

Writing	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HD3/1/LQ/027
Ofqual Unit Reference Number:	J/508/0713

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to present main points in a logical order.	1.1. Identify the main points required for a written piece. 1.2. Organise points into a chronological order.
2. Be able to write in short paragraphs.	2.1. Identify the topic sentence for a paragraph. 2.2. Group together relevant sentences. 2.3. Use linking words to aid meaning.
3. Know how to plan and draft written work.	3.1. Plan relevant ideas for a piece of writing. 3.2. Prepare a rough draft suitable for the context.
4. Be able to proofread and correct writing.	4.1. Proofread and revise writing. 4.2. Produce legible final text.

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