

Unit Title: Writing With Meaning
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJF555
Ofqual Unit Code: F/507/6384

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to plan a document.	1.1	Plan a piece of text for a stated purpose.
2.	Be able to produce a draft of a document.	2.1	Produce a draft piece of text for a stated purpose.
3.	Be able to review own draft for purpose and meaning.	3.1	Proof read text to check it meets purpose and audience including: a) sentences used b) adjectives used.
		3.2	Revise draft.
4.	Be able to proof read final draft for accuracy.	4.1	Check own writing for: a) punctuation b) spelling c) basic grammar.
		4.2	Produce final copy.

Assessment Guidance:

- 1.1 A Minimum of two documents with two different purposes and audiences.
 2.1 A Minimum of two documents with two different purposes and audiences.
 4.1 a) Punctuation at this level includes accurate use of capital letters, full stops and question marks.
 4.1 b) Accuracy of spelling at this level must include the majority of personal details and familiar words.
 4.1 c) Accuracy of grammar at this level must include verb-tense agreement and subject-verb agreement in simple sentences.

Additional Information:

NA