

Unit Title: Writing Composition Skills
Unit Level: Entry 3
Unit Credit Value: 1
GLH: 10
LASER Unit Code: WJC537
Ofqual Unit Code: K/506/0910

This unit has 3 learning outcomes.

| LEARNING OUTCOMES | | ASSESSMENT CRITERIA | |
|-------------------|---|---------------------|--|
| The learner will: | | The learner can: | |
| 1. | Be able to use writing to present information with purpose. | 1.1 | Demonstrate how to compose a variety of short texts. |
| | | 1.2 | Demonstrate how to compile drafts of writing. |
| | | 1.3 | Demonstrate how to apply layout to the text for a given purpose. |
| | | 1.4 | Demonstrate how to use a specific style for a context, audience and purpose. |
| | | 1.5 | Demonstrate how to organise own writing into short paragraphs in a logical sequence. |
| 2. | Be able to plan written work. | 2.1 | Make a simple plan using a few key words. |
| | | 2.2 | Demonstrate the use of the plan as part of preparation for writing. |
| 3. | Be able to revise written work. | 3.1 | Check and amend a rough draft. |
| | | 3.2 | Identify errors when proof reading for spelling and grammar. |
| | | 3.3 | Demonstrate how to produce a final draft. |

Assessment Guidance:

NA

Additional Information:

NA