

<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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### 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.

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### 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.

<b>Planned review date</b>	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**Status information and last date for assessment for superseded versions**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

<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>.

**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.