

Quality Endorsed Unit

This unit does not form part of a regulated qualification.

Unit Title: Writing for Meaning Skills

Unit Reference Number: HD3/1/WR/008

Level: 1

Credit Value: 3

Minimum Guided Learning Hours: 30

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 own writing, indicating key points.
	3.2 Produce a draft of own writing, using the plan outlined in 3.1.
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 written work based on changes identified in 4.1.
5. Be able to present writing appropriately.	5.1 Produce legible final text, with the accuracy required for the purpose.
	5.2 Use a variety of materials to present own work.

