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| Title | **Write in plain English** | | |
| Level | **3** | **Credits** | **3** |

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| Purpose | People credited with this unit standard are able to write in plain English. |

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| Classification | Communication Skills > Writing |

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| Available grade | Achieved |

**Guidance Information**

1 Definition

The term *plain English* means writing that is clear, concise, coherent, and free from unnecessarily specialised or complex language. Texts in plain English must be easily understood by the target audience.

2 Candidates must be assessed against this unit standard in a real-life context using naturally occurring evidence, or in simulated conditions relevant to the candidate which require performance equivalent to a real-life context.

3 Candidates must be given the opportunity to edit and proof read their work before it is assessed.

Any punctuation, spelling, and grammar errors in the writing must not affect the intended message.

4 All activities relevant to this standard will respect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).

5 All activities will, 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 in plain English.

Range three documents of 200-400 words each;  
each document must be different in terms of purpose and intended audience.

**Performance criteria**

1.1 The content, tone, and format fit the purpose, the occasion, the subject matter, and the audience.

1.2 The content is organised in a coherent sequence which fits the purpose, the occasion, the subject matter, and the audience.

1.3 Vocabulary, grammar, and readability fit the purpose, the occasion, the subject matter, and the audience.

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| Planned review date | 31 December 2026 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 26 January 1995 | 31 December 2012 |
| Review | 2 | 9 August 1996 | 31 December 2012 |
| Review | 3 | 24 March 1998 | 31 December 2012 |
| Review | 4 | 25 July 2006 | 31 December 2013 |
| Review | 5 | 17 November 2011 | 31 December 2020 |
| Rollover | 6 | 24 October 2014 | 31 December 2020 |
| Review | 7 | 16 February 2017 | N/A |
| Review | 8 | XXXX 2021 | N/A |

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| --- | --- |
| 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](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.