

Title	Write a text for a practical purpose in an applied context (EL)		
Level	3	Credits	5

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 a text for a practical purpose in an applied context (EL).</p>
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Classification	Languages > English Language
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Available grade	Achieved
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Prerequisites	Unit 28069, <i>Write texts for practical purposes (EL)</i> , or demonstrate equivalent knowledge or 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) low B2. It is intended for learners with increasing 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 (Applied) (Level 3) [Ref: 3667]. Assessment of outcomes must clearly reflect the context (employment or academic) being studied. 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 The assessor must be satisfied that the candidate can independently demonstrate competence against the unit standard.
- 6 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.

- 7 Candidates may use a bilingual and/or an English dictionary, but not electronic devices.
- 8 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.
- 9 Assessment support material for *English Language* unit standards can be found at www.nzqa.govt.nz.
- 10 Definitions
- An applied context* refers to an employment context or an academic context.
- A range of language features and vocabulary* refers to the selection of language features and vocabulary to communicate ideas.
- Coherent* refers to the presentation of ideas in a comprehensible manner and logical order.
- Cohesive* refers to how ideas are grouped, ordered and linked using cohesive devices. These include conjunctions, connectives and pronoun reference.
- Formal letter* refers to letters written in formal language and format for a transactional purpose. Examples of formal letters are letters of complaint, applications, letters to the editor.
- Inaccuracies* refer to lapses in control in text structure and language features. vocabulary, spelling and punctuation.
- Layout* refers to the appropriate formatting of the text according to the text type.
- Procedural* text refers to a text which gives instructions using imperatives, a description of a process, or recommendations. Examples of procedural texts are instructions, experimental reports, descriptions of processes.
- Word choice* refers to meaning, collocation and lexical groups.

Outcomes and performance criteria

Outcome 1

Write a text for a practical purpose in an applied context (EL).

Range minimum of 300 words each;
 text type may include but is not limited to – procedural, formal letter, curriculum vitae.

Performance criteria

- 1.1 The purpose of the text is clearly communicated.
- 1.2 Content, structure and layout of the text are appropriate to the practical purpose, audience and applied context of the text.
- 1.3 Text is and coherent and cohesive with minor lapses.
- 1.4 Writing uses a range of language features appropriate to the text type. It may contain minor 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, modals, formal objective language.

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

Range word choice, grammatical form.

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
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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 if you wish to suggest changes to the content of this unit standard.