

Open Awards Qualification Unit



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1 Unit Details

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| Unit Title: | Writing for Different Purposes in the Workplace |
| Unit Reference Number: | J/615/6974 |
| Level: | Entry 3 |
| Credit Value: | 3 |
| Minimum GLH: | 30 |

2 Learning Outcomes and Criteria

| Learning Outcome (The Learner will): | Assessment Criterion (The Learner can): |
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| 1. Recognise writing formats used in the workplace | 1.1 List examples of writing from the work place by type and purpose |
| | 1.2 Label the most commonly used formats in own workplace |
| | 1.3 State a key characteristic of each format |
| | 1.4 Indicate why a particular format is used for a particular task |
| 2. Understand that the reasons for writing at work | 2.1 Identify writing that requires: a) A formal style b) An informal style |
| | 2.2 In the context of a workplace, demonstrate the following writing styles a) Formal writing styles b) Information writing styles |
| 3. Be able to present information in different writing formats | 3.1 Use two different formats to produce two pieces of work related writing |
| | 3.2 State why each format chosen is suitable for communicating information in the workplace |