

<b>Title</b>	<b>Write in plain English</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to write in plain English.
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<b>Classification</b>	Communication Skills > Writing
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 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 People must be assessed against this unit standard in a real-life context using naturally occurring evidence or in simulated conditions that demand performance equivalent to that required in the real-life context.
- 3 Assessment against this unit standard must take place after the candidate has edited and proof read the documents.
- 4 Any punctuation, spelling, and grammar errors in the writing must not affect the intended message.

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### Outcomes and evidence requirements

#### 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.

#### Evidence requirements

- 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.

<b>Planned review date</b>	31 December 2021
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### Status information and last date for assessment for superseded versions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

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

#### 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.