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| Title | **Write formal personal correspondence** |
| Level | **2** | **Credits** | **2** |

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| Purpose | People credited with this unit standard are able to write formal personal correspondence. |

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| Classification | Communication Skills > Writing |

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| Available grade | Achieved |

**Guidance Information**

1 Formal personal correspondence is written for personal purposes and not on behalf of an organisation. It is usually written to organisations such as prospective employers, funding bodies, government agencies, insurance companies, businesses, service providers, landlords or rental agents, and education providers. Examples include a cover letter for a job or training application, complaint (service or product), request for service, product, or information.

2 The correspondence must be of sufficient length and complexity to enable the candidate to demonstrate competence.

3 Candidates must be given the opportunity to edit and proof read their work before it is assessed.

4 All activities relevant to this standard will respect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).

5 All activities will, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world views.

**Outcomes and performance criteria**

**Outcome 1**

Write formal personal correspondence.

Range two pieces of formal personal correspondence for different purposes.

**Performance criteria**

1.1 An appropriate formal format is used and the purpose is clear.

1.2 Vocabulary and tone are appropriate to the purpose and audience.

1.3 Correspondence is clear in meaning, relevant, and ordered in a sequence appropriate to the context.

1.4 Punctuation, spelling, and grammatical errors do not detract from the purpose of the correspondence.

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| Planned review date | 31 December 2026 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 24 March 1998 | 31 December 2014 |
| Review | 2 | 17 October 2002 | 31 December 2014 |
| Review | 3 | 17 April 2009 | 31 December 2016 |
| Review | 4 | 24 October 2014 | 31 December 2020 |
| Review | 5 | 16 February 2017 | N/A |
| Review | 6 | XXXX 2021 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0113 |

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.