



COMMUNICATION
Writing
SCQF Level 2
10 Hour Unit

CORE SKILLS UNIT

What are Core Skills?

Core Skills are skills and abilities that everyone uses in their family and personal life, at work, in public, in the community, and in education and training.

The Core Skills are:

- ◆ Communication
- ◆ Numeracy
- ◆ Information and Communication Technology
- ◆ Problem Solving
- ◆ Working with Others

They are important because they help you to be effective in almost everything you do. That's also why employers value them.

Improving your Core Skills helps you cope with today's quickly changing world. It will make you more confident, help you to learn more easily, and improve your career prospects.

What is this Core Skills Unit about?

This Unit is about using your writing skills to produce a very simple written document. The document will be based on familiar, everyday things.

If there are any words you don't understand in this Unit, your tutor will explain them to you.

What should I know or be able to do before I start?

You do not need any knowledge or experience before you start.

What do I need to do?

You will:

- ◆ decide who will read the piece of writing
- ◆ decide what to say, and give the information clearly using simple words and short sentences
- ◆ choose a format that suits the reader and fits the topic (for example, an email or a letter)
- ◆ choose words and pictures that your readers will understand
- ◆ use punctuation to make your meaning clear (for example, use a capital letter at the start of a sentence and finish with a full stop)

Your tutor will offer you time to practise your writing skills.

How do I get this Unit?

You will need to show that you have all the skills in the Unit.

You will write a document of around 25 words that gives readers one piece of very simple information, opinion or idea.

Your document could be written or typed.

What might this involve?

Here are examples of some things you might do:

- ◆ send a short e-mail to a friend, suggesting a time and place to meet
- ◆ make a simple poster, showing the date, time and place for a night out with your workmates
- ◆ make a menu for an evening meal and a shopping list of all the things you need for it
- ◆ write a postcard with news of your holiday
- ◆ leave a short note for a workmate, saying that someone has phoned and left a message

What can I do next?

You could move on to the other Communication Units at SCQF Level 2:

- ◆ Communication: Listening
- ◆ Communication: Reading
- ◆ Communication: Speaking

Once you have achieved the Units at SCQF Level 2, you could move on to Communication Units at SCQF Level 3. Your tutor can advise you about this.

Guidance for tutors

For this Unit you should use activities which are very familiar to the learner and well practised. Pieces of writing may include images such as sketches or photographs in support of the written text. These images may be selected by the learner from a bank of images or created by learners themselves. The learner will use very simple vocabulary and sentence structures. Errors may be present but these should not prevent the reader from grasping the meaning after further reading.

Further guidance is available in the accompanying Assessment Support Pack.

Learners with disabilities and/or additional support needs

The additional support needs of individual learners should be taken into account when planning learning experiences, selecting the most appropriate assessment activity and considering any reasonable steps which might be necessary to allow the learner to meet the assessment standard.

Further advice can be found in SQA's Assessment Arrangements' web pages (www.sqa.org.uk)

ADMINISTRATIVE INFORMATION

Core Skills

This Unit is part of a suite of four Units which when completed give automatic certification of the Core Skill of Communication at SCQF Level 2. The other Units in this suite are:

Communication: Reading at SCQF Level 2
Communication: Speaking at SCQF Level 2
Communication: Listening at SCQF Level 2

Credit Value

0.25 Credit(s) at (SQA Level 08) (1.5 SCQF credit points at SCQF Level 8)



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