

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

1. Title	Master use of English
2. Code	PPPUED401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <div> <div>5.1 Master standards for written and spoken language</div> <div> <ul style="list-style-type: none"> <li>◆ Understand rules for English such as those in relation to word formation</li> <li>◆ Master standard use of punctuation marks, numbers, weights and measures</li> <li>◆ Understand difference between oral and written English</li> <li>◆ Master the usage of and difference between British and American English</li> </ul> </div> </div> <div> <div>5.2 Understand English grammar</div> <div> <ul style="list-style-type: none"> <li>◆ Understand types and structure of words and phrases, simple and compound sentences</li> <li>◆ Understand common grammatical errors</li> </ul> </div> </div> <div> <div>5.3 Edit English publication</div> <div> <ul style="list-style-type: none"> <li>◆ Edit English publications according to standards for spoken and written English and English grammar</li> </ul> </div> </div>
6. Range	Edit English publications based on standards for spoken and written English and English grammar and perform related tasks in editorial department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are:  (i) Able to edit English publications according to 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 has tertiary-level English proficiency.