Unit Title: **Writing For Different Purposes**
Unit Level: **1**
Unit Credit Value: **3**
GLH: **27**
LASER Unit Code: **CAM110**
Ofqual Unit Code: **F/600/9939**

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Recognise a range of writing formats and their purpose at work.	1.1	Locate and sort examples of writing from the work place by type and purpose.
		1.2	Identify the most commonly used formats in own workplace and state: (a) who contributes to each format; (b) where each one is used; (c) how frequently each one is used; (d) who the audience is; (e) how often the format is changed/adapted; (f) why a particular format is used for a particular task.
2.	Understand that the reasons for writing at work will influence the content, style and format.	2.1	Identify the reasons for writing at work.
		2.2	Identify formal and informal language and different formats in writing.
		2.3	Give examples of writing that require a formal style and those that require an informal style and say why.
		2.4	Demonstrate a formal and an informal style of writing used in the workplace.
3.	Understand that the audience for writing at work will influence the content, style and accuracy.	3.1	Identify occasions in the workplace when written accuracy is important.
		3.2	Outline some possible consequences of not writing accurately.
		3.3	Give examples of situations when writing could allow for some inaccuracies, for example, spelling errors.
		3.4	Choose and use an appropriate style and level of accuracy to write a set of instructions for new colleagues.
4.	Plan and draft a piece of writing using language suitable for the purpose and audience.	4.1	Plan a short piece of continuous writing about a recent event, to include how much to write and the level of detail needed.
		4.2	Use appropriate language to write an account of recent events, for example, accident report, sequencing the order of events correctly.
		4.3	Proof read and correct writing for grammar and spelling errors.

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| 5. | Present information in different writing formats. | 5.1 | Use three different formats to produce three pieces of work-related writing. |
| | | 5.2 | Explain why each format is suitable for the task of communicating information in the workplace. |

Assessment Guidance:
NA

Additional Information:
NA