

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Improving Spelling, Punctuation and Grammar Skills
Unit Reference Number:	L/615/9603
Level:	Level 2
Credit Value:	3
Minimum GLH:	24

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understanding Spelling Strategies	1.1 Explain and use mnemonics
	1.2 Explain a minimum of 2 spelling rules
	1.3 Identify a minimum of 10 commonly misspelt words
	1.4 Explain the following homophones a) Witch/which b) Too/to/two c) Sight/site d) Through/threw e) Whether/ weather f) They're/ their/ there g) Break/brake h) By/bye/buy i) Aloud/allowed j) Flour/flower

2. Understanding Punctuation	<p>2.1 Compare the use of</p> <ul style="list-style-type: none"> a) Full stops b) Exclamation marks c) Question marks d) Colons e) Semi-colons f) Round brackets <hr/> <p>2.2 Compare when to use a comma or a connective</p> <hr/> <p>2.3 Assess when use apostrophes</p> <hr/> <p>2.4 Identify, explain and use capital letters appropriately in all contexts</p> <hr/> <p>2.5 Use commas accurately in own writing, for example, dividing phrases</p> <hr/> <p>2.6 Use semi-colons, colons and speech marks appropriately</p>
3. Understand Grammar	<p>3.1 Define and give examples of the following</p> <ul style="list-style-type: none"> a) Nouns b) Adjectives c) Verbs d) Adverbs e) Prepositions <hr/> <p>3.2 Use subordinate clauses appropriately in sustained pieces of writing</p> <hr/> <p>3.3 Use tenses appropriately showing subject and verb agreement and correct construction of tenses</p> <hr/> <p>3.4 Produce the final version of a piece of writing with accurate spelling, use of punctuation and grammatical structure</p>

