

Unit Title: Preparing To Write
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJF511
Ofqual Unit Code: K/504/3444

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand that the way writing is organised will depend on purpose and audience. (CE3.3).	1.1	Identify the purpose and audience of proposed texts.
		1.2	Give layouts for texts identified in 1.1.
2.	Be able to plan writing. (CE3.3).	2.1	List information to be included in the text.
		2.2	Demonstrate ways of planning for writing.
		2.3	Use a plan to organise points that are to be included in texts identified in 1.1.
3.	Understand that choice of language will vary according to purpose and audience. (CE3.3).	3.1	Give examples of differences between formal and informal language.
		3.2	Give examples of texts that require formal language.
		3.3	Give examples of text that require informal language.
4.	Be able to draft writing. (CE3.3).	4.1	Draft formal and informal writing for a specific purpose to include: a) simple and compound sentences b) paragraphs.

Assessment Guidance:

2.2 At least two different ways.

3.1 At least five examples are required.

3.2 and 3.3 At least three examples of each.

4.1 At least three texts are required and they must include at least one example each of formal and informal texts.

Additional Information:

NA