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| Title | **Write a short report** | | |
| Level | **2** | **Credits** | **3** |

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| Purpose | People credited with this unit standard are able to write a short report. |

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| Classification | Communication Skills > Writing |

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| Available grade | Achieved |

**Guidance Information**

1 This unit standard is one of a series of unit standards for report writing:

Unit 3490, *Complete an incident report* (Level 1)

Unit 3492, *Write a short report* (Level 2)

Unit 3491, *Write a report* (Level 3)

Unit 19629, *Write a focused report* (Level 4)

Unit 9685, *Write an analytical report* (Level 5).

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

3 The report should be 500-700 words.

4 In this unit standard, *relevant* means fitness for purpose in terms of:

- the purpose of the report

- the context, situation, and occasion

- the subject matter

- the intended audience.

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

6 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 a short report.

**Performance criteria**

1.1 The report is accurate in detail, clear in meaning, complete, and concise.

1.2 The content is in a structured and logical order with headings.

1.3 Punctuation, spelling, and grammatical errors do not affect the overall readability and meaning of the report.

1.4 Tone and vocabulary, including any technical language used, are relevant and contribute to the intention of the report.

1.5 The report is fit for purpose.

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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**Status information and last date for assessment for superseded versions**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 | 18 May 1995 | 31 December 2014 |
| Review | 2 | 24 March 1998 | 31 December 2014 |
| Review | 3 | 17 October 2002 | 31 December 2014 |
| Rollover and Revision | 4 | 25 July 2006 | 31 December 2014 |
| Review | 5 | 17 April 2009 | 31 December 2016 |
| Rollover and Revision | 6 | 24 October 2014 | 31 December 2020 |
| Review | 7 | 16 February 2017 | N/A |
| Review | 8 | 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](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.