

# Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Writing for Different Purposes

**Unit Reference Number:** T/615/7005

**Level:** One (1)

**Credit Value:** Three (3)

**Minimum Guided Learning Hours:** 27

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Recognise writing formats and their purpose at work	1.1 Locate and sort examples of writing from the workplace by type and purpose
	1.2 Identify the most commonly used formats in own workplace and state: <ul style="list-style-type: none"> <li>a) Intended use</li> <li>b) Intended audience</li> <li>c) Why a particular format is used for a particular task</li> </ul>
2. Understand reasons for different writing styles	2.1 Identify reasons for writing at work
	2.2 Identify the following: <ul style="list-style-type: none"> <li>a) Formal writing style</li> <li>b) Informal writing style</li> <li>c) Different formats in writing</li> </ul>
	2.3 Give examples of writing that require a formal style and those that require an informal style and say why
	2.4 Demonstrate a formal and informal style of writing used in the workplace
	2.5 Use three different formats to produce three pieces of work-related writing
	2.6 Proof read and correct any writing, grammar or spelling errors

	2.7 Explain why each format is suitable for the task of communicating information in the workplace
3. Understand the importance of writing accuracy	3.1 Identify occasions in the workplace when written accuracy is important.
	3.2 Outline some possible consequences of not writing accurately