

Achievement Standard

Subject Reference English 1.2

Title Produce formal writing

Level 1 **Credits** 3 **Assessment** External

Subfield English

Domain English Written Language

Status Registered **Status date** 16 November 2007

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This achievement standard requires drafting, re-working and presenting, within a set time, a piece of formal writing that expresses ideas, information and/or opinions, is organised using an appropriate format and structure, and uses acceptable spelling, punctuation and grammar.

Achievement Criteria

Achievement	Achievement with Merit	Achievement with Excellence
<ul style="list-style-type: none"> • Express idea(s) with supporting detail in a piece of formal writing. • Use a writing style appropriate to audience, purpose and text type. • Structure material in a way that is appropriate to audience, purpose and text type. • Use writing conventions without intrusive errors. 	<ul style="list-style-type: none"> • Develop idea(s) with supporting detail and explanation in a piece of formal writing. • Use a controlled writing style appropriate to audience, purpose and text type. • Structure material clearly in a way that is appropriate to audience, purpose and text type. • Use writing conventions without intrusive errors. 	<ul style="list-style-type: none"> • Develop idea(s) convincingly with supporting detail and explanation in a piece of formal writing. • Use a controlled writing style appropriate to audience, purpose and text type, and which commands attention. • Structure material clearly and effectively in a way that is appropriate to audience, purpose and text type. • Use writing conventions accurately.

Explanatory Notes

- 1 This achievement standard is derived from *English in the New Zealand Curriculum*, Learning Media, Ministry of Education, 1994, up to and including Level 6.
WRITING: Transactional Writing, Exploring Language, Thinking Critically, often with links to Processing Information
with links to
READING: Personal Reading, Close Reading
SPEAKING: Using Texts
LISTENING: Listening to Texts.
- 2 Forms of formal/transactional writing at this level include reports, explanations, letters to the editor, text reviews, articles, expository essays, etc.
- 3 *Ideas* may be based on facts or information, and can include opinions, observations and argument.
- 4 *Develop ideas* means to build on a single idea by adding detail, linking that idea to other ideas and details, and working towards a coherent planned whole.
- 5 *Detail* includes examples and evidence.
- 6 *Convincingly* refers to the overall effect of the ideas which could be seen as relevant, credible, persuasive or innovative.
- 7 *Controlled* means deliberate use of language (vocabulary, syntax).
- 8 *Commands attention* could be through use of a distinctive personal style, the inventive use of language, use of a wide range of diction¹, innovative syntax.
- 9 *Structure material* means developing and organising writing appropriately for the purpose and audience.
- 10 *Writing conventions* include spelling, punctuation, grammar, syntax, paragraphing. Note: a deliberate misuse of writing conventions for effect/impact shows an awareness of the conventions of writing.
- 11 *Without intrusive errors* means writing is expected to be free of significant error patterns in the use of writing conventions, eg mixed tense sequences, run on sentences, miscapitalisations.
- 12 *Accurately* means suitable for publication with minor editing.
- 13 The student must demonstrate an independent command of written English, including the accepted usage of writing conventions.

¹ Oxford dictionary – choice of words or phrases in speech or writing.

Quality Assurance

- 1 Providers and Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against achievement standards.
- 2 Accredited providers and Industry Training Organisations assessing against achievement standards must engage with the moderation system that applies to those achievement standards.

Accreditation and Moderation Action Plan (AMAP) reference

0226