

**Unit Title:** Writing Notes And Memos  
**Unit Level:** 1  
**Unit Credit Value:** 1  
**GLH:** 9  
**LASER Unit Code:** CAM112  
**Ofqual Unit Code:** A/600/9941

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand the style and format of notes and memos.	1.1	Identify the differences in style and language used in examples of notes and memos including: (a) the subject; (b) the recipient(s); (c) mode of writing, for example, handwritten, electronic.
		1.2	Identify the key features of notes and memos.
		1.3	State advantages and disadvantages of notes and memos over more formal written information.
2.	Understand when to use notes and memos.	2.1	Outline what notes and memos set out to achieve.
		2.2	Give examples of appropriate uses of a note or memo and say why.
		2.3	Give examples of inappropriate uses of a note or memo and say why.
3.	Produce notes and memos that clearly convey the message.	3.1	Identify two scenarios when writing a note or memo would be appropriate.
		3.2	Write a note using appropriate level of detail, format, grammar, punctuation and spelling.
		3.3	Write a memo using appropriate level of detail, format, grammar, punctuation and spelling.

<b>Assessment Guidance:</b>
NA

<b>Additional Information:</b>
NA