

NZQA Assessment Support Material

Unit standard	31035				
Title	Write moderately complex texts on general topics (EL)				
Level	4	Credits	15	Version	1

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.

- Your writing must be in your own words.
- You may use a bilingual and/or an English dictionary, but you must not use 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.
- This is one of three assessment tasks (texts) that you will need to complete to achieve this unit standard.

Assessment task

You will write a formal letter of complaint to the local council, addressing the topic below. The text must be set out in the correct format for a formal letter. You can use your own personal details, or you can make up the personal details.

Text 1 (Letter)

Your local council has decided to close the branch library close to your house, in order to save money, and you disagree. Here are some possible reasons why you disagree. You may be able to think of more:

- nearest other library - 25 km
- library used by families/students
- has
 - books
 - DVDs
 - electronic resources
 - free Wifi
 - community activities e.g. children's reading groups.

You must write at least 500 words.

Student Checklist

In this assessment task you will need to show you can do the following:	PC
Write at least 500 words.	
<p>Make sure content, structure and layout is appropriate to the topic, audience, purpose and text type.</p> <p>For a formal letter you need to:</p> <ul style="list-style-type: none"> • use conventions of a formal letter e.g. <ul style="list-style-type: none"> ○ correct layout (line spacing, sender's and receiver's address, date) ○ appropriate greeting and salutation ○ formal language • include an introduction which states the purpose of the letter. • write paragraphs that provide additional information about the issue. • write a conclusion that offers a suggestion and expectation of action. 	1.1
<p>Develop your ideas into a text that is clear, coherent and cohesive. This includes organising ideas into paragraphs with clear topic sentences.</p> <p>The topic sentence will be followed by supporting details that may include:</p> <ul style="list-style-type: none"> • explaining • expanding • giving examples 	1.2
<p>Use a wide range of language features appropriate to the text type. This includes:</p> <ul style="list-style-type: none"> • complete simple, compound and complex sentences. • appropriate verb forms e.g. <ul style="list-style-type: none"> ○ present tenses ○ active voice ○ passive voice ○ modal verbs • cohesive devices to clearly link ideas. These may include: <ul style="list-style-type: none"> ○ grammatical cohesive devices to link ideas clearly e.g. <ul style="list-style-type: none"> – personal pronouns – demonstratives – connectives – conjunctions – substitution – ellipsis ○ lexical cohesive devices to connect words e.g. <ul style="list-style-type: none"> – synonyms – antonyms – repetition – collocation – word sets • formal, objective language 	1.3
<p>Use vocabulary relevant to the topic, and appropriate to the sentence structure, e.g.</p> <ul style="list-style-type: none"> • topic-specific vocabulary • correct word choice, including meaning, collocations, and lexical groups • correct part of speech 	1.4
Proofread and edit your work.	