

**Unit Title:** Communication Skills for English  
**Level:** Two  
**Credit Value:** 2  
**GLH:**  
**NOCN Unit Code:** FN2/2/EA/001  
**QCA Unit Reference**  
**Grading Descriptor Number(s):** Not applicable

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Communicate effectively in writing	1.1. Produce writing using: <ul style="list-style-type: none"> <li>• simple and complex sentence structures.</li> <li>• accurate spelling grammar and punctuation so that meaning is clear.</li> <li>• form, structure and style that are fit for purpose.</li> <li>• language that is appropriate for purpose and audience.</li> </ul>
2. Demonstrate effective reading skills.	2.2 Retrieve information from non-fiction texts in order to: <ul style="list-style-type: none"> <li>• distinguish between fact and opinion</li> <li>• follow an argument</li> </ul> 2.3 Retrieve information from fictional texts and comment on how language is used to achieve obvious effects.
3. Demonstrate effective speaking and listening skills.	3.1. Speak clearly using suitable tone and register.  3.2. Listen carefully and respond appropriately.

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

### 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	

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		Performance	
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**QCA Unit Reference Code:**  
**Accredited Start date:**  
**Accredited End date:**  
**Unit Sector/Subject area:**  
**Grading descriptors:**  
**Availability for Use:**

<b>Purpose and Aim of the Unit</b>	Free Text
<b>Restrictions on the Availability</b>	Free Text or N/A
<b>Additional Assessment Requirements</b>	Free Text or N/A
<b>Details of relationship between the Unit and the NOS</b>	Free Text or N/A
<b>Details of relationship between the Unit and Standards (not NOS)</b>	Free Text or N/A
<b>Endorsement of the Unit by</b>	Free Text or N/A