

# Open Awards Qualification Unit



## Form OAQU

This unit forms part of a regulated qualification. Click [here](#) to view qualifications.

### 1 Unit Details

Unit Title:	Writing for Meaning Skills
QAC Code:	D/503/3302
Level:	Level 1
Credit Value:	3
Minimum GLH:	27

### 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to use writing to communicate clearly and effectively	1.1 Present information in a logical sequence to give instructions and directions
	1.2 Sequence ideas in own short piece of writing, using paragraphs where appropriate.
	1.3 Use vocabulary and detail appropriate for purpose and audience
2. Be able to use different writing formats	2.1 Adjust own writing style to suit purpose of writing
	2.2 Use appropriate layouts and structure for different purposes
3. Understand the need to plan written work	3.1 Outline a plan for writing indicating key points
	3.2 Make a rough draft from a plan
4. Be able to revise written work	4.1 Proof read written work to identify changes to be made to improve accuracy
	4.2 Revise writing
5. Be able to present writing appropriately	5.1 Produce legible final text, with the accuracy required for the purpose
	5.2 Use tools appropriate to the presentation

