

Unit Title: Improving Punctuation And Grammar Skills
Unit Level: Level 2
Unit Credit Value: 3
GLH: 24
LASER Unit Code: WJD438
Ofqual Unit Code: L/504/8488

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to use punctuation to aid understanding.	1.1	Identify, explain and use capital letters appropriately in all contexts.
		1.2	Identify and use correctly a range of punctuation that can end sentences.
		1.3	Use commas accurately in own writing, for example, dividing phrases.
		1.4	Use semi-colons, colons and speech marks appropriately.
2.	Be able to use grammar correctly.	2.1	Use subordinate clauses appropriately in sustained pieces of writing.
		2.2	Use tenses appropriately showing subject and verb agreement and correct construction of tenses.
		2.3	Produce the final version of a piece of writing with accurate spelling, use of punctuation and grammatical structure.

Assessment Guidance:

NA

Additional Information:

NA