



Excellect 209 (PTY) LTD Trading as

NICORE

Training and Development

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WRITE/SIGN FOR A VARIETY OF DIFFERENT PURPOSES

US 119636

NQF Level: 01

Credits: 6

COURSE OVERVIEW



PURPOSE OF THE UNIT STANDARD

This unit standard will enable learners to produce a range of different text types for different purposes, audiences and contexts. Learners will be able to write/sign reasonably clearly in order to communicate meaning, and show some control of grammar and style. Learners will be familiar with a range of structuring devices and conventions that help convey meaning, and will develop competence in the writing process through reflecting on and correcting their own written/signed work. They will use language appropriate to the socio-cultural, learning, or workplace/technical environments as required.

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Produce texts appropriate to purpose, audience and context.

ASSESSMENT CRITERIA

1. Appropriate text type, format and conventions are used for specific purposes, audiences and contexts.
2. Sufficient, accurate and relevant content is selected and presented to achieve the requirements of the task set.
3. Register, tone, style and language use is appropriate to the purpose, audience and context of the text and task.
4. Own experience, knowledge and opinions are expressed and supported where required.

SPECIFIC OUTCOME 2

Use grammatical structures to organise texts.

ASSESSMENT CRITERIA

1. Common grammatical structures are used correctly (eg subject/verb agreement; pronouns, tenses, parts of speech, commonly used verb forms).
2. Clear, simple sentences are used.
3. A variety of sentence lengths and types are used appropriately (eg negatives, question forms, statements, imperatives).
4. Punctuation/non-manual features (NMFS) and spelling conventions are used appropriately.
5. Grammatical link devices (eg conjunctions) are used correctly to write sustained pieces.
6. Sentence structure and word/sign order are used accurately.

SPECIFIC OUTCOME 3

Use writing/signing conventions to organise texts.

ASSESSMENT CRITERIA

1. Texts are structured and organised so that content or information is clearly and logically sequenced and arranged.
2. Conventions for paragraphs/chunks of signs are used appropriately.
3. Links between sentences and paragraphs are correctly used and help the flow of ideas.
4. Arguments or positions are supported and illustrated.



5. Structuring devices, typographical, graphic or visual features are used appropriately (eg table of contents, headings, numbering etc).
6. Stylistic devices are used for specific effects (eg simple imagery, use of dialogue, use of manipulative or biased language etc).

SPECIFIC OUTCOME 4

Plan, draft and edit own writing/signing.

ASSESSMENT CRITERIA

1. Evidence of planning and drafting is shown.
2. Feedback is incorporated.
3. Text is revised, proof-read/checked and corrected.
4. Final version is produced and appropriately presented.