

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Writing to Convey Information
QAC Code:	J/506/3555
Level:	Level 2
Credit Value:	2
Minimum GLH:	16

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to plan both formal and informal writing	1.1 State purpose of writing formal and an informal texts
	1.2 For each text, state: a) the intended audience b) the format to be used c) the language style and key language features
	1.3 Plan the structure of texts conveying information
2. Be able to write texts conveying information	2.1 Organise writing in paragraphs
	2.2 Construct simple, compound and complex sentences using correct grammar and punctuation
	2.3 Use correct spellings throughout
3. Know how to edit and revise text to produce a final accurate version	3.1 Edit draft, checking for meaning, accurate spelling and correct use of grammar and punctuation
	3.2 Revise draft to produce fair copy with correct spelling, grammar and punctuation