

Access to H.E. National Programme Unit



Unit Title:	Communication: Report Writing	Ungraded Unit Code:	UD33DEV24
Pathway(s):	All Pathways		
Module(s):	Developmental		
Level:	3	Credit Value:	3
Valid from:	1 st August 2014	Valid to:	31 st July 2025

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the need for preparation and planning of a report	1.1 Analyse the terms of reference of an investigation
	1.2 Identify a range of secondary information and data for incorporation in a report
	1.3 Produce a report plan and appropriate section headings
2. Understand the need for structure and use of appropriate conventions in report writing	2.1 Write a report of at least 1000 words using: <ul style="list-style-type: none"> a) Clear, coherent and logical structure and sections with appropriate headings b) Appropriate technical vocabulary and style c) Fluent, accurate English, observing conventions of grammar, punctuation and spelling d) Evaluation of data and appropriate conclusions
3. Understand the use of referencing of sources and data in reports	3.1 Acknowledge sources of data and opinion quoted or paraphrased in the report
	3.2 Use an appropriate system of in-text referencing and produce a bibliography

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