

Title	Write a simple text for a practical everyday purpose in English language		
Level	1	Credits	5

Purpose	<p>People credited with this unit standard are able to write a simple text for a practical everyday purpose in English language.</p> <p>This unit standard is for learners for whom English is an additional language.</p> <p>It is intended for learners who have a basic command of English.</p>
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Classification	Languages > English Language
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Available grade	Achieved
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Guidance Information

- 1 This unit standard may contribute to the New Zealand Certificate in English Language (Level 1) [Ref: 1880].
- 2 It is recommended that:
 - i the outcomes are assessed as part of an integrated unit of work, relevant to the learning context of the learner;
 - ii assessment be conducted in conjunction with assessment against other English Language unit standards at this level.
- 3 This unit standard is at a level informed by the Common European Framework of Reference (CEFR). A structured overview of all CEFR related scales can be found at: <http://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales>.
- 4 The requirements of this standard are consistent with the *supporting documents*. They include guidelines relating to appropriate texts, task specifications and assessment conditions and can be found at: <https://www2.nzqa.govt.nz/qualifications-and-standards/english-language/>.
- 5 All assessment activities must be conducted in English, which must not be the learner's first language.
- 6 Assessment must be conducted in a supportive environment. Learners may request assistance to understand the requirements of the assessment tasks.
- 7 Learners may use a bilingual and/or an English dictionary.

- 8 Learners' writing competence must be assessed after they have been given the opportunity to independently edit and proofread their work. Errors and inaccuracies may be present, but these must not impede meaning. The assessor must be satisfied that the learner can independently demonstrate competence against the unit standard. For moderation purposes, learner drafts must be included in the submission.
- 9 Guidelines for preparing submissions for moderation can be found at <https://www2.nzqa.govt.nz/tertiary/assessment-and-moderation-of-standards/external-moderation-application/>
- 10 Definitions
Errors refer to systematic use of incorrect language features.
Inaccuracies refer to lapses in control in text structure, language features, vocabulary, spelling, and punctuation.
Layout refers to the appropriate formatting of the text according to the text type.
Simple cohesive devices refers to conjunctions (such as 'and', 'but', 'because') and pronoun reference.
Simple text refers to a written text that includes a number of ideas presented in simple and compound sentences and may include single words and phrases.
Simple verb forms refer to the use of present and past simple verbs or imperatives as appropriate to the text type.
Writing refers to handwritten or typed work on paper or word processed using a digital device. It is produced independently and not copied.

Outcomes and performance criteria

Outcome 1

Write a simple text for a practical everyday purpose in English language.

Range at least 75 words.
text type may include but not limited to a simple letter, note, invitation, email, simple instructions;
practical everyday purposes may include but not limited to requesting information, inviting, informing, thanking, apologising.

Performance criteria

- 1.1 Appropriateness to the practical purpose of the text is demonstrated by the content.
- 1.2 Text structure appropriate to the text type is used.

- 1.3 Simple language features and conventions appropriate to the text type are used in the writing.

Range simple language features may include but not limited to complete simple and compound sentences, simple verb forms, simple cohesive devices.
conventions may include but not limited to salutations, layout.

- 1.4 Vocabulary relevant to the topic and appropriate to the sentence structure is used in the writing.

Range word choice, grammatical form.

Planned review date	31 December 2029
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	16 May 2013	31 December 2019
Rollover and Revision	2	21 May 2015	31 December 2019
Review	3	29 March 2018	31 December 2026
Review	4	29 August 2024	N/A

Consent and Moderation Requirements (CMR) reference	0226
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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 at nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.