



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

Exemplar for Unit Standard English Language Level 3

This exemplar supports assessment against:

Unit Standard 28069

Write a text for a practical purpose (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: High Merit
1.	<p>For Merit, the learner needs to write a text for a practical purpose.</p> <p>This involves:</p> <ul style="list-style-type: none"> • communicating the practical purpose of the text • using content, structure, layout and organisation appropriate to the practical purpose, audience, topic and text type • writing coherent and cohesive text with minor lapses • using a wide range of language features and vocabulary • conveying meaning with minor inaccuracies. <p>This learner has written a formal cover letter applying for part-time job in a hunting and fishing shop.</p> <p>The purpose of the letter is communicated.</p> <p>Content, structure, layout and organisation are appropriate to the topic and text type. Formal letter writing conventions are observed throughout. The initial paragraph states the purpose of the letter. Central paragraphs provide information about the applicant's school subjects and job aspirations, and relevant prior experience and skills, with reference to an accompanying CV. The concluding paragraph invites further contact.</p> <p>The letter is coherent and cohesive. Information is clear, comprehensible and logically sequenced. Some cohesive devices, including conjunctions and pronoun reference, are used to link information within paragraphs (1), with minor lapses.</p> <p>A wide range of language features and vocabulary is used to communicate information. These include simple, compound and complex sentences (2) and verb forms (3). A wide range of vocabulary is used, including some collocations (4).</p> <p>Inaccuracies in verb forms and punctuation occur, but these are minor.</p> <p>To reach Excellence, the learner could use an extended range of language features and vocabulary.</p>

15A A _____ Street
H _____
A _____ 3 _____
021 _____

18 October 2019

The Manager, Hunting and Fishing
60 Manukau Road
H _____ 3 _____

Dear Sir/Madam

③ I would like to apply for one of the part time positions at Hunting and Fishing that was recently advertised.

④ I am currently a year 12 student at M _____ High School... I have always had a love for the outdoors and a passion for working with people. I want to work in the construction industry when I finish school and am hoping to get some job experience working with customers and people on my team to prepare me for that. I am also trying to save up money to pay for the building course that I want to do at H _____ Polytechnic next year.

② Although I have not yet worked in a shop similar to Hunting and Fishing before, I have experience and skills that would help me this job. In my outdoor education course we learn about fishing and hunting also about how to survive in the wilderness. I also have some experience hunting and fishing myself. In the past I had a total of three different jobs. I have worked at a scrap metal company, a recycling company and a fast food takeaway. My duties at the scrap metal company were similar to my duties at the recycling company, it included: sorting materials, working with machinery, working with customers and money. I am a flexible and reliable worker and I am keen on learning new things. I have enclosed my CV with more details.

① I would appreciate the opportunity of meeting with you and discussing this position further. I look forward to hearing from you.

Yours faithfully

S _____ M _____

283 words

	Grade: Merit
2.	<p>For Merit, the learner needs to write a text for a practical purpose.</p> <p>This involves:</p> <ul style="list-style-type: none"> • communicating the practical purpose of the text • using content, structure, layout and organisation appropriate to the practical purpose, audience, topic and text type • writing coherent and cohesive text with minor lapses • using a wide range of language features and vocabulary • conveying meaning with minor inaccuracies. <p>This learner has written a formal cover letter applying for part-time job as a diesel mechanic.</p> <p>The purpose of the letter is communicated with reference to the job advertisement and the newspaper in which it was published.</p> <p>Content, structure and organisation are appropriate to the topic and text type. The initial paragraph states the purpose of the letter. Central paragraphs provide information about why the applicant is applying for the job, previous experience and knowledge, and other relevant information. The concluding paragraph requests an opportunity for an interview and provides information about availability for this. Formal letter writing conventions, including layout, are observed, with minor lapses.</p> <p>The letter is coherent and cohesive. Information is clear, comprehensible and logically sequenced. Some cohesive devices, including conjunctions and pronoun reference, are used to link information within paragraphs (1).</p> <p>A wide range of language features and vocabulary is used to communicate information. These include simple, compound and complex sentences (2) and verb forms, including modals and passive voice (3). A wide range of topic-specific vocabulary is used, including some collocations (4).</p> <p>Inaccuracies in word choice and verb forms occur, but these are minor.</p>

Learner 2: Merit
Intended for teacher use only

44A H_____ Road
B_____
A_____ 1_____
+6421_____
V_____@_____

12 November 2019

The manager of G_____ L_____ and Sons
27 N_____ Ave
B_____ 2____

Dear Ms L_____

- I am writing regarding the part time diesel mechanic position you have open at G_____ L_____ and Sons in B_____, that was advertised in the B_____ County news on Wednesday 10 November 2019.
- I am currently a year 13 student at B_____ high school. I would like a part time job while I am in school and that can lead to an apprenticeship after school. I was informed that your company are the best in the heavy diesel trade.
- Although I have not worked on trucks before, I have worked on my own car's and have also done level 2 and 3 automotive engineering courses at CIT... My knowledge in automotive engineering is more than enough to help myself, but I would like to extend my knowledge. I enjoy working with in teams, but I am also more than capable to work alone if that is required.
- I do not mind starting from the bottom doing any of the odd jobs with in the workshop such as cleaning and working my way up to a mechanic by proving myself. I have a clean class 1 licence and would like to work my way to a class 5 driver's license.
- I would really appreciate having the opportunity to talk with you in person with further regards to the position. I am available for an interview any time that is convenient for you outside school hours.

Your sincerely

V_____ W_____

V_____ W_____

267 words

	Grade Boundary: Low Merit
3.	<p>For Merit, the learner needs to write a text for a practical purpose.</p> <p>This involves:</p> <ul style="list-style-type: none"> • communicating the practical purpose of the text • using content, structure, layout and organisation appropriate to the practical purpose, audience, topic and text type • writing coherent and cohesive text with minor lapses • using a wide range of language features and vocabulary • conveying meaning with minor inaccuracies. <p>This learner has written a formal cover letter applying for a job as kitchen hand and counter staff at a restaurant.</p> <p>The purpose of the letter is communicated.</p> <p>Content, structure, layout and organisation are appropriate to the topic and text type. Formal letter writing conventions are observed, although the recipient's first name is used in the salutation. The initial paragraph states the purpose of the letter. Central paragraphs provide information about why the applicant would like the job, previous experience, skills and some personal qualities, and the availability of certificates, a CV and references upon request. The concluding paragraph requests an interview and provides information about availability.</p> <p>The letter is coherent and cohesive. Information is clear and logically sequenced. Cohesive devices, including conjunctions and pronoun reference, are used to link information (1).</p> <p>A wide range of language features and vocabulary is used. These include simple, compound and complex sentences (2), and verb forms, including modals and passive voice (3). Vocabulary includes collocations (4).</p> <p>Minor inaccuracies in verb tense and preposition use occur.</p> <p>For a more secure Merit, the learner needs to use a formal salutation.</p>

Learner 3: Low Merit
Intended for teacher use only

284 W_____ Road
M_____
A_____
Mob.021_____

7 November 2019

McDonalds
John H_____
N_____ & L_____ Street
M_____ 2____

Dear John H_____

③ I would like to apply for the part time position as a kitchen hands and counter staff at your restaurant.

I am currently studying English, Future pathway, History, Mathematics and Te Kuahua with a view of earning NCEA Level 2 and 3 as a year 13 student at M_____ High School this year. I would like to gain more work experience that has got to do with in the hospitality industry as it would help me for the future. This would help me save up for the cost of the Travel and Tourism course I would like to do at Queenstown Resort College for next year.

② Although I have not worked in a restaurant before, the future pathway course gave me the opportunity to gain some work experience as a junior assistant at Y_____ K_____, which is a café in the M_____ town centre in 2019. This work place gave me the opportunity to develop my customer service and communication skills, gain experience in knowing how to deal with a wide and diverse range of people, and how to deal with difficult customers and situations... In addition to being first aid qualified, you will find me to be a responsible and enthusiastic young person.

I can present to you certificates or referees on request for your information and positive consideration. As well as my CV.

③ I would appreciate having the opportunity to talk with you further about this position. I can be contacted at the address and cell phone listed at the top of this letter for an interview anytime that is convenient for you outside of school hours.

I look forward to hearing from you.

Yours faithfully
L_____ A_____

L_____ A_____

303 words

	Grade: Not Achieved
4.	<p>For Achieved, the learner needs to write a text for a practical purpose.</p> <p>This involves:</p> <ul style="list-style-type: none"> • communicating the practical purpose of the text • using content, structure and layout which is generally appropriate to the practical purpose and audience • writing generally coherent and cohesive text • using a range of language features and vocabulary appropriate to text type • conveying meaning, although errors and inaccuracies may occur. • This learner has written a formal cover letter applying for a job as a kitchen helper. <p>The purpose of the letter is communicated with reference to the job advertisement.</p> <p>Content, structure and layout are generally appropriate. Formal letter writing conventions are observed. The initial paragraph states the purpose of the letter. The following paragraphs provide information about the applicant's school subjects, skills, sports involvement and qualifications, and availability. Some information is repeated.</p> <p>The letter is generally coherent and cohesive. Information is clear and comprehensible. Connectives, conjunctions and pronoun reference are used to link information within paragraphs (1).</p> <p>A range of language features and vocabulary is used to communicate information. These include simple, compound and a limited range of complex sentences (2), as well as verb forms, including modals (3). A limited range of topic-specific vocabulary is used.</p> <p>Some errors and inaccuracies in prepositions and verb and word forms occur, but these do not obscure meaning.</p> <p>To reach Achieved, the learner could avoid repetition and use a range of language features and vocabulary.</p>

37 M _____ Avenue
 E _____
 A _____ | _____

16 August 2019

The Manager
 E _____ Hotel
 PO Box 3 _____
 Mobile : 0 _____ 3 _____

Dear Sir / Madam

③ I am applying for the position of kitchen helper at E _____ Hotel. I have seen P _____ Business News advertisement in the evening, 15 August, 2019.

② Currently, I am a Year 12 student at _____ College and I take English, Computing, Maths, Geography, and Hospitality this year. I have learned hospitality for beginning of Year 11 and I have experienced how to cook, how to use kitchen, and how to cut and slice ingredients. In addition, I have Level 1 NCEA Food Technology so I can do that perfectly and immediately. Also, I have studied about food safely to use kitchen equipment.

① I like to use kitchen and to keep clean and tidy because I like to keep clean my room for childhood. Also, I wash dishes after eat dinner every day, so I used to do them. Moreover, I sometimes help my mother to cook on weekend, so I like to help other people...

- ③ I have belonged to soccer club for six years . So I can stand for extended periods of time and I have get motivation got through soccer . I have Level 1 NCEA English and as well as Food Technology , so I can speak and write
- ③ good English and I can understand about food technology perfectly . I am confident to improve my job skill and cooperate with co-workers through communication which have got through to play soccer .
- ② If I am offered this position , I will be ready to help you every after school 5 to 7 .

Yours Sincerely

D. T.

273 words