

Title	Write basic texts for practical purposes relevant to self (EL Foundation)		
Level	1	Credits	10

Purpose	<p>This unit standard is for people for whom English is an additional language.</p> <p>People credited with this unit standard are able to write basic texts for practical purposes relevant to self (EL Foundation).</p>
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Classification	Languages > English Language
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Available grade	Achieved
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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) A1. It is intended for learners who have a basic but limited command of 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 (Foundation) (Level 1) [Ref: 1879]. 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. Task instructions may be given in the candidate's preferred language.
- 5 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.
- 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.
- 10 Definitions
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.
Phrases refer to word phrases and number phrases, such as dates.
Writing, for the purposes of this unit standard, refers to handwriting, word processing or texting. It is independently produced and not copied.

Outcomes and performance criteria

Outcome 1

Write basic texts for practical purposes relevant to self (EL Foundation).

Range minimum of 50 words across two texts each for a different purpose, assessed on separate occasions;
 texts 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 Content relates to the practical purpose of the text.
- 1.2 Information is communicated to achieve the practical purpose. It may contain errors and inaccuracies, but these must not obscure meaning.
- Range simple words, phrases and sentences.
- 1.3 Writing follows standard conventions appropriate to the text type.
- 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 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

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