Open Awards Qualification Unit

This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Communicate to Give and Receive Information
Unit Reference Number:	K/615/6367
Level:	Entry 3
Credit Value:	2
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to communicate with others	1.1 Take part in interchanges to give straightforward information to a group of people
	1.2 Respond to a range of questions in familiar contexts
	1.3 Identify a range of situations requiring: a) informal styles of communication b) formal styles of communication
	1.4 Use formal communication in familiar situations
2. Be able to present information to others	2.1 Plan how to present information in a logical sequence
	2.2 Present information in different contexts
3. Be able to receive information from others	3.1 Identify main points from information provided by others in at least two different contexts
	3.2 Use non-verbal cues to help understanding

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