

**Unit Title:** Grammar And Punctuation In Practical Use  
**Unit Level:** Entry 3  
**Unit Credit Value:** 1  
**GLH:** 10  
**LASER Unit Code:** WJC752  
**Ofqual Unit Code:** T/506/0893

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to use writing to communicate.	1.1	Demonstrate how to write in complete and coherent sentences including subject/verb agreement.
		1.2	Demonstrate how to produce neat and legible writing.
2.	Be able to use grammar and punctuation correctly.	2.1	Use accurate grammar that includes correct verb tense and subject-verb agreement.
		2.2	Use the following punctuation marks to divide multiple adjectives or listed items: <ul style="list-style-type: none"> <li>• capital letters</li> <li>• full stops</li> <li>• question marks</li> <li>• exclamation marks</li> <li>• commas.</li> </ul>

<b>Assessment Guidance:</b>
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NA
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<b>Additional Information:</b>
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NA
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