

Punctuation and Grammar	
Level:	One
Credit Value:	2
GLH:	16
OCNLR Unit Code:	HD3/1/LQ/025
Ofqual Unit Reference Number:	L/508/0695

This unit has 2 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to use punctuation to aid understanding.	1.1. Use commas correctly to punctuate sentences in different contexts. 1.2. Use a range of punctuation marks so that meaning is clear.
2. Be able to use grammar to aid understanding.	2.1. Identify complete sentences, including some with clauses. 2.2. Use correct subject/verb agreement. 2.3. Use correct tense to meet the purpose of the 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	O	Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	
Reflective log/diary	O	Practice file	