

Unit Title:	Presenting written information in different styles and formats
OCR unit number:	B10
Life and Living Skill Area:	Communication
Level:	Entry 2
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit aims to provide learners working at Entry 2 with the opportunity to demonstrate their ability to present their written work in different styles and formats for different purposes using their preferred method of writing including using a computer.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Be able to present written information in different styles and formats	The Learner can: 1.1 Identify different types of information to be presented in written format 1.2 Present the written information in an appropriate style and format	The learner can identify different types of written information. Examples of activities may be to identify different forms of written information such as a shopping list presented in list form; instructions for a game presented with numbered instructions or a letter or email to a friend. Using their own preferred method of writing, the learner demonstrates that they can present written information in an appropriate format and style. Examples could include: a poster laid out using headings, word art and illustrations; a short informal message to a colleague at work requesting annual leave or a short formal letter.
2 Be able to present written information using appropriate conventions	2.1 Present work with accurate spelling	The learner can present their written work with most words spelt correctly (using spell check or symbolised

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	2.2 Use accurate punctuation	<p>programmes on the computer if desired), for example the learner checks their written work and marks any spelling errors, they then correct the errors and produce a final copy of the document.</p> <p>The learner demonstrates that they can use accurate punctuation in their written work. Examples may be on a symbolised report about an event they have attended, a short letter or a simple advertisement, using capital letters and punctuation appropriately.</p>

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.

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 use of the computer, spell checks and symbolised programmes. Evidence must include a copy of the first and final draft of the written work.

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.