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| Title | **Use graphics in communication** |
| Level | **2** | **Credits** | **2** |

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| Purpose | People credited with this unit standard are able to identify the purpose of graphics in communication and communicate using graphics. |

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| Classification | Communication Skills > Writing |

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| Available grade | Achieved |

**Guidance Information**

1 A graphic is any visual image or design that enhances the presentation of information orally and/or in writing.

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

3 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**

Identify the purpose of graphics in communication.

**Performance criteria**

1.1 Advantages and disadvantages of using graphics in communication are identified.

Range evidence of three advantages and three disadvantages is required.

1.2 Contexts in which graphics would enhance communication are identified.

Range evidence is required of three different contexts, each using a different type of graphic.

**Outcome 2**

Communicate using graphics.

Range evidence of two types of graphics is required.

**Performance criteria**

2.1 Information is selected for graphic presentation in terms of enhancing the communication.

2.2 Graphics are selected to enhance the message being conveyed.

2.3 Graphic information is presented in a manner that fits the context, the subject matter, and the intended 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**Status information and last date for assessment for superseded versions**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 2014 |
| Review | 2 | 9 August 1996 | 31 December 2014 |
| Review | 3 | 24 March 1998 | 31 December 2014 |
| Revision | 4 | 11 February 2004 | 31 December 2014 |
| Review | 5 | 17 April 2009 | 31 December 2016 |
| Rollover and Revision | 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 if you wish to suggest changes to the content of this unit standard.