

Unit Title:	Academic Essay Writing Skills
Unit Level:	Level 3
Unit Credit Value:	3
GLH:	12
LASER Unit Code:	WJH234
Ofqual Unit Code:	L/650/4304

This unit has 4 learning outcomes.

Learning Outcome (The Learner will):		Assessment Criteria (The Learner can):	
1.	Understand essay formats and the conventions used in academic essay writing.	1.1	Analyse the use of different essay commands.
		1.2	Identify and use common essay-related terms and vocabulary.
		1.3	Summarise the term 'academic voice'.
2.	Be able to plan and structure an academic essay.	2.1	Produce an essay outline or plan that meets a given objective and shows the development of ideas and/or arguments.
		2.2	Identify strategies to support achievement of prescribed word allowances.
3.	Know how to reference written work according to scholarly practice and convention.	3.1	Explain the importance of acknowledging published sources of information.
		3.2	Distinguish between: <ul style="list-style-type: none"> <li>• in-text citations</li> <li>• reference lists and</li> <li>• bibliographies.</li> </ul>
		3.3	Explain the term plagiarism.
		3.4	Summarise the possible consequences of plagiarism and ways of avoiding these.
4.	Be able to produce an academic essay that conforms to scholarly practice and conventions.	4.1	Write consistently in an 'academic voice'
		4.2	Adapt writing to meet prescribed word allowances.
		4.3	Use own outline or plan to write an academic essay.
		4.4	Produce a bibliography for an academic essay.
		4.5	Include in-text citations and reference lists in an academic essay.
		4.6	Proof read an academic essay for grammar, spelling and cohesion.
		4.7	Amend an academic essay to reflect proof reading.

**Assessment Guidance:**

The assessment method for this unit must evaluate the student's skills in academic essay writing. This would normally be in the form of a short essay or report on an academic subject.

Additional Information:

*LASER has an exemplar assessment brief which centres can use or adapt for assessment purposes.*