include the majority of personal details and familiar words.

Additional Information:

NA