

Achievement Standard 1.5

Information Management

Communicate information by extracting it from provided materials and composing it directly onto the keyboard

Level 1 Credits: 3

(external)

estimated time allocation - 35 minutes of the formal 2 hour end of year exam

Resource Notes and Practice tests

This standard involves communicating information that is fit for the purpose and the intended audience, by extracting, formatting and editing information from provided material and composing information on a given scenario, directly onto the keyboard.

THIS UNIT CONTAINS

Project notes

Definitions for assessment

Assessment criteria

Project information

Project One –Cellphones

Self assessment checklist

Project Two –Hamilton Zoo

PROJECT INFORMATION –

Project One	Cellphones
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Task 1	Newspaper article
Task 2	Composition
Task 3	Table
Task 4	Newspaper advertisement
Task 5	Report

Resource sheets are available on the following topics

Resource One - Information sheet

Resource Two – Advertisement page

Resource Three – Health information

Project Two	Hamilton Zoo
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Task 1	Zoo Gazette
Task 2	Letter
Task 3	Radio Ad
Task 4	Article

Resource sheets are available on the following topics

Resource One - Zoo Gazette

Resource Two – Opening hours

Resource Three – History