Title	Write a simple text for a practical purpose (EL)		
Level	2	Credits	5

Purpose	This unit standard is for people for whom English is an additional language. People credited with this unit standard are able to write a simple text for a practical purpose (EL).

Classification	Languages > English Language

Available grade	Achieved

Prerequisites	Unit 27997, *Write simple texts for practical everyday purposes (EL)*, or demonstrate equivalent knowledge and skills.

Guidance Information

1   *English Language (EL)* refers to the acquisition of English as an additional language.

2   This unit standard is at a level comparable to the Common European Framework of Reference (CEFR) mid B1. It is intended for learners who are developing independence in English. A structured overview of all CEFR related scales can be found at http://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales.

3   This unit standard may contribute to the New Zealand Certificate in English Language (Level 2) [Ref: 1881]. The requirements of this standard are consistent with the *NZCEL Guiding Document.* This document includes guidelines relating to appropriate texts, task specifications and assessment conditions and can be found at http://www.nzqa.govt.nz.

4   All assessment activities must be conducted in English, which must not be the candidate's first language.

5   Assessment must be conducted in a supportive environment. Candidates may request assistance to understand the requirements of the assessment tasks.

6   The assessor must be satisfied that the candidate can independently demonstrate competence against the unit standard.

7   It is recommended that:
    i   the outcomes are assessed as part of an integrated unit of work, relevant to the learning context of the candidate;

    ii   assessment be conducted in conjunction with assessment against other English Language unit standards at this level.

8   Candidates may use a bilingual and/or an English dictionary, but not electronic devices.

9   Candidate's writing competence must be assessed after they have been given the opportunity to edit and proofread their work. Candidate's drafts and any supplied or sourced resource materials must be attached as part of the completed assessment.

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.
Word choice refers to meaning, collocation and lexical groups.

Outcomes and performance criteria

Outcome 1

Write a simple text for a practical purpose (EL).

Range   minimum of 150 words;
text type may include but is not limited to – instructions, recipes, letters, emails, simple curriculum vitae;
practical purposes may include but are not limited to – requesting information, inviting, informing, recommending.

Performance criteria

1.1   Content is relevant and appropriate to the practical purpose of the text.

1.2   Text structure is appropriate to the text type.

1.3   Writing uses language features and conventions appropriate to the text type. It may contain errors and inaccuracies, but these must not obscure meaning.

    Range   language features may include but are not limited to – complete simple, compound and complex sentences, verb forms, cohesive devices;
cohesive devices include but are not limited to – conjunctions, connectives and pronoun reference;
conventions may include but are not limited to – salutations, layout, paragraphing.

1.4   Writing uses vocabulary relevant to the topic, and appropriate to the sentence structure.

    Range   word choice, grammatical form.

Planned review date	31 December 2023

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	N/A

Consent and Moderation Requirements (CMR) reference	0226

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 ngs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.