

**Unit Title:** Writing With Meaning  
**Unit Level:** Entry 2  
**Unit Credit Value:** 3  
**GLH:** 30  
**LASER Unit Code:** WJB283  
**Ofqual Unit Code:** Y/504/3441

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to produce a draft of a document.	1.1	Produce a draft of a piece of text for a stated purpose.
2.	Be able to review their draft for purpose and meaning.	2.1	Proof read text to check it meets purpose and audience including: a) sentences used b) adjectives used.
		2.2	Revise draft.
3.	Be able to proof read final draft for accuracy.	3.1	Check own writing for: a) punctuation b) spelling.
		3.2	Produce final copy.

**Assessment Guidance:**

1.1 A Minimum of two documents with two different purposes and audiences.  
 3.1 a) Punctuation at this level includes accurate use of capital letters, full stops and question marks.  
 3.1 b) Accuracy of spelling at this level must include the majority of personal details and familiar words.

**Additional Information:**

NA