

Achievement Standard

Subject Reference English 1.5

Title Produce formal writing

Level 1 **Credits** 3 **Assessment** Internal

Subfield English

Domain English Written Language

Status Registered **Status date** 17 December 2010

Planned review date 31 December 2014 **Date version published** 17 December 2010

This achievement standard involves drafting, reworking and presenting of at least one piece of formal writing.

Achievement Criteria

Achievement	Achievement with Merit	Achievement with Excellence
<ul style="list-style-type: none"> • Develop and structure ideas in formal writing. • Use language features appropriate to audience and purpose in formal writing. 	<ul style="list-style-type: none"> • Develop and structure ideas convincingly in formal writing. • Use language features appropriate to audience and purpose with control in formal writing. 	<ul style="list-style-type: none"> • Develop and structure ideas effectively in formal writing. • Use language features appropriate to audience and purpose with control to command attention in formal writing.

Explanatory Notes

- 1 This achievement standard is derived from the Level 6 Creating Meaning strand [writing] and related achievement objectives in the English learning area of *The New Zealand Curriculum*, Learning Media, Ministry of Education, 2007, and is related to the material in the *Teaching and Learning Guide for English*, Ministry of Education, 2011.
- 2 *Formal writing* text types at this level may include reports, commentaries, text reviews, (auto) biographical profiles, articles, expository essays, digital text forms and other appropriate formal writing text types. Students are required to draft, rework and present at least one piece of formal writing that expresses ideas, information and/or opinions.

- 3 *Ideas* may include facts, information, opinions, observations, and/or arguments.
- 4 *Develop and structure ideas* means to build on a single idea by adding details or examples, linking that idea to other ideas and details, and working towards a coherent planned whole.
- 5 *Develop and structure ideas convincingly* means that the development of the ideas and structure is generally credible and connected.
- 6 *Develop and structure ideas effectively* means that the development of the ideas and structure is compelling and well-organised.
- 7 *Use language features* means that:
- vocabulary selection, syntax, stylistic features and written text conventions (including spelling, punctuation, grammar) are appropriate to audience and purpose for a selected text type
 - written text conventions are used without intrusive error patterns, such as a pattern of errors in syntax (eg sentence fragments, where structures are not used intentionally; and 'run on' syntax); or a pattern of other significant errors (eg mixed tense sequences, mis-capitalisation, spelling errors).
- 8 *Use language features with control* means that:
- language features are selected and linked to the intended purpose and audience
 - text conventions are used accurately so that the writing contains only minor errors.
- 9 *Use language features with control to command attention* means:
- the original and sustained use of language features, vocabulary selection, distinctive personal voice, dimensions or viewpoints
 - text conventions are used accurately so that the writing contains only minor errors.
- 10 Conditions of Assessment related to this achievement standard can be found at www.tki.org.nz/e/community/ncea/conditions-assessment.php.
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Quality Assurance

- 1 Providers and Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against achievement standards.
- 2 Accredited providers and Industry Training Organisations assessing against achievement standards must engage with the moderation system that applies to those achievement standards.

Accreditation and Moderation Action Plan (AMAP) reference

0233