

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

1. Title	Master editing of practical writing
2. Code	PPPUED402A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Have basic knowledge of editing practical writing</p> <ul style="list-style-type: none"> <li>◆ Understand concept and types of practical writing editing</li> <li>◆ Understand characteristics of editing practical writing</li> </ul> <p>5.2 Master document and business correspondence</p> <ul style="list-style-type: none"> <li>◆ Master document editing and requirements on correspondence writing</li> </ul> <p>5.3 Master supplementary articles for books and periodicals</p> <ul style="list-style-type: none"> <li>◆ Master requirements on writing supplementary articles for books and periodicals</li> </ul> <p>5.4 Understand book and periodical promotion</p> <ul style="list-style-type: none"> <li>◆ Master requirements on book and periodical promotion material writing</li> </ul> <p>5.5 Master editing of practical writing</p> <ul style="list-style-type: none"> <li>◆ Edit documents, business correspondence, supplementary articles for books and periodicals and promotion material according to different requirements for the writing</li> </ul>

6. Range	Edit documents, business correspondence, supplementary articles for books and periodicals, promotion materials, etc. by exercising skills for practical writing and perform related tasks in editorial department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to edit practical writing and other materials for publication according to different requirements on practical writing.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has tertiary-level Chinese proficiency.