

Unit Title:	Writing in short paragraphs
OCR unit number:	B16
Life and Living Skill Area:	Communications
Level:	Entry 3
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit aims to provide learners working at Entry 3 with the opportunity to demonstrate their ability to present written work using their preferred method of writing, organised into short paragraphs, and check it for meaning and accuracy.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Be able to present written information in short paragraphs	The Learner can: 1.1 Produce written information 1.2 Organise written information into short paragraphs	The learner may use their preferred method of writing including using a computer to produce written information in short paragraphs. Example activities may include writing a short report about a school/college/home/workplace event, a short letter to a friend about a holiday or a short text about where they live. The learner demonstrates that they can then edit their writing using the computer or by hand and present the information in short paragraphs.
2 Be able to correct written work	2.1 Review written work for: <ul style="list-style-type: none"> Sense Punctuation 2.2 Make appropriate corrections to written work	The learner may use their preferred method of writing, including using a computer, to review their written work to ensure that it makes sense and is punctuated correctly. For example, read it through to check that it makes sense, check punctuation and make changes where necessary.

Assessment

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

The methods used for assessment will be appropriate to the learner but may include use of witness statements evidencing the actual words, actions, signs or symbols used to meet the assessment criteria. The learner may use their preferred method of writing including using a computer to produce written information in short paragraphs

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

The evidence must show that the learner has met the assessment criteria using their own preferred method of writing which may include the use of the computer, spell checks and symbolised programmes. Evidence must include a copy of the written work before and after correction ie a draft and final copy.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.