

<b>Title</b>	<b>Present workplace information to a specified audience in English language</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to present workplace information to a specified audience 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 with independence in English.</p>
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<b>Classification</b>	Languages > English Language
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 This unit standard may contribute to the New Zealand Certificate in English Language (Employment) (Level 4) [Ref: 3668].
- 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 <https://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 text 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 The presentation must be the learner's own work and must be audible and understood. Errors and inconsistencies in grammar, vocabulary, and pronunciation may be present, but they must seldom impede communication. 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 quality assurance purposes, including moderation, assessment against this standard must be recorded both aurally and visually. Recordings must ensure the learner is clearly visible. Recorded work must not be edited. Guidelines for digital visual submissions can be found at: <https://www2.nzqa.govt.nz>.
- 8 Guidelines for preparing submissions for moderation can be found at <https://www2.nzqa.govt.nz/tertiary/assessment-and-moderation-of-standards/external-moderation-application/>.
- 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 learner can self-correct if necessary.

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## Outcomes and evidence requirements

### Outcome 1

Present workplace information to a specified audience in English Language.

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

### Performance criteria

- 1.1 Organisation, development, and relevance of the presentation of information are focused on the workplace context, purpose, and audience.
- 1.2 Good control in using a range of appropriate language features is demonstrated and sustained.

Range language features include grammatical and phonological features; grammatical features may include simple, compound, and complex sentences, appropriate verb forms, complex noun phrases, modality; phonological features include pronunciation, intonation, stress, pace, audibility, rhythm.

- 1.3 Specialised and technical vocabulary relating to a workplace context appropriate to the audience is used.
- Range may include word choice, grammatical form, collocation.
- 1.4 Presentation conventions appropriate to the delivery of information are used.
- 1.5 Appropriate responses to audience questions and/or feedback are provided.
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<b>Planned review date</b>	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	29 March 2018	31 December 2026
Review	2	29 August 2024	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0226
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This CMR can be accessed at <https://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

Please contact NZQA National Qualifications Services at [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.