

Unit Title: Writing Standard English	
Level:	Two
Credit Value:	3
GLH:	24
OCNLR Unit Code:	FN2/2/LQ/005
Ofqual Unit Reference Number:	J/504/8764

This unit has 5 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to use grammar in accordance with the rules of standard English.	1.1. Use perfect, future, past, past perfect and imperfect tenses accurately. 1.2. Use verb endings accurately according to person in complex sentences. 1.3. Use pronouns with correct agreement with nouns and verbs.
2. Be able to use punctuation according to the rules of standard English.	2.1. Use punctuation marks accurately. 2.2. Paragraph work so as to aid meaning. 2.3. Structure sentences correctly using appropriate conjunctions and relative clauses.
3. Know the main rules of syntax.	3.1. Use parts of speech correctly. 3.2. Order words according to conventions.
4. Be able to select appropriate words and spell correctly.	4.1. Select words appropriate to meaning and context. 4.2. Spell correctly words commonly used in everyday work and life.

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		Role play/simulation	
Essay	O	Practical demonstration	
Report	O	Group discussion	
Oral question and answer		Performance/exhibition	
Written description	P	Production of artefact	