

Title	Write simple texts for practical everyday purposes (EL)		
Level	1	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 simple texts for practical everyday purposes (EL).</p>
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Classification	Languages > English Language
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Available grade	Achieved
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Prerequisites	Unit 31041, <i>Write basic texts for practical purposes relevant to self (EL Foundation)</i> , or demonstrate equivalent knowledge and 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 Common European Framework of Reference (CEFR) A2. It is intended for learners who have a basic 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 (Level 1) [Ref: 1880]. 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 Assessment must be conducted in a supportive environment. Candidates may request assistance to understand the requirements of the assessment tasks.
- 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. Candidate's drafts and any supplied or sourced resource materials must be attached as part of the completed assessment.
- 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.
Simple cohesive devices refer to conjunctions such as *and*, *but*, *because*.
Simple verb forms refer to the use of present and past simple verbs or imperatives as appropriate to the text type.

Outcomes and performance criteria

Outcome 1

Write simple texts for practical everyday purposes (EL).

Range two texts, each of a minimum of 75 words, each for a different purpose, assessed on separate occasions;
 text types may include but are not limited to – simple letters, notes, invitations, emails, simple instructions;
 practical everyday purposes may include but are not limited to – requesting information, inviting, informing, thanking, apologising.

Performance criteria

- 1.1 Content is appropriate to the practical purpose of the text.
- 1.2 Text structure is appropriate to the text type.
- 1.3 Writing uses simple language features and conventions appropriate to the text type. It may contain errors and inaccuracies, but these must not obscure meaning.
- Range simple language features may include but are not limited to – complete simple and compound sentences, simple verb forms, simple cohesive devices.
 conventions may include but are not limited to – salutations, layout.

- 1.4 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	16 May 2013	31 December 2019
Rollover and Revision	2	21 May 2015	31 December 2019
Review	3	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.