

Achievement Standard

Subject Reference English 2.2

Title Produce crafted and developed formal transactional writing

Level 2 **Credits** 3 **Assessment** Internal

Subfield English

Domain English Written Language

Status Expiring **Status date** 17 November 2011

This achievement standard is expiring. Assessment against the standard must take place before the expiry date set out below.

Expiry date 31 December 2012 **Date version published** 17 November 2011

This achievement standard requires: drafting, reworking, and presenting writing that develops and supports ideas in formal, transactional writing; is crafted to create effects; structured appropriately for the audience, purpose, and text type; and uses writing conventions accurately.

Achievement Criteria

Achievement	Achievement with Merit	Achievement with Excellence
<ul style="list-style-type: none"> • Develop and support ideas in a piece of formal transactional writing. • Craft writing to create effects that are appropriate to audience, purpose, and text type. • Structure material in a way that is appropriate to audience, purpose, and text type. 	<ul style="list-style-type: none"> • Develop and support ideas convincingly in a piece of formal transactional writing. • Craft controlled writing to create effects that are appropriate to audience, purpose, and text type. • Structure material clearly, in a way that is appropriate to audience, purpose, and text type. 	<ul style="list-style-type: none"> • Develop, support and integrate ideas convincingly in a piece of formal transactional writing. • Craft controlled writing to create effects that are appropriate to audience, purpose, and text type, and that commands attention. • Structure material clearly and effectively, in a way that is appropriate to audience, purpose, and text type.

Achievement	Achievement with Merit	Achievement with Excellence
<ul style="list-style-type: none"> Use writing conventions accurately. 	<ul style="list-style-type: none"> Use writing conventions accurately. 	<ul style="list-style-type: none"> Use writing conventions accurately.

Explanatory Notes

- 1 This achievement standard is derived from *English in the New Zealand Curriculum*, Learning Media, Ministry of Education, 1994, up to and including Level 7.
 WRITING: Transactional Writing, Exploring Language, Thinking Critically, often with links to Processing Information
 with links to:
 READING: Personal Reading, Close Reading
 SPEAKING: Using Texts
 LISTENING: Listening to Texts.
- 2 *Formal transactional writing* at this level could be a: report, explanation, letter to the editor, editorial, text review, feature article, expository essay, discursive essay, literary essay.
- 3 *Ideas* include facts, opinions, information, observations, and argument.
- 4 *Develop and support ideas* means to build on a single idea by adding detail, linking that idea to other ideas and details, with explanations, examples and evidence.
- 5 *Craft* involves a systematic process of reworking and reshaping the writing, and selecting language deliberately to achieve a coherent, planned whole.
- 6 *Controlled* means secure and purposeful use of language, with a sense of direction.
- 7 *Structure material* means develop and organise the writing.
- 8 *Commands attention* could be achieved through the use of a distinctive style, the inventive use of language, use of a wide range of diction¹, and/or innovative syntax.
- 9 *Convincingly* refers to the overall effect of the writing, which could be seen as cogent, powerful, persuasive, plausible, credible, impressive and/or conclusive.
- 10 *Writing conventions* include spelling, punctuation, grammar, syntax, and paragraphing.
 Note: a deliberate misuse of writing conventions for effect or impact shows an awareness of the conventions of writing.
- 11 *Accurately* means suitable for publication with minor editing.
- 12 The student must demonstrate an independent command of written English, including the accepted usage of writing conventions.

¹ Oxford dictionary – choice of words or phrases in speech or writing.

Replacement Information

This achievement standard, AS90375, unit standard 8825, and unit standard 8826 have been replaced AS91101.

Quality Assurance

- 1 Providers and Industry Training Organisations must have been granted consent to assess by NZQA before they can register credits from assessment against achievement standards.
- 2 Organisations with consent to assess and Industry Training Organisations assessing against achievement standards must engage with the moderation system that applies to those achievement standards.

Consent and Moderation Requirements (CMR) reference

0226