

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

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| Unit Title: | Summarising Documents |
| QAC Code: | K/501/6146 |
| Level: | Level 2 |
| Credit Value: | 1 |
| Minimum GLH: | 10 |

2 Learning Outcomes and Criteria

| Learning Outcome (The Learner will): | Assessment Criterion (The Learner can): |
|---|---|
| 1. Be able to distinguish between the key points and supporting detail in documents of several pages | 1.1 P1 Extract the key points from a document of several pages |
| 2. Understand that the intended purpose and audience for a summary should influence the way in which it is written | 2.1 P2 Explain how summaries can be written and presented differently according to purpose and audience |
| 3. Be able to summarise the key points of documents of several pages in a way that is consistent with the intended purpose and audience | 3.1 P3 Produce a summary which: <ul style="list-style-type: none">• Captures the key points of a document accurately• Is presented in a format and uses language appropriate for the intended purpose and audience• Has been proof read and edited for accuracy |