

Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. This is a developmental unit so is only available as ungraded.

Unit Title: Communication: Writing for Meaning

Ungraded Unit Reference Number: UD23DEV22

Module: Developmental

Level: Two (2)

Credit Value: Three (3)

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the use of different formats and styles of writing for different purposes and audiences	1.1 Explain how the format and style of writing is related to the purpose and audience in the case of: a) A formal business letter b) A text to a friend c) An academic essay d) A structured report e) A poem f) An email
2. Use appropriate formats and styles in different situations to communicate clearly and effectively	2.1 Use different formats and styles of writing for different purposes as appropriate for three short pieces of writing
	2.2 Use writing to convey feelings, ideas and experiences
	2.3 Use varied vocabulary appropriately
	2.4 Use a variety of sentence constructions
	2.5 Use images effectively to support writing
3. Plan and produce an extended piece of writing	For an extended piece of writing:
	3.1 Plan, draft and revise work using proof-reading techniques to edit drafts
	3.2 Use an appropriate structure, including the use of subordinate clauses, paragraphs, headings and sub-headings as appropriate

3.3 Use appropriate writing techniques, e.g. persuasion, use of supporting evidence and technical vocabulary as appropriate

3.4 Write coherently and fluently, e.g. using appropriate conventions and avoiding undue repetition