

# Open Awards

## Quality Endorsed Unit



### 1 Unit Details

Unit Title:	Personal Writing
Unit Reference Number:	FN2/E3/WR/010
Level:	Entry Level 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 plan a piece of personal writing	1.1 State topic and audience of proposed personal writing
	1.2 Produce a plan showing the information to be included in the text
	1.3 Identify images that could support the text
2. Be able to draft a piece of personal writing	2.1 Draft text to include language suitable for the audience
	2.2 Use simple and compound sentences
	2.3 Present information in a logical sequence
	2.4 Punctuate texts appropriately
3. Be able to revise text for accuracy and meaning	3.1 Proof read texts for: <ul style="list-style-type: none"> <li>a) Meaning</li> <li>b) Grammar</li> <li>c) Punctuation</li> <li>d) Spelling</li> </ul>
	3.2 Rewrite text to include improvements
	3.3 Include images to enhance meaning