

Unit Title: Using Grammar, Punctuation And Spelling In Writing
Unit Level: Entry 3
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJC536
Ofqual Unit Code: K/506/0907

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to use grammar and punctuation to aid understanding when writing.	1.1	Demonstrate how to construct complete written sentences, using adjectives and conjunctions.
		1.2	Demonstrate how to write grammatically correct sentences with tenses.
		1.3	Use correct punctuation in complete sentences.
2.	Be able to refer to sources of correct spellings of common and relevant key words.	2.1	Use dictionaries or spellcheckers on computers to find unknown spellings.
3.	Be able to develop vocabulary relevant to own work and special interests.	3.1	Identify words relevant to work and life to learn.
		3.2	Demonstrate how to spell common words and relevant key words for work and special interest.
4.	Be able to use methods to improve own spelling.	4.1	Demonstrate how to proof-read own written text.
		4.2	Check and correct errors in own spelling.
		4.3	Use spelling rules.
		4.4	Use spelling strategies to extend spelling competence.
		4.5	Use rules and patterns to spell unfamiliar words.

Assessment Guidance:

NA

Additional Information:

NA