

Unit Title: Writing For Meaning Skills
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJA477
Ofqual Unit Code: D/503/3302

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to use writing to communicate clearly and effectively.	1.1	Present information in a logical sequence to give instructions and directions.
		1.2	Sequence ideas in own short piece of writing, using paragraphs where appropriate.
		1.3	Use vocabulary and detail appropriate for purpose and audience.
2.	Be able to use different writing formats.	2.1	Adjust own writing style to suit purpose of writing.
		2.2	Use appropriate layouts and structure for different purposes.
3.	Understand the need to plan written work.	3.1	Outline a plan for writing indicating key points.
		3.2	Make a rough draft from plan.
4.	Be able to revise written work.	4.1	Proof read written work identifying changes to be made to improve accuracy and meaning.
		4.2	Revise writing.
5.	Be able to present writing appropriately.	5.1	Produce legible final text, with the accuracy required for the purpose.
		5.2	Use tools appropriate to the presentation.

Assessment Guidance:

NA

Additional Information:

NA
