

Unit Title: Written Business Communication
Unit Level: Level 2
Unit Credit Value: 2
GLH: 12
LASER Unit Code: WJE848
Ofqual Unit Code: A/507/1488

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know the purpose of written business communication.	1.1	Describe different forms of written business communication.
		1.2	Describe the purpose of different forms of written communication to include: <ul style="list-style-type: none"> a) formal b) informal.
2.	Be able to extract information for the purpose of written business communication.	2.1	Extract information from relevant sources for the purpose of producing written business communication to fulfil a given brief.
3.	Be able to produce a written business communication.	3.1	Produce a selection of different written business communications that comply with the requirements of a business environment by: <ul style="list-style-type: none"> a) selecting forms of written communication appropriate to the information to be conveyed. b) structuring information appropriately c) using acceptable layouts and conventions d) using appropriate tone and language e) checking for accuracy.

Assessment Guidance:
NA

Additional Information:
NA