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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 |
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Guidance Information

- 1 Definition
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 proofread 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 must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).
- 5 All activities must, 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 Each document is written to fit the purpose, the occasion, the subject matter, and the audience.

Range content, tone, format, vocabulary, grammar, readability.

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

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| Planned review date | 31 December 2027 |
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Status information and last date for assessment for superseded versions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 | 24 March 2022 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0113 |
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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.