

Domain	FOUNDATION COMMUNICATION SKILLS	Unit ID: 334
Title:	Apply basic writing skills in English in different contexts	
Level: 1		Credits: 6

Purpose

This unit standard specifies the competencies required to write basic texts in English related to the four main social contexts in which people function in Namibia. These are in family and social life, workplace and institutional settings, education and training contexts and community and civic life. This unit standard is intended for people requiring basic writing skills in order to engage in paid employment, other forms of work and/or vocational education and training.

Special Notes

1. Glossary:
Text refers to any document written in English.
2. A minimum of one text must be written for each Element.
3. This unit standard focuses on the ability to apply writing skills in the following contexts: family and social settings, workplace and institutional settings, education and training contexts and community settings.

Quality Assurance Requirements

This unit standard and others within this Subfield may be awarded by institutions that meet the accreditation and requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and that comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Write for workplace and institutional settings

Range

Basic writing tasks that focus on communication in workplace and institutional settings and in communication with such organisations.

Texts may include short, basic work instructions, bullet point lists, notices and procedures for completing workplace tasks that are at least one paragraph or equivalent in length or cover two to three pieces of information in point form.

Performance Criteria

- 1.1 Simple, clear English is used in writing short, basic instructional or communication texts on familiar subjects.
- 1.2 Correct planning, drafting and editing processes are applied to produce written text.
- 1.3 Language and tone used are appropriate to meet the purpose and to suit the audience.
- 1.4 Sequence and structure of information and/or ideas are correct and coherent.
- 1.5 Reasonable comprehension of written text is achieved through correct spelling, punctuation and use of grammar.

Element 2: Write for education and training contexts

Range

Texts may include short bullet point lists, notes, reports and explanatory texts that are at least one paragraph or equivalent in length.

Performance Criteria

- 2.1 Clear, simple English is used to write short, basic reports or explanatory texts on familiar subjects or topics.
- 2.2 Correct planning, drafting and editing processes are applied to produce written text.
- 2.3 Language and tone used are appropriate to meet the purpose and to suit the audience.
- 2.4 Sequence and structure of information and/or ideas are correct and coherent.
- 2.5 Reasonable comprehension of written text is achieved through correct spelling, punctuation and use of grammar.

Element 3: Write for personal, family and social contexts

Range

Texts may include short personal notes, bullet point lists, diary entries and personal letters that are at least one paragraph or equivalent in length.

Performance Criteria

- 3.1 Clear, simple English is used to write short texts on familiar subjects related to personal, family and social matters.
- 3.2 Correct planning, drafting and editing processes are applied to produce simple written text.

- 3.3 Language and tone are used appropriate to meet the purpose and to suit the audience.
- 3.4 Sequence and structure of information and/or ideas are correct and coherent.
- 3.5 Reasonable comprehension of written text is achieved through correct spelling, punctuation and use of grammar.

Element 4: Write for community and civic life

Range

Basic writing tasks should focus on matters of public concern and use forms of argument, reason and criticism used in the public arena.

Argumentative text may include correspondence in the form of basic letters, bullet point lists and notes to individuals, government and other institutions requesting information or expressing a point of view that are at least one paragraph or equivalent in length.

Performance Criteria

- 4.1 Clear, simple English is used to write a short argumentative text expressing a personal point of view on a familiar subject.
- 4.2 Correct planning, drafting and editing processes are applied to produce a simple written document.
- 4.3 Language and tone used are appropriate to meet the purpose and to suit the audience.
- 4.4 Sequence and structure of information and/or ideas are correct and coherent.
- 4.5 Evidence, which may be broad or general, is provided to support writer’s point of view.
- 4.6 Reasonable comprehension of written text is achieved through correct spelling, punctuation and use of grammar.

Registration Data

Subfield:	Communication skills
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