

Unit 1: Using ICT to Communicate – Glossary

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| Adapt existing information | This may involve editing a graphic or paraphrasing some text that they have found. |
| Annotated draft copies | Initial computer-produced versions of the documents being produced. Candidates should annotate these drafts to show how they will change each document to improve it. Drafts should be clearly labelled as such. |
| Business documents for comparison | These should be of the types listed in section 1.2.5 of the specification or documents with a similar level of content. Business cards, fax header sheets, invoices etc. are not suitable as they do not have sufficient content for candidates to make detailed comparisons. |
| Communication/ Document/ Presentation | These terms are used interchangeably and should be taken to mean any method of communicating or presenting information such as a letter, report, multimedia presentation or webpage. If the term presentation is used, this does not necessarily mean that candidates must create a slide presentation using PowerPoint, for example. |
| Final version | The final versions of communications that candidates produce should be of a standard appropriate to the level of the qualification and be free from obvious errors in spelling, punctuation, grammar and layout. The final version should be clearly labelled as such. |
| Information sources | Candidates should use a range of information sources. They should be encouraged to list these sources in a formal bibliography, but should at least provide sufficient detail of the sources used for someone else to find the information. This might be the precise URL of a webpage or the complete title and author of a book. |
| Original communications | Communications that candidates create themselves, rather than simply reproducing an existing document. |
| Plans | These can be time plans detailing how candidates will approach the assignment and complete it within the given time scale and/or plans for the layout and content of the communications they will produce. |
| Presentation style | The way the communication is presented in terms of layout, type of media, font style and size, colour, use of graphics etc. |
| Purpose | Candidates should describe the specific purpose of each collected document, rather than the purpose of that type of document in general terms. |
| Report | A report can take many different forms, it does not mean that candidates have to produce a formal business style report. |
| Two types of document from each of three organisations | The same two types of document should be collected from each organisation, for example a letter and a web page from each. |
| Writing style | The style of language used within a document or presentation. This may be formal, informal, informative, persuasive etc. |