



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 Boundary: 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"> <li>• communicating the practical purpose of the text</li> <li>• using content, structure, layout and organisation appropriate to the practical purpose, audience, topic and text type</li> <li>• writing coherent and cohesive text with minor lapses</li> <li>• using a wide range of language features and vocabulary</li> <li>• conveying meaning with minor inaccuracies.</li> <li>• This learner has written a curriculum vitae (CV).</li> </ul> <p>Content, structure and organisation are appropriate to the topic and text type. The CV is organised into sections, starting with personal details and a personal statement, followed by information about skills, education, achievements, interests and hobbies, and referees. Headings, sub-headings and bullet points are used appropriately.</p> <p>The CV is coherent. Information is clear, comprehensible and logically sequenced. Cohesive devices, including connectives, conjunctions and pronoun reference, are used within the short paragraphs and bullet point statements (1).</p> <p>A wide range of language features and vocabulary is used to communicate information. These include simple and compound sentences, some complex structures appropriate to text type (2), and verb forms, including passive voice and modals (3). A sufficient range of vocabulary is used (4), with some collocations. Formal language is used consistently.</p> <p>Minor inaccuracies in punctuation and article use occur.</p> <p>To reach Excellence, the learner could use an extended range of complex structures and vocabulary.</p>

J \_\_\_\_\_ X \_\_\_\_\_

### Personal details

19 R \_\_\_\_\_ Avenue

K \_\_\_\_\_

A \_\_\_\_\_ 2 \_\_\_\_\_

Mobile: 021 \_\_\_\_\_

Email: J \_\_\_\_\_ @ \_\_\_\_\_

### Personal Statement

- ③ I am currently a year thirteen student at O \_\_\_\_\_ High School. I am going to university next year and planning to major in psychology. Therefore, as an international student, I would like to have some work experience, to improve my language and communicate skills. I believe that this will help me a lot with my university study.
- ①

### Skills

#### Willingness to learn

- Happy to learn new things and what is required for the job.
- ③ • Ability to extend what has been learned, realise what is lacking and develop it.
- Able to learn new things quickly and efficiently as a quick learner.
- ④ • Have positive attitude about learning and working

#### Thinking skills

- ② • Ability to see the problems and try to solve them.
- Think over all the options before making decisions or acting.
- ① • Able to realise the problems and ask for help from others when it is necessary.

#### Numeracy & Literacy Skills

- Excellent numeracy skills, good at counting and calculating.
- Strong literacy skills, good at reading and writing.
- ③ • Able to speak three languages: English, Chinese and Japanese, so that I can communicate with people from different countries.

#### Creativity

- ② • Excellent art design skills as I have learned painting for years.
- ④ • Able to come up with creative ideas to solve problems or make progress with my work.

### Education

NCEA Level 2, O \_\_\_\_\_ High School, K \_\_\_\_\_, 2019

Subjects:

Japanese (Achieved with merit)

Mathematics (Achieved with merit)  
Physics (Achieved with merit)  
Chemistry (Achieved with merit) ...

### Achievements

**Distinction Award**, excellent in level 2 Japanese and Mathematics A. O\_\_\_\_\_ High School, 2019

**Silver Award of Language Perfect World Championships**, Education Perfect, 2019

### Interests and Hobbies

I am interested in music and arts, so I play the guitar and do some drawing in my spare time.

① I also enjoy reading and writing in different languages. I even do translation of texts by myself sometimes.

### Referees

**T**\_\_\_\_\_ **N**\_\_\_\_\_, ESOL teacher, O\_\_\_\_\_ High School, A\_\_\_\_\_

Mobile: 021 \_\_\_\_\_

Email: T\_\_\_\_\_@\_\_\_\_\_

**C**\_\_\_\_\_ **G**\_\_\_\_\_, Homeroom teacher, O\_\_\_\_\_ High School, A\_\_\_\_\_

Mobile: 021 \_\_\_\_\_

Email: C\_\_\_\_\_@\_\_\_\_\_

354 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"> <li>• communicating the practical purpose of the text</li> <li>• using content, structure, layout and organisation appropriate to the practical purpose, audience, topic and text type</li> <li>• writing coherent and cohesive text with minor lapses</li> <li>• using a wide range of language features and vocabulary</li> <li>• conveying meaning with minor inaccuracies.</li> </ul> <p>This learner has written a curriculum vitae (CV).</p> <p>Content, structure and organisation are appropriate to the topic and text type. The CV is organised into sections, starting with personal details and a personal statement, followed by information about skills, work and volunteer experience, education, achievements, interests and referees. Headings, sub-headings and bullet points are used appropriately.</p> <p>The CV is coherent. Information is clear, comprehensible and logically sequenced. Some cohesive devices, including connectives, conjunctions and pronoun reference, are used within the short paragraphs (1).</p> <p>A wide range of language features and vocabulary is used to communicate information. These include simple and compound sentences, some complex structures appropriate to text type (2), and verb forms, including modals (3). A sufficiently wide range of vocabulary is used (4), including some collocations.</p> <p>Inaccuracies in word choice and form, verb tenses, and capitalisation occur, but these are minor and do not obscure meaning. Formal language is used most of the time.</p>

Q \_\_\_\_\_ Y \_\_\_\_\_

## Personal details

Address: 95 V \_\_\_\_\_ Road, D \_\_\_\_\_, 2 \_\_\_\_\_

Phone: (01) \_\_\_\_\_

Mobile: 027 \_\_\_\_\_

Email: Q \_\_\_\_\_ @ \_\_\_\_\_

## Personal Statement

- ③ I am currently a year 13 student studying in D \_\_\_\_\_ High School. I would like to find a part-time job in my spare time to get some work experience and save some money to pay part of my university costs.
- ④

## Skills

### Teamwork

- ② I was a member of DEA (D \_\_\_\_\_ E \_\_\_\_\_ A \_\_\_\_\_) Volunteer Club when I was in the High School Affiliated to X \_\_\_\_\_ N \_\_\_\_\_ University in China.

I investigated, researched and finished two studies with my group members:

a) Investigation in Chemistry Involving Quantitative Analysis, Chemistry, D \_\_\_\_\_ High School, February – April 2019

b) The Relationship of Arranging Goods and Sales, Social Politic Education, the High School Affiliated to X \_\_\_\_\_ N \_\_\_\_\_ University, March – July 2018

### Self-management

- ③ I am used to setting short-term and long-term goals and realize them in a planned way.
- ④ I can control and adjust my physiology and psychology and keep myself in good and active state so I am able to work under pressure and adapt to all kinds of situations.

### Communication

I can speak two languages, English and Chinese. I am also good at writing.

- ② I have the experience of visiting the elderly and talking with them (the more details are in Volunteer Experience), which makes me able to talk with others in a more friendly and comfortable way.

### Analysis and Numeracy

- ② When facing some unexpected problems, I am good at analyzing and able to choose the best way to deal them rapidly.

I took part in some mathematics contests and got some distinctions (the more details are in Achievements).

## Work Experience

**Librarian**, the High School Affiliated to X \_\_\_\_\_ N \_\_\_\_\_ University, China  
September 2017 – January 2018

Responsibilities:

Organizing books

- ④ Issuing  
Discipline management

## Volunteer experience

**Visiting the rest home**, DEA Volunteer Club, the High School Affiliated to X \_\_\_\_\_  
N \_\_\_\_\_ University, China  
October 2018

**Cleaning up the C\_\_\_\_\_ Lake**, DEA Volunteer Club, the High School Affiliated to  
X\_\_\_\_\_ N\_\_\_\_\_ University, China  
November 2018

## Education

**NCEA Level 2, D** High School, 2019

Subjects:

Mathematics (achieved with merit)

Physics (achieved with merit)

Chemistry (achieved with merit)...

## Achievements

**Distinction Award**, Excellent in level 2 ESOL, Mathematics and Physics, D  
High School, 2019

**Certificate of Distinction**, Australian Mathematics Competition, 2017

## Interests

In my spare time, I enjoy reading, drawing and running. Last year, I joined the Fun Runs and

① Walks in D\_\_\_\_\_ and came 6<sup>th</sup> in girls under the age of eighteen. I am also interested in  
playing the guitar and playing pool and have started studying them since 2018.

## Referees

**Q\_\_\_\_\_ L\_\_\_\_\_**,

Mobile: (68) \_\_\_\_\_

Email: Q\_\_\_\_\_@\_\_\_\_\_

**A\_\_\_\_\_ T\_\_\_\_\_**, Teacher, D\_\_\_\_\_ High School, A\_\_\_\_\_

Mobile: 021 \_\_\_\_\_

Email: A\_\_\_\_\_@\_\_\_\_\_

	Grade: Achieved
3.	<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"> <li>• communicating the practical purpose of the text</li> <li>• using content, structure and layout which is generally appropriate to the practical purpose and audience</li> <li>• writing generally coherent and cohesive text</li> <li>• using a range of language features and vocabulary appropriate to text type</li> <li>• conveying meaning, although errors and inaccuracies may occur.</li> </ul> <p>This learner has written a curriculum vitae (CV).</p> <p>Content, structure and organisation are appropriate to the practical purpose of the text and audience. The CV is organised into sections, starting with personal details and a personal statement, followed by skills, work history, education, interests and hobbies, and referees. Headings, sub-headings and bullet points are used appropriately.</p> <p>The CV is coherent. Information is clear, comprehensible and logically sequenced. Cohesive devices are used within the short paragraphs (1).</p> <p>A range of language features and vocabulary is used to communicate information. These include simple, compound and complex sentences (2), and verb forms, including passive voice and some modals (3). A range of topic-specific vocabulary is used (4), including some collocations, although inaccuracies in word choice occur. Formal language is used consistently.</p> <p>There are errors and inaccuracies in complex sentence structures, punctuation and verb forms, but meaning is conveyed clearly.</p>

Learner 3: Achieved

Intended for teacher use only

J \_\_\_\_\_ Y \_\_\_\_\_

### Personal details

Address: 75 C \_\_\_\_\_ Road

U \_\_\_\_\_

A \_\_\_\_\_ 3 \_\_\_\_\_

Phone: +6422 \_\_\_\_\_

Email: J \_\_\_\_\_ @ \_\_\_\_\_

### Personal Statement

I am currently a year 13 student at S \_\_\_\_\_ High School. I am a punctual and reliable person. I hope to get a part-time position in retail to develop my sales skills. My long-term goal is to be a manager in retail. I hope this job would increase my knowledge and provide opportunity for personal growth.

1

### Skills

#### Good time management skills

- 2 • I have good time management skills as I can break broader goals into smaller parts and focusing on one step at a time.
- 3 • I often create daily, weekly and monthly “to do” lists. When there is a lot of school work it helps me avoid forgetting something important.
- 2 • I am able to complete the most important tasks in an order that makes sense as prioritizing a list of projects and focusing on the tasks with more immediate deadlines.
- I am a punctual person who attends class most of the days.

#### Foreign language skills

- **Chinese:** Chinese is my native language. I am able to speak with Chinese costumers who come to visit your shop.
- 3 • **English:** My English is at conversational level. I am able to express myself in this language and can exchange ideas with anyone who speaks this language.

## Self-motivation skill

- 4 • I have personal drive to take each opportunity and the desire to improve or meet certain standards.
- 4 • I am an optimistic person who can keep going and pursue goals in the face of problems. Which allows me to perform well under pressure and against aggressive deadlines in any pressure environment.

## Work history

- Worked as a waitress at school at scholar's dinner recently.
- Worked as librarian at school in china.

## Education

NCEA level 2, S \_\_\_\_\_ High school, A \_\_\_\_\_, 3 \_\_\_\_\_

- Subjects:
- Chemistry (achieved with merit)
- Mathematics (achieved with merit)
- Catering (achieved)
- ESOL (achieved)
- Home economics (achieved with merit)...

## Interests and hobbies

- 1 In my spare time I enjoy playing guitar, drums and reading English novels, I have always been a keen reader, I found it relaxing and keeps my mind active. I am also enjoy to cook with my homestay mother sometime to develop my cooking skill.

## Referees

H \_\_\_\_\_ R \_\_\_\_\_  
Intermediary agent, A \_\_\_\_\_  
Phone: +64021 \_\_\_\_\_  
Email: R \_\_\_\_\_ @ \_\_\_\_\_.

B \_\_\_\_\_ T \_\_\_\_\_  
ESOL Teacher, S \_\_\_\_\_ High School  
Phone: +64021 \_\_\_\_\_  
Email: B \_\_\_\_\_ @ \_\_\_\_\_.

396 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"> <li>• communicating the practical purpose of the text</li> <li>• using content, structure and layout which is generally appropriate to the practical purpose and audience</li> <li>• writing generally coherent and cohesive text</li> <li>• using a range of language features and vocabulary appropriate to text type</li> <li>• conveying meaning, although errors and inaccuracies may occur.</li> </ul> <p>This learner has written a curriculum vitae (CV).</p> <p>Content, structure and organisation are generally appropriate to the practical purpose of the text and audience. The CV is organised into sections, starting with contact details and a personal statement, followed by skills and abilities, education, interests and hobbies, and referees. Headings, sub-headings and bullet points are generally used appropriately, with some inaccuracies.</p> <p>The CV is coherent. Information is clear, comprehensible and logically sequenced. Some cohesive devices, including connectives and pronoun reference, are used within sections (1).</p> <p>A range of language features and vocabulary is used to communicate information. These include simple, compound and some complex sentences (2), and verb forms, including some modals (3). A limited range of vocabulary is used (4), with occasional lapses in word form and spelling, and in the use of formal language.</p> <p>There are errors and inaccuracies in verb forms, prepositions and word choice, but meaning is conveyed.</p> <p>To reach Achieved, the learner could use more cohesive devices, complex structures and a greater range of vocabulary.</p>

Learner 4: Not Achieved
Intended for teacher use only

### Contact details

I \_\_\_\_\_ Drive  
E \_\_\_\_\_  
A \_\_\_\_\_ 3 \_\_\_\_\_

Phone: 02 \_\_\_\_\_  
Mobile: 021 \_\_\_\_\_  
email: k \_\_\_\_\_ @ \_\_\_\_\_

### Personal Statement

I am currently a senior student at D \_\_\_\_\_ High School. I would like to make a career as a professional of a spatial designer. I have been learning English and the difference of culture in New Zealand. I hope I promote relationship between Japan and other countries more than before.

### Skills and abilities

- creativity  
I have been taking art class since I entered my elementary school for 11 years. I learned many skills such as drawing, painting, designing, claywork and calligraphy there.
- Leadership skill  
As a captain of table tennis club of my junior high school, I lead other younger students...
- Time management skill  
Since I was a child, I had been learnt swimming, the piano, tennis every weekend and at night in weekday while I went after-school day care center every day. Therefore I am able to multi-task.

### Work experience / Volunteer experience

- 1) customer stuff at a convenience store
- 2) care giver for handicapped people (2017-2018)
- 3) cleaner (2015-2016)

### Education

Achieved with excellence. D \_\_\_\_\_ High School, 2019

- Mathematics
- Japanese
- Art

### Interests and hobbies

I love windowshopping and look around furnitures. I am interested in antique ones. I also like playing table tennis, drawing in my space time.

### Referees

Y \_\_\_\_\_ T \_\_\_\_\_, Agent, P \_\_\_\_\_  
Phone: 031 \_\_\_\_\_  
Mobile: 021 \_\_\_\_\_  
Email: B \_\_\_\_\_ @ \_\_\_\_\_

A \_\_\_\_\_ T \_\_\_\_\_, Direct of International Student  
Mobile: 021 \_\_\_\_\_  
Email: T \_\_\_\_\_@ \_\_\_\_\_

247 words