

<b>Title</b>	<b>Present workplace information to a specified audience (EL)</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard is for people for whom English is an additional language.</p> <p>People credited with this unit standard are able present workplace information to a specified audience (EL).</p>
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<b>Classification</b>	Languages > English Language
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<b>Available grade</b>	Achieved
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<b>Prerequisites</b>	Unit 31027, <i>Deliver a developed presentation on a familiar topic (EL)</i> , or demonstrate equivalent knowledge and skills.
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### 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 B2. It is intended for learners with 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 (Employment) (Level 4) [Ref: 3668]. The requirements of this standard are consistent with the *NZCEL Guiding Document*. This document includes guidelines relating to appropriate text, 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 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.
- 6 The presentation must be the candidate's own work. The delivery cannot be heavily reliant on written notes. However, it may be delivered with only occasional reference to cue cards. The text must be primarily spoken but may include other appropriate

presentation techniques, such as visuals. Visuals may include a minimal amount of written text, and should not be assessed as part of this standard.

- 7 For the purposes of moderation, the assessment must be recorded audio-visually. Recorded work must not be edited. Guidelines for digital visual submissions can be found in *Preparing digital visual submissions for moderation*, accessed at: <http://www.nzqa.govt.nz>.
- 8 Assessment support material for *English Language* unit standards can be found at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).
- 9 Definitions  
*Conventions* refer to verbal and non-verbal strategies such as the use of rhetorical questions, discourse markers, evaluative language, responding to feedback; and behaviour and register appropriate to the context.  
*Developed (presentation)* refers to information and ideas which are expanded on or clarified by adding detail with explanations, examples and/or evidence.  
*Inconsistencies* refer to variable control in language features, where the candidate can self-correct if necessary.

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## Outcomes and evidence requirements

### Outcome 1

Present workplace information to a specified audience (EL).

Range may include but is not limited to – operational procedures, health and safety procedures, product marketing; minimum of eight minutes in duration.

### Performance criteria

1.1 Presentation of information is organised, developed, and relevant to the employment context, purpose and audience.

1.2 A range of appropriate language features is used with good control. However, they may contain inconsistencies, but these seldom impede communication.

Range language features include – grammatical and phonological features;  
 grammatical features may include but are not limited to – simple, compound and complex sentences, appropriate verb forms, complex noun phrases, modality;  
 phonological features include – pronunciation, intonation, stress, pace, audibility, rhythm.

1.3 Presentation uses specialised and technical vocabulary relating to an area of employment appropriate to the audience.

Range may include but is not limited to – word choice, grammatical form, collocation.

- 1.4 Presentation conventions are used appropriate to the delivery of information.
- 1.5 Audience questions and/or feedback are responded to appropriately.

<b>Replacement information</b>	This unit standard replaced unit standard 28067.
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<b>Planned review date</b>	31 December 2023
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 March 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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 [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.