

Centre Name: _____ Centre Number:

--	--	--	--	--

Candidate Name: _____ Candidate Number:

--	--	--	--

Key Skills Unit: **Communication** Key Skills Level: **2**

Component C2.3 Write two different documents each one giving different information – one must be 500 words.

	Document 1	500 words <input type="checkbox"/>	Document 2	500 words <input type="checkbox"/>
Document type				
Subject and Purpose of Document				
Location of Evidence				

Did the Candidate:	Yes / No	Comments and Examples
C2.3.1 Present relevant information in a format that suited their purpose.	Doc 1 <input type="checkbox"/> <input type="checkbox"/>	
	Doc 2 <input type="checkbox"/> <input type="checkbox"/>	
C2.3.2 Use a structure and style of writing to suit their purpose	Doc 1 <input type="checkbox"/> <input type="checkbox"/>	
	Doc 2 <input type="checkbox"/> <input type="checkbox"/>	
C2.3.3 Spell, punctuate and use grammar accurately	Doc 1 <input type="checkbox"/> <input type="checkbox"/>	
	Doc 2 <input type="checkbox"/> <input type="checkbox"/>	
C2.3.4 Make their meaning clear	Doc 1 <input type="checkbox"/> <input type="checkbox"/>	
	Doc 2 <input type="checkbox"/> <input type="checkbox"/>	
Use image* effectively to help the reader understand the points they are making	<input type="checkbox"/> <input type="checkbox"/>	

**Image must be used effectively at least once at this level to meet the standard.*

ASSESSOR'S DECLARATION: I confirm that the details above are correct and that the evidence submitted is the candidate's own work and the candidate meets all requirements for certification for this Key Skill.

Assessor's Name: _____ Candidate's name: _____

Assessor's Signature: _____ Candidate's signature: _____

Date: _____ Date: _____