

**Unit Title:** Communicating Information  
**Unit Level:** Level 2  
**Unit Credit Value:** 1  
**GLH:** 8  
**LASER Unit Code:** WJD400  
**Ofqual Unit Code:** A/504/7515

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know about different methods of communicating information.	1.1	Describe different of methods of communicating information.
		1.2	Assess the appropriateness of a variety of methods for given situations.
2.	Be able to communicate information in a variety of ways.	2.1	Communicate information in a formal written style.
		2.2	Communicate information in an informal written style.
		2.3	Communicate information orally person to person.
		2.4	Communicate information orally using technology.

**Assessment Guidance:**

NA

**Additional Information:**

NA