

Literacy Skills Module

Spelling & Punctuation

Spelling and punctuation are as important to the success of your writing skills as the content. This module will take a brief look at the history of the English language. We will explore some common spelling rules and the use of punctuation, to create a report that is both coherent and cohesive.

In this Module

Videoscribe explainer video, with professional audio (duration: 02:58)

English Subtitles

3 Expanded learning content blocks in the module format

'Check my understanding'
5 Question knowledge check

Top Tips

1. Incorrect spelling can create a negative impression of your organisation.
2. Use a dictionary, not spell-check, to proof your work.
3. A lack of punctuation can make writing difficult to read and understand.

