

Unit Title:	Presenting Information
Unit Level:	2
Unit Credit Value:	2
GLH:	12
LASER Unit Code:	WJB088
Ofqual Unit Code:	M/502/3552

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand how work-related information is most commonly presented.	1.1	Describe how information is presented in different forms in the place of work, giving 3 examples of commonly used methods.
		1.2	Describe how language is used to convey information in certain ways, looking at: a. Authoritative use of language b. Descriptive use of language.
		1.3	Describe some of the problems associated with the use of inappropriate methods and language when communicating work-related information.
2.	Be able to originate and present information for specific audiences within a place of work.	2.1	Collect, collate and present work-related data from a range of work-related sources, using the most appropriate medium for the context.
		2.2	Present work-related information to 2 different audiences, adapting the presentation appropriately each time.

Assessment Guidance:
NA

Additional Information:
NA