

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Summarising Documents
Unit Reference Number:	K/615/9124
Level:	Level 2
Credit Value:	1
Minimum GLH:	8

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 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 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 Produce a summary which: a) Captures the key points of a document accurately b) Is presented in a format and uses language appropriate for the intended purpose and audience c) Has been proof read and edited for accuracy