

Guide to delivery of Unit 1: Using ICT to Communicate
General introduction to unit
Introduction to standard ways of working
Types of information Methods of communicating information Technologies for communicating Information
How organisations present information <ul style="list-style-type: none"> • why and how information presented • common standards for layout of formal documents • use of house style and templates
Audience and purpose
Gaining skills in using presentation styles <ul style="list-style-type: none"> • page layout • textual styles • paragraph formats • special features • different types of media • position of common items • creating templates • adapting information • combining information
Accuracy and readability <ul style="list-style-type: none"> • spell checking • grammar checking • proof-reading
Evaluating the effectiveness of communications produced
Preparation of coursework for assessment