

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Writing to Communicate Information
Unit Reference Number:	J/506/3135
Level:	Level 1
Credit Value:	1
Minimum GLH:	10

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to plan texts that communicate information	1.1 State purpose and audience of proposed texts
	1.2 Produce a plan showing the information to be included in the text
	1.3 Outline the proposed structure/format of the final texts
	1.4 Identify images that could support the text
2. Be able to draft texts that communicate information	2.1 Draft text to include language suitable for purpose and audience
	2.2 Use simple and compound sentences
	2.3 Present information in a logical sequence
	2.4 Organise continuous texts into paragraphs
	2.5 Punctuate texts
3. Be able to check own texts for accuracy, meaning and organisation	3.1 Proof read texts for: a) meaning b) grammar c) punctuation d) spelling
	3.2 Rewrite texts to include improvements

3.3 Include images to enhance meaning