

## **NCEA Writing Literacy Common Assessment Activities 2021-2022**

### **US 32405: Write texts to communicate information and ideas**

**Range:** minimum of two pieces of writing of different text types, and for different purposes and audiences; text types may include but are not limited to – instructions, reports, descriptions, promotional material, narratives; one text must be in a formal register; one text must be a continuous text of at least 250 words.

The writing tasks / topics below are edited. There is further guidance for candidates on possible content and structure.

To view all CAAs and related documents (Assessment Specifications, Assessment Reports, Writing Exemplars, Marking Schedules), go to <https://ncea.education.govt.nz/literacy-and-numeracy/literacy/writing/unit-standard>

CAA	Writing Task   Topic	Writing Text Type: Purpose	Audience	Context   Text form
Pilot 2 2022 Q.1 (150-200 words)	Write a letter of application to request a place in an adventure programme.	To information and persuade	Owner of Aotearoa Adventures	Letter
Q.2 (250-350 words)	Write an article for your community newsletter about outdoor adventure programmes for young people.	To inform and persuade	Local community members	Community newsletter
Pilot 1 2022 Q.1 (250-350 words)	Explain your views on why fewer young people are playing sport, whether this is a problem and what could be done to encourage more young people to be active.	To explain, give an opinion and make recommendations	‘Let’s get active’ campaign - teachers, coaches, and other people involved in supporting young people in playing sport.	Not given
Q.2 (100-200 words)	Write a thank you message for a \$250 voucher for sports gear and \$1000 to donate to a community organisation of your choice that encourages young people to be active. Could include which organisation you’ve chosen and why.	To inform and explain and give an opinion.	‘Let’s Get Active’ co-ordinator	Email

Mini-pilot 2021 Q.1 options	Write a review of a movie, TV series, book or game.	To recount main events and give an opinion with reasons	People your age with similar interests	Review website
	Write a script for a video to introduce your YouTube channel	To inform and promote	Potential new subscribers	YouTube video transcript
	Write about a trip you've been on, would like to go on or an imaginary trip.	To recount	Radio audience	Radio show competition
	Write about an event last year and any aspects of life that you found interesting or different from normal.	To recount	People in the future who want to learn about the past	2020 time capsule
Q.2 (formal writing) options	Write a complaint letter.	To describe and explain	Online retailer	Email
	Write an award nomination.	To describe and persuade	Awards committee	Email or letter
	Write promotional material for a 'Custom Sneakers' business website.	To inform and persuade	Potential customers aged 12-14	Business website
	Write an advice column.	To advise and make recommendations	The person seeking advice via the column	Blog

Note: 32405 Guidance Information Definitions:

*Text structures include:*

- *Text Type*, which refers to the way a text is organised or structured and the kinds of language features it uses to achieve a particular purpose (for example a process text type describes how a process occurs and therefore it includes verbs such as “increases”, “grows”; an information report presents information about a class of things and therefore it features nouns in \To
- *Text Form*, which refers to the form that the text is presented in (for example, an information report can be in the form of a magazine article, an argument text can be in the form of an editorial, or a recount can be in the form of a letter or social media post).