

NZQA Assessment Support Material

Unit standard	28000				
Title	Write a simple text for a practical purpose (EL)				
Level	2	Credits	5	Version	3

Student guidelines

AWARD OF CREDIT



This unit standard can be awarded with an Achieved grade only.

CONDITIONS OF ASSESSMENT



This assessment will take place over a timeframe set by your assessor.

- You may ask for help to understand the task instructions.
- Your writing must be in your own words.
- You may use a bilingual and/or an English dictionary, but not electronic devices.
- You will be given time to do a draft before your final copy.
Your assessor will check your draft and give general guidance only.

Note:

- Your drafts and any source material used must be attached to your final copy.
- When you have finished, read through your writing using the checklist and make any changes you need.
- Make sure that your writing has as few mistakes as possible.

Assessment task

Write instructions on how to get a phone connection in New Zealand. This can be a landline, a mobile phone or both. You must write at least 150 words.

Student Checklist

In this assessment task you will need to show you can do the following:	PC
Write at least 150 words.	
Include only information that is on the topic. For this text all of the information must be about getting a phone in New Zealand.	1.1
Use the text structure for instructions. Your text will have these parts: <ul style="list-style-type: none">• an opening that says what the instructions are for.• the steps in logical order.	1.2
Use a range of language features and conventions appropriate to the text type. These include: <ul style="list-style-type: none">• complete simple and compound sentences e.g.<ul style="list-style-type: none">○ <i>You can open more than one account.</i> (simple sentence)○ <i>Look at the bank websites and then choose the best bank for your needs.</i> (compound sentence)• verb forms e.g.<ul style="list-style-type: none">○ imperatives e.g. <i>choose, look, decide</i>○ modals e.g. <i>should, must, may, can</i>○ simple present tense e.g. <i>is, are</i>• cohesive devices e.g.<ul style="list-style-type: none">○ pronouns e.g. <i>you, it, they</i>○ conjunctions e.g. <i>but, and</i>○ connectives e.g. <i>first, then, finally, because</i>• punctuation e.g.<ul style="list-style-type: none">○ correct use of upper and lower-case letters○ full stops• layout e.g.<ul style="list-style-type: none">○ bullet points○ numbering○ headings. Other language features and conventions may include: <ul style="list-style-type: none">• complex sentences e.g. <i>If you are under eighteen, your parents will need to sign the forms as well.</i>• quantifiers e.g. <i>most, some, many</i>• prepositions e.g. <i>in, on, near</i>• adjectives e.g. <i>worst, best</i>	1.3
Make sure that your writing can be understood and has as few mistakes as possible.	1.3
Use a range of vocabulary to fit the topic and your sentences: <ul style="list-style-type: none">• choose the right vocabulary e.g. <i>bank account, savings, interest, credit card</i>• use the vocabulary correctly e.g. <i>a form / the forms</i>	1.4