Open Awards

Quality Endorsed Unit

1 Unit Details

Unit Title:	Personal Writing
Unit Reference Number:	FN2/1/WR/004
Level:	Level 1
Credit Value:	2
Minimum GLH:	18

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 List some events that could be used for a piece of personal writing
	1.2 State Topic and Audience of Proposed personal writing
	1.3 Produce a plan showing the information to be included in the text
	1.4 Identify sentence openings that could make your text easier to follow
	1.5 Outline the proposed structure/format of the final text
	1.6 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 Include suitable sentence openings to make the text easier to follow

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	2.5	Used reference sources to find alternative vocabulary
	2.6	Organize texts into continuous paragraphs
	2.7	Punctuate texts appropriately
3. Be able to revise text for accuracy and meaning	3.1	Proof read texts for: a) meaning b) grammar c) punctuation d) spelling e) vocabulary
	3.2	Rewrite text to include improvements
	3.3	Include alternative vocabulary you have searched for when appropriate
	3.4	Include images to enhance meaning

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