
ENGLISH WRITTEN LANGUAGE
Produce transactional written text in
simple forms

level:	1
credit:	4
final date for comment:	December 2004
expiry date:	December 2005
sub-field:	English
purpose:	People credited with this unit standard are able to produce transactional written text in simple forms.
entry information:	Open.
accreditation option:	Evaluation of documentation by NZQA.
moderation option:	A centrally established and directed national moderation system has been set up by NZQA.
special notes:	<ol style="list-style-type: none">1 This unit standard is derived from the Transactional Writing achievement objectives in <i>English in the New Zealand Curriculum</i>. Transactional writing is “intended to convey factual information or to argue the validity of a point of view with objective evidence.” (<i>English in the New Zealand Curriculum</i>, page 143).2 The curriculum statement defines the terms used in this unit standard, and the glossary in particular should be used in conjunction with all English unit standards.3 Assessment While students will gain credit for this specific skill when credited with this unit standard, in practice it will not be assessed in isolation but in the context of a larger area of study.

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- 4 Students will need to be guided through the writing process in order to craft their work to meet the performance criteria.
- 5 *English in the New Zealand Curriculum* (Learning Media Wellington, 1996). ISBN 0 478 057261 1, Item No. 94/294.

Elements and Performance Criteria

element 1

Produce transactional written text in simple forms.

Range: at least two pieces from any of the following categories - informative writing; persuasive writing, expository writing; forms could include report writing, speech writing, response to text, review, instructions, letter to the editor.

performance criteria

- 1.1 Writing develops idea(s).
- 1.2 Ideas are logically sequenced and supported by relevant details and/or examples.
- 1.3 Conventions of chosen form are observed and appropriate to purpose.

Range: conventions could include text organisation, use of sentences, paragraphs, use of language features, literary devices; observing conventions may include deliberately subverting them.
- 1.4 Final product is crafted to publication standard.

Range: publication standard means that technical accuracy in spelling, punctuation, and syntax is sufficient so that the writing could be published in a class or school newspaper or magazine with a few minor alterations.

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Comments on this unit standard

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

Please Note

Providers must be accredited by the Qualifications Authority or a delegated inter-institutional body before they can register credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for providers wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is covered by AMAP 0226 which can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.