

Unit Title: Grammar and Punctuation in Practical Use	
Level:	Entry Three
Credit Value:	1
GLH:	10
OCNLR Unit Code:	HD3/E3/LQ/017
Ofqual Unit Reference Number:	T/506/0893

*This unit has 2 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to use writing to communicate.	1.1 Demonstrate how to write in complete and coherent sentences including subject/verb agreement. 1.2 Demonstrate how to produce neat and legible writing.
2. Be able to use grammar and punctuation correctly.	2.1 Use accurate grammar that includes correct verb tense and subject-verb agreement. 2.2 Use the following punctuation marks to divide multiple adjectives or listed items: <ul style="list-style-type: none"> <li>• capital letters</li> <li>• full stops</li> <li>• question marks</li> <li>• exclamation marks</li> <li>• commas.</li> </ul>

## 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