

Title	Write formal personal correspondence		
Level	2	Credits	2

Purpose	People credited with this unit standard are able to write formal personal correspondence.
----------------	---

Classification	Communication Skills > Writing
-----------------------	--------------------------------

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 Formal personal correspondence is written for personal purposes and not on behalf of an organisation. It is usually written to organisations such as prospective employers, funding bodies, government agencies, insurance companies, businesses, service providers, landlords or rental agents, and education providers. Examples include a cover letter for a job or training application, complaint (service or product), request for service, product, or information.
- 2 The correspondence must be of sufficient length and complexity to enable the candidate to demonstrate competence.
- 3 Candidates must be given the opportunity to edit and proofread their work before it is assessed.
- 4 All activities relevant to this standard must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).
- 5 All activities must, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world views.

Outcomes and performance criteria

Outcome 1

Write formal personal correspondence.

Range two pieces of formal personal correspondence for different purposes.

Performance criteria

- 1.1 An appropriate formal correspondence format is used and the purpose is clear.
- 1.2 The correspondence is written so that the vocabulary and tone are appropriate to the purpose and audience.

- 1.3 The correspondence is written to be clear in meaning, relevant, and ordered in a sequence appropriate to the context.
- 1.4 The correspondence is written so that the punctuation, spelling, and grammatical errors do not detract from the purpose.

Planned review date	31 December 2027
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 March 1998	31 December 2014
Review	2	17 October 2002	31 December 2014
Review	3	17 April 2009	31 December 2016
Review	4	24 October 2014	31 December 2020
Review	5	16 February 2017	N/A
Review	6	24 March 2022	N/A

Consent and Moderation Requirements (CMR) reference	0113
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.