

Essential Skills Wales

Communication

Portfolio assessment guidance

Writing Using Pre-set Formats

Summary:

The Essential Skills Wales Standards state that 'in final work, sentences must be formed correctly, with correct punctuation, spelling and grammar. Paragraphing must be appropriate.' Also learners need to know how to: 'present relevant information in formats that suit your purpose and audience' Therefore, the requirement for correctly formed sentences and appropriate paragraphing cannot be met when learners are directed to write documents using pre-set formats, including CVs and job sheets as these usually consist of a bullet pointed list. Many centres are directing learners to present CVs, posters and PowerPoint slides as written documents for the third component; these documents do not allow learners to display writing skills at the appropriate level.

Example A: *An example of a pre-set format being used to enable to learner to complete a work based activity, in this case in relation to completing an activity in an NVQ workbook.*

The learner has completed this activity in order to note where the fire extinguishers are situation within the work place and the type of extinguishers available.

Activity: use the table and a walk about to answer the following questions. Walk around the whole building and identify where the fire points are. What type of extinguishers are there and what sort of fires are they for?

Location of fire points	Extinguisher type, what would you use it for?
Front door	Red Wood, paper, textiles, solid materials
Back door	Red Wood, paper, textiles, solid materials
Kitchen	Yellow Oil, fat etc. Fire blanket
Office	Blue Paper, wood, textiles, solid materials and electrical appliances

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Example B:

Whilst it is not necessary to use a pre-set format to produce a PowerPoint presentation, an example of a PowerPoint slide, which has been assessed for component three writing documents, does not allow the learner to display the appropriate writing skills of using sentences, paragraphs and punctuation. The written document below shows how the learner could have approached the task to show appropriate use of sentences, paragraphs and punctuation.

In the PowerPoint slide the learner uses a short sentence and a bullet pointed list, this does not show the use of sentences, paragraphs and punctuation.

Conflicts and how to resolve them

Importance of children dealing with conflict

- Children socialise
- Vital for development
- Due to similar interests
- Learn about other people's feelings

This written document shows how the learner could have approached this writing task.

As children get older and start to socialise more, they begin to start having conflicts and disputes with others. This is a natural part of growing up and a vital stage in development for a child to know how to handle difficult situations and conflict between themselves.

Although adults feel like they need to intervene all the time, sometimes it is better just to step back and let the children sort the argument out by themselves. Children normally argue over simple things such as sharing or rules of a game, this is because children choose friends with similar interests to themselves.

It is important to let children deal with conflicts themselves as children pick up on the behaviour and needs of another very quickly. Therefore when they argue they will learn when to say sorry to someone and realise by themselves that they have hurt

The written evidence presented does not display the appropriate use of sentences, paragraphs or punctuation.