

Title	Write a basic text for a practical purpose related to personal need in English language		
Level	1	Credits	5

Purpose	<p>People credited with this unit standard are able to write a basic text for a practical purpose related to personal need in English language at foundation level.</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 but limited 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 (Foundation) (Level 1) [Ref 1879].
- 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 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. Task instructions may be given in the learner's preferred language.
- 6 Assessment must be conducted in a highly supportive environment, where assessors assist the learners to understand the requirements of the task and reduce affective barriers.

- 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 they 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
Basic text refers to writing that includes a number of single ideas expressed in words, phrases and/or short, simple sentences.
Errors refer to systematic use of incorrect language features.
Inaccuracies refer to lapses in control in language features, vocabulary, spelling, and punctuation.
Layout refers to the appropriate formatting of the text according to the text type.
Personal need refers to immediate needs relevant to self and family, including, but not limited to, food, home, friendship, schooling, health.
Phrases refer to word phrases and number phrases, such as dates.
Writing refers to handwriting or typing on paper or word processing using a digital device. It is independently produced and not copied.

Outcomes and performance criteria

Outcome 1

Write a basic text for a practical purpose related to personal need in English language.

Range one text of at least 25 words
text types may include but are not limited to absence notes, short emails, invitations, text messages, thank you notes;
practical purposes may include but are not limited to requesting information, inviting, informing, thanking, apologising.

Performance criteria

- 1.1 Practical purpose of the text is reflected in the content.
- 1.2 Practical purpose is achieved through the communication of information.
Range simple words, phrases, and sentences.
- 1.3 Standard conventions appropriate to the text type are followed.
Range conventions may include but are not limited to correct placement of information, layout, letter case, spelling, word boundaries, full stops.

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	29 March 2018	31 December 2026
Review	2	29 August 2024	N/A

Consent and Moderation Requirements (CMR) reference	0226
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This CMR can be accessed at <https://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.