

Care Practice Book

Risk Assessments & Layout Features Levels 1 & 2 ANSWERS

Question 1

a) Rewrite the text and try to make it much more user friendly.

If you are unsure, ask a colleague or tutor to look at your work. Ask them if it is easy to read. If you take a step back from the page, does it still look visually interesting? Would an external person be able to understand it. If the CQC needs to read it, they will expect it to be clear and understandable.

b) What layout and organisational features have you used?

You should definitely have used paragraphs and a heading. Any other features are your choice. Be careful not to use too many different features as this can make a text too busy and confusing for the reader.

Question 2

a) What feature has been used to show the five key steps?

Numbered points/numbered list

b) How does this help the reader?

It shows the order the steps must be carried out in. It helps to separate the things that must be done.

Question 3

a) What two features are **Identifying hazards** and **Record keeping** an example of?

Subheadings and bold

b) Why is each feature from (a) effective? How does it help the reader?

Subheadings help the reader find information easily

Bold makes the key information stand out

Question 4

Why should we put a heading at the top of the text? How does this help the reader?

It tells them what topic the text is going to be about.

Question 5

What feature has been used to help explain the meaning of key words?

A glossary

Question 6

What feature has been used to identify all the risks?

Bullet points

Question 7

What feature helps you find out more about sharps container risks?

Footnote