

Title	Write a range of texts for practical purposes in an employment context (EL)		
Level	4	Credits	15

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 range of texts for practical purposes in an employment context (EL).</p>
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Classification	Languages > English Language
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Available grade	Achieved
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Prerequisites	Unit 31044, <i>Write a text for a practical purpose in an applied context (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) 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 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 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
- Coherent* refers to the presentation of ideas in a comprehensible manner and logical order.
- Cohesive* refers to how ideas are linked between and within paragraphs 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 applications, proposals.
- Inaccuracies* refer to lapses in control in text structure and language features, vocabulary, spelling and punctuation.
- Information text* refers to writing that classifies and describes information. It contains a logical sequence of facts that are stated without any personal involvement. Examples of information texts are articles, and brochures.
- Layout* refers to the appropriate formatting of the text according to the text type.
- Procedural text* refers to a text which gives instructions or a description of a process. Examples of procedural texts are instructions, directions, recipes, experimental reports, descriptions of industrial processes.
- Report* refers to a document containing information organised in a narrative, graphic or tabular form, and may refer to specific periods, events, occurrences, subjects. Examples of reports are workplace and accident reports, and market research reports.
- Targeted curriculum vitae* is designed with a particular audience in mind, and relevant to a specified employment context.
- Wide range of language features* refers to the selection of a variety of language features, used to communicate ideas effectively.
- Word choice* refers to meaning, collocation and lexical groups.

Outcomes and performance criteria

Outcome 1

Write a range of texts for practical purposes in an employment context (EL).

Range three texts each of a minimum of 500 words, each of a different context and for a different purpose; assessed on separate occasions; text types may include but are not limited to – procedural, formal letter, workplace report, information, targeted curriculum vitae.

Performance criteria

- 1.1 Content, structure and layout are appropriate to the practical purpose of the topic, text type, audience and employment context.
- 1.2 Ideas are developed and the text is clear, coherent and cohesive.
- 1.3 Writing uses a wide range of language features appropriate to the text type. It may contain some minor inaccuracies which do not obscure meaning.
- Range language features include – complete simple, compound and complex sentences, verb forms, cohesive devices; and may include – formal, objective language.
- 1.4 Writing uses vocabulary relevant to the topic, and appropriate to the sentence structure.
- Range word choice, specialised or technical vocabulary, 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.