

**UNIT TITLE:** Reading: Grammar and Punctuation

**LEVEL:** Entry 3

**CREDIT VALUE:** 1

**GLH:** 10

**NOCN UNIT CODE:** HD3/E3/QQ/009

**ACCREDITED UNIT NO:** K/500/9505

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand instructional texts. (Rt/E3.3; Rs/E3.1; Rs/E3.2)	1.1. Supply appropriate verbs in a simple, instructional passage (cloze). 1.2. Follow an instructional text to carry out a common task/activity in a familiar context. 1.3. Get most of the sense of an instructional text even if they are not able to read every word.
2. Know when to use punctuation and capitalisation. (Rs/E3.3)	2.1. Use punctuation and capitalisation to aid understanding.

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### ASSESSMENT INFORMATION

#### Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

**The assessment activities for this unit are indicated in the table below:**

**Key: P = Prescribed** – this assessment method *must* be used to assess the unit.

**O = Optional** – this assessment method *could* be used to assess the unit.

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

#### Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

<b>Key Skill</b>		<b>Wider Key Skill</b>	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	