

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know English usage
2. Code	PPPUED301A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know standards of written and spoken English</p> <ul style="list-style-type: none"> ◆ Know rules for English such as those in relation to word formation ◆ Know standard use of punctuation marks, numbers, weights and measures ◆ Know difference between oral and written English ◆ Know the usage of and difference between British and American English <p>5.2 Know English grammar</p> <ul style="list-style-type: none"> ◆ Know types and structure of words and phrases, simple and compound sentences ◆ Know common grammatical errors <p>5.3 Assist in editing English publication</p> <ul style="list-style-type: none"> ◆ Assist in editing English publications according to standards for spoken and written English and English grammar
6. Range	Assist in editing English publications based on standards for spoken and written English and using grammatical skills and perform related tasks in editorial department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in editing English publications based on standards for spoken and written English and English grammar.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner meets basic level of English.