

**Unit Title:** Preparing To Write  
**Unit Level:** Entry 2  
**Unit Credit Value:** 3  
**GLH:** 30  
**LASER Unit Code:** WJB247  
**Ofqual Unit Code:** L/504/3517

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to choose the information required to include in own writing.	1.1	Identify the main points to include in a document for a stated purpose.
2.	Be able to choose the right format for a piece of writing.	2.1	Identify possible formats which could be used for writing for a stated purpose.
		2.2	List reasons for choosing a particular format.
3.	Be able to draft own writing.	3.1	Draft writing for a given audience to include: a) simple sentences b) language fit for purpose.

**Assessment Guidance:**

1.1 At least two documents must be considered.  
 2.1 Minimum of two formats. Formats could include use of bullet points, illustrations etc.  
 3.1 At least two separate documents should be drafted. There is no specified word count but documents should be appropriate for this level and fit for purpose.

**Additional Information:**

NA