National Certificate of Educational Achievement
TAUMATA MĀTAURANGA Ā-MOTU KUA TAEA

Exemplar for Unit Standard

English Language Level 1

This exemplar supports assessment against:

Unit Standard 27997

Write simple texts for practical everyday purposes (EL)

An annotated exemplar is an extract of student evidence, with a commentary, to explain key aspects of the standard. It assists teachers to make assessment judgements at the grade boundaries.

New Zealand Qualifications Authority

To support internal assessment

	Grade: Achieved
1.	For Achieved, the learner needs to write two simple texts for practical everyday purposes. Each text must be for a separate purpose and assessed on a separate occasion. This involves: - ensuring that the content is appropriate to the practical purpose of the text - using text structure appropriate to the text type - using simple language features and conventions appropriate to the text type, although there may be errors and inaccuracies which do not obscure meaning - using vocabulary relevant to the topic and appropriate to the sentence structure. This learner has written an email to a school librarian requesting Thai language books be available in the library, and another text not shown here. Content is appropriate to the practical purpose. The request for books in the Thai language is made, and the reason for this is stated. The learner notes the availability of books in Thai in the city library. Text structure is appropriate to text type. There is an initial statement of purpose followed by specific requests. Simple language features and conventions appropriate to the email text type are used. Simple and complex sentences (1) and simple verb forms (2) are used. Some inaccuracies occur, such as verb omission and punctuation, but these do not obscure meaning. Conventions include the recipient's email address and subject, and a salutation and closure. Simple vocabulary relevant to the topic and appropriate to the sentence structure is used.

From: H_____ H_____	**Thurs 24/08/2019**
To: R_____ @t_____.school.nz	
Subject: Thai language books in the school library	

Dear R_____

(1) I am writing to ask you for Thai language books in the school library.

(1) I am a Year 11 ESOL student at T_____ College. I will be happy if you have Thai
language books and other Thai students happy too because we remember our Thai language in
(2) New Zealand.

(2) Before when we went to city library I saw them, please can you look for me because we don't know
where we can find them.

I look forward to your reply.

Kind regards

A_____.

85 words

	Grade: Not Achieved
2.	For Achieved, the learner needs to write two simple texts for practical everyday purposes. Each text must be for a separate purpose and assessed on a separate occasion. This involves: • ensuring that the content is appropriate to the practical purpose of the text • using text structure appropriate to the text type • using simple language features and conventions appropriate to the text type, although there may be errors and inaccuracies which do not obscure meaning • using vocabulary relevant to the topic and appropriate to the sentence structure. This learner has written an email requesting information about bus travel, and another text not shown here. Some content is appropriate to the practical purpose. General locations are provided, but more specific information is required. Travel dates are given without specifying the month. Relevant questions about departure and arrival times, the bus station address, ticket cost and student discount are asked. Text structure is generally appropriate to text type. There is an initial statement of purpose followed by specific queries. Simple language features and conventions appropriate to text type are used. Simple sentences, direct and indirect question forms (1) and simple verb forms (2) are used. Compound sentences are attempted (3). Errors and inaccuracies occur, e.g. verb omission and word order, but these do not obscure meaning. Conventions include the recipient's email address and subject, and a formal salutation and closure. Simple vocabulary relevant to the topic is used. There are errors and inaccuracies in grammatical form, e.g. '*what time departure*', '*what time arrive*'. To reach Achieved, the learner could include the specific information required to achieve the practical purpose of the text.

From: A_____ L_____	**Thurs 24/10/2019**
To: info@intercitybus.com	
Subject: Hamilton to National Park	

Dear Sir/Madam

I am writing to ask you about Hamilton to National Park.

(2) I want to know what time departure at Hamilton to National Park. And what time arrive at National Park to Hamilton.

What address at bus station?

(3) I want departure on Thursday 18th and arrival on Sunday 21st.

(1) How much does cost return ticket?

(2) Is there any student discount?...

And is there any public transport close to the National Park?

(1) I look forward to hearing from you.

Kind regards

A_____.

82 words