



COMMUNICATION
Writing
SCQF Level 3
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 simple 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.

Communication: Writing at SCQF Level 2 is good preparation for this Unit.

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
- ◆ choose a format that suits the reader and fits the topic (for example, an e-mail or a letter)
- ◆ decide on your structure
- ◆ choose a layout and pictures, if appropriate
- ◆ write your text
- ◆ spell simple words
- ◆ use simple rules for grammar and punctuation

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 80 words that gives readers several pieces of simple information, opinions or ideas. The document can be written or typed.

What might this involve?

Here are some examples of the things you might do:

- ◆ write an e-mail to a friend, describing a film you have recently seen
- ◆ make an entry in your diary, blog or a workplace logbook
- ◆ list the ingredients and describe how to make your favourite meal
- ◆ write a short message asking a workmate for information
- ◆ write a short letter inviting a customer to attend a sales presentation

What can I do next?

You could move on to the other Communication Units at SCQF Level 3:

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

Once you have achieved the Units at SCQF Level 3, you could move on to the Communication Unit at SCQF Level 4. Your tutor can advise you about this.

Guidance for tutors

For this Unit you should use activities which are familiar and routine for the learner. Documents may include images such as maps, sketches, diagrams 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 simple vocabulary and sentence structures. Errors may be present but these should not prevent the reader from grasping the meaning.

Note: Learners may produce one piece of writing of 80 words or a portfolio of related pieces. If a portfolio of related pieces is used, it should include a substantive piece of no fewer than 80 words.

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 3. The other Units in this suite are:

Communication: Reading at SCQF Level 3

Communication: Speaking at SCQF Level 3

Communication: Listening at SCQF Level 3

Credit Value

0.25 Credit(s) at (SQA Level 09) (1.5 SCQF credit points at SCQF Level 3)

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