

Open Awards

Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Introduction to Email
Unit Reference Number:	D/618/2934
Level:	Entry 1
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 open the email application on a device	1.1 Identify and open the email application
2. Be able to use the email inbox	2.1 Locate and open the mail inbox
	2.2 Select and open an email
	2.3 Read or listen to an email
3. Be able to reply to an email	3.1 Select the reply function
	3.2 Create a simple message using pre-set email vocabulary
	3.3 Send a reply