

Vocational Major Literacy Units 3 & 4

Vocational Major Literacy Units 3 & 4 — Contents

This work is licensed under the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-nd/4.0/> or send a letter to Creative Commons, PO Box 1866, Mountain View, CA 94042, USA.

Attribution: Classbasics Pty Ltd, vwx.au

Distribution note: this document may be distributed, and whole pages may be removed from it, provided only WHOLE pages are removed (never part of a page). This allows teachers to remove tests, exams and subtopics they do not want to issue.

Aboriginal and Torres Strait Islander content has been excluded as accuracy cannot be guaranteed, and it is better to be respectful than cover the entire curriculum inaccurately.

Significant effort has been made to ensure this content is legal. Please send any areas of concern to admin@vwx.au with appropriate document/legal references so errors can be verified and changes be made.

Series contents

This series covers the complete VCE Vocational Major Literacy Units 3 & 4 course as set out in the VCAA *VCE Vocational Major Literacy* study design — two areas of study in each unit, taught here as four topics (see each topic heading for the study design’s own titles). It comprises **nine content workbooks**, each topic closing with a cumulative **topic test**, and an **outcome-demonstration assessment booklet** holding SAC task-sheet templates, four outcome-demonstration assessments and a GAT Section A practice set. Each content workbook follows the same structure: concise theory in an accessible voice, scaffolded and unscaffolded worked examples, graded practice tasks, a compact answer guide, and fully-worked model responses. Synthetic real-world documents are labelled as synthetic, and rounding precision is always stated wherever an answer is a number.

Topic 1 — Accessing and understanding informational, organisational and procedural texts (Unit 3, Area of Study 1)

Chapter 1 — Reading and navigating informational, organisational and procedural texts (74 pp)

1A Accessing relevant texts: the internet and other sources · 1B Navigating complex documents: tables of contents, headings and sub-headings, paragraphs and indexes · 1C Reading texts: inferring and creating meaning · 1D Key elements of specific complex texts

Chapter 2 — Structures and features of informational, organisational and procedural texts (81 pp)

2A Structures and features of reports, tax forms and advice, and insurance forms · 2B Community charters and promotional texts · 2C Organisational language: how organisations, groups and businesses each develop their own use of language · 2D Comparing texts for similar purposes: evaluating effectiveness in delivering information

Chapter 3 — Oral communication, discussion and literacy conventions (99 pp)

3A Engaging with commonly encountered and technical documentation for workplace, vocational and real-life situations · 3B Elements of oral communication: eye contact, tone, body language and intonation · 3C Conventions of discussion and debate: active listening and questioning · 3D Conventions of literacy: punctuation, sentence structure, paragraphing and spelling

The Topic 1 Test (15 multiple-choice and 5 short-answer questions), with answers and fully-worked solutions, is included at the end of this workbook.

Topic 2 — Creating and responding to organisational, informational or procedural texts (Unit 3, Area of Study 2)

Chapter 4 — Purpose, audience and structure of organisational, informational and procedural texts (65 pp)

4A Purpose and intended audience of the text · 4B Structure and language across different organisational, informational and procedural texts · 4C Characteristics of organisational, informational and procedural texts

Chapter 5 — Creating texts for a chosen organisation or workplace (84 pp)

5A Creating informative, procedural and instructional content for one chosen organisation or workplace · 5B Visuals and diagrams in instructions, brochures and reports · 5C Task forms for Outcome 2: instructions, brochures, reports and vlogs

The Topic 2 Test (15 multiple-choice and 5 short-answer questions), with answers and fully-worked solutions, is included at the end of this workbook.

Topic 3 — Understanding and engaging with literacy for advocacy (Unit 4, Area of Study 1)

Chapter 6 — Literacy for advocacy: language, visual cues and text structures (88 pp)

6A Language choices, audience and purpose · 6B The impact that visual cues and presentation have in influencing an audience · 6C Structures and features of influential and advocational texts: webpages, brochures and social media · 6D Brand and message: how texts, images and multimedia platforms produce one central message

Chapter 7 — Evaluating and creating promotional and influential material (100 pp)

7A Reading promotional and influential material: inferring meaning and context · 7B Critically evaluating appeal and effectiveness: purpose and social and workplace values · 7C Communication techniques for different settings and contexts · 7D Designing, drafting and creating influential or promotional material

The Topic 3 Test (15 multiple-choice and 5 short-answer questions), with answers and fully-worked solutions, is included at the end of this workbook.

Topic 4 — Speaking to advise or to advocate (Unit 4, Area of Study 2)

Chapter 8 — Speaking to advise or to advocate: constructing the presentation (115 pp)

8A Sequencing and structuring oral content to advocate or present advice · 8B The way that language choice can influence an audience · 8C Logic, reasoning and emotion: the way speakers influence their audience · 8D Providing evidence to support advice or information · 8E Signalling connections: semantic clues in spoken texts

Chapter 9 — Speaking to advise or to advocate: delivery, attribution and reflection (100 pp)

9A Delivery: body language, eye-contact, gestures, pace of speech and intonation · 9B Copyright, attribution and referencing conventions · 9C Critically evaluating own work: rehearsal, reflection and revision · 9D Topic choice and the presentation options: civic participation and everyday personal contexts

The Topic 4 Test (15 multiple-choice and 5 short-answer questions), with answers and fully-worked solutions, is included at the end of this workbook.

Assessment

Chapter 10 — Outcome-demonstration assessments (77 pp)

Four SAC task-sheet templates (one for each outcome); four outcome-demonstration assessments, one for each outcome — multiple choice plus short answer, each with answers and fully-worked solutions; and a GAT Section A practice set — a two-part writing task and 20 reading multiple-choice questions, with answers and model responses. These complement, not replace, the assessment tasks your school designs.