

Unit Title: Writing Composition Skills	
Level:	Entry Three
Credit Value:	1
GLH:	10
OCNLR Unit Code:	HD3/E3/LQ/019
Ofqual Unit Reference Number:	K/506/0910

*This unit has 3 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to use writing to present information with purpose.	1.1. Demonstrate how to compose a variety of short texts. 1.2. Demonstrate how to compile drafts of writing. 1.3. Demonstrate how to apply layout to the text for a given purpose. 1.4. Demonstrate how to use a specific style for a context, audience and purpose. 1.5. Demonstrate how to organise own writing into short paragraphs in a logical sequence.
2. Be able to plan written work.	2.1. Make a simple plan using a few key words. 2.2. Demonstrate the use of the plan as part of preparation for writing.
3. Be able to revise written work.	3.1. Check and amend rough draft. 3.2. Identify errors when proof reading for spelling and grammar. 3.3. Demonstrate how to produce a final draft.

## Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

**P = Prescribed** This assessment method *must* be used to assess all or part of the unit.

**O = Optional** This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay		Practical demonstration	O
Report		Group discussion	
Oral question and answer		Performance/exhibition	
Written description	O	Production of artefact	O