

Title	Write documents to achieve effective communication for a business purpose		
Level	4	Credits	4

Purpose	People credited with this standard are able to write documents to achieve effective communication for a business purpose.
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Classification	Communication Skills > Writing
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Available grade	Achieved
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Guidance Information

- 1 Definitions
Organisational requirements refer to organisational policies and procedures, and includes any ethical and legal requirements relevant to the organisation.
Writing style means the preferred style of an individual or organisation for their written communication. Its purpose is to provide consistency and readability. Examples of formal writing styles are included in style guides produced by government organisations, the legal profession, and corporations.
- 2 Candidates must be assessed against this unit standard in a real-life business context using naturally occurring evidence, or in simulated conditions relevant to the candidate which require performance equivalent to a real-life context.
- 3 Business documents may include – reports, proposals, procedures, and/or other professional documents.
- 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 documents to achieve effective communication for a business purpose.

Range evidence of three documents, two documents of at least 300 words and one document of 800 – 1000 words.

Performance criteria

- 1.1 Content is presented in a logical and coherent sequence that achieves the intended purpose of the communication.
- 1.2 The document is written so that the language is consistent with writing style of organisation and helps achieve the intended purpose of the communication.
- Range language includes – vocabulary, punctuation, grammar.
- 1.3 The document is written so that the tone and level of formality fit the subject matter, audience needs, and purpose.
- 1.4 The document is written so that the layout and format create a readable document in accordance with organisational requirements.

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	30 August 1999	31 December 2012
Review	2	18 December 2006	31 December 2013
Review	3	17 November 2011	31 December 2017
Review	4	18 June 2015	31 December 2020
Review	5	16 February 2017	N/A
Review	6	24 March 2022	N/A

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.