

## NZQA Assessment Support Material

<b>Unit standard</b>	<b>27997</b>				
<b>Title</b>	<b>Write simple texts for practical everyday purposes (EL)</b>				
<b>Level</b>	<b>1</b>	<b>Credits</b>	<b>5</b>	<b>Version</b>	<b>3</b>

### Student guidelines

#### AWARD OF CREDIT



This unit standard can be awarded with an Achieved grade only.

#### CONDITIONS OF ASSESSMENT



This assessment will take place over a timeframe set by your assessor.

- You may ask for help to understand the task instructions.
- Your writing must be in your own words.
- You may use a bilingual and/or English dictionary, but not electronic devices.
- You will be given time to do a draft before your final copy.  
Your assessor will check your draft and give general guidance only.

Note:

- Your drafts and any source material used must be attached to your final copy.
- When you have finished, read through your writing using the checklist and make any changes you need.
- Make sure that your writing has as few mistakes as possible.
- This is one of two tasks that you will need to complete to achieve this unit standard

## Assessment task

Write instructions on how to return a faulty item to a shop. You must write at least 75 words.

### Student Checklist

In this assessment task you will need to show you can do the following:	PC
Write at least 75 words.	-
Only include information and instructions on how to return something to the shop.	1.1
Write a set of instructions that: <ul style="list-style-type: none"><li>tells what the instructions are about</li><li>gives a list of the things that will be needed for the task</li><li>gives a list of steps to follow.</li></ul>	1.2
Write <ul style="list-style-type: none"><li>simple sentences e.g. <i>Get a library card.</i></li><li>compound sentences e.g. <i>Take a library membership form and fill it in.</i></li></ul> Use <ul style="list-style-type: none"><li>simple present tense e.g. <i>come, live, have, is, are</i></li><li>imperatives e.g. <i>go, take</i></li><li>simple joining words e.g. <i>and, but, or</i></li><li>bullet points and/or a numbered list.</li></ul>	1.3
Make sure that your writing can be understood and has as few mistakes as possible.	1.3
Use <ul style="list-style-type: none"><li>the right vocabulary e.g. <i>library, membership</i></li><li>the right word form e.g. <i>a card</i> not <i>a cards</i>.</li></ul>	1.4