

NZQA Assessment Support Material

Unit standard	28000					
Title	Write a simple text for a practical purpose (EL)					
Level	2	Credits	5	Version	3	

Student guidelines

AWARD OF CREDIT

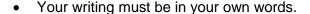


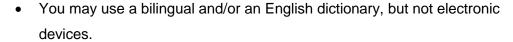
This unit standard can be awarded with an Achieved grade only.

CONDITIONS OF ASSESSMENT

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







You 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.

Assessment task

Write instructions on how to get a phone connection in New Zealand. This can be a landline, a mobile phone or both. You must write at least 150 words.

Student Checklist

In this assessment task you will need to show you can do the following:	PC		
Write at least 150 words. Include only information that is on the topic. For this text all of the information must be about getting a phone in New Zealand.			
Use a range of language features and conventions appropriate to the text type. These include: complete simple and compound sentences e.g. You can open more than one account. (simple sentence) Look at the bank websites and then choose the best bank for your needs. (compound sentence) verb forms e.g. imperatives e.g. choose, look, decide modals e.g. should, must, may, can simple present tense e.g. is, are cohesive devices e.g. pronouns e.g. you, it, they conjunctions e.g. but, and connectives e.g. first, then, finally, because punctuation e.g. correct use of upper and lower-case letters full stops layout e.g. bullet points numbering headings. Other language features and conventions may include: complex sentences e.g. If you are under eighteen, your parents will need to sign the forms as well. quantifiers e.g. most, some, many prepositions e.g. in, on, near adjectives e.g. worst, best	1.3		
Make sure that your writing can be understood and has as few mistakes as possible.			
Use a range of vocabulary to fit the topic and your sentences: • choose the right vocabulary e.g. bank account, savings, interest, credit card • use the vocabulary correctly e.g. a form / the forms	1.4		