

<b>Task B</b>	Create a 'How to be a...' guide for your chosen career.		
<b>Purpose</b>	To demonstrate skills for informing, explaining and describing		
<b>Target word count</b>	500	<b>Deadline</b>	
<b>Max. word count</b>	800		

I

Requirements	
<b>Your project should include</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Career Title</li> <li><input type="checkbox"/> Overview</li> <li><input type="checkbox"/> Entry requirements</li> <li><input type="checkbox"/> Working hours and times</li> <li><input type="checkbox"/> Working conditions</li> <li><input type="checkbox"/> Duties and responsibilities</li> <li><input type="checkbox"/> Salary information</li> <li><input type="checkbox"/> Other related opportunities</li> <li><input type="checkbox"/> An appropriate image</li> </ul>

## Writing Skills Self Check

	Have I used the correct format, features and structure?
	Is my writing well developed and interesting?
	Have I used a range of sentence types?
	Are my paragraphs well-ordered and sequenced?
	Is my vocabulary varied and effective?
	Have I used punctuation to add meaning?
	Are simple and complex words spelt correctly?
	Have I used techniques/language to develop my writing?