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Communicates Effectively in Writing

Learner Capability

Show us you know how to read and communicate in a culturally appropriate manner with diverse audiences, using different styles and tones of written language.

- Level 3
- Credits 5
- \$99 NZD (GST incl.)

Assessment

You are required to submit evidence of the following:

1. Use a variety of written language styles to communicate to an audience in a school, workplace or wider community.
2. Use appropriate writing tone to communicate to a formal and informal audience in a school, workplace or wider community.
3. Read and interpret written information to respond in writing, in a school, workplace or wider community.

To earn this EduBit, all work must be your own and you must submit evidence exactly as requested in the Task instructions.

When you've finished gathering your evidence, press Purchase. Trained and experienced assessors are standing by to evaluate your evidence and provide feedback on how you did for each task, as well as how you did overall.

- If your evidence does not yet meet the requirements, we will provide feedback on what is missing and encourage you to practice your skills and attempt the EduBit again at a later date.
- If there are minor gaps in your submission evidence, you will be given the opportunity to resubmit. You will have 14 calendar days to add the missing evidence and submit for re-evaluation.
- If you have any questions, please check our [Frequently Asked Questions](#) or feel free to email us at hello@edubits.nz.

Learning Recommendations

[Formal and informal writing styles](#)

[About Writing: a Guide – Robin Jeffery](#)

[4 main writing styles: when and how you should use them](#)

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Tasks

Proof of Identity

Please upload a scanned copy of your photo identification (e.g. passport, drivers licence, work ID card).

General Information

Please provide the following information:

1. What is the name of the organisation that you work/volunteer for that you will be using for the context of this EduBit?
2. Briefly describe the type of work the organisation does.
3. Please give a brief description of your role in the organisation.

Task 1: Use a variety of written language styles to communicate to an in a school, workplace or wider community and use appropriate writing tone to communicate to a formal and informal audience in a school, workplace or wider community.

You will need to:

1.1. Provide two (2) different examples of formal communication that you have written to communicate in a school, workplace, or wider community. Examples could include a letter, cover letter, CV, report, how to guide/manual, academic writing etc.

The two (2) examples should be different types with one (1) example between 100-400 words and one (1) example between 400-900 words.

Combinations of the two (2) examples could be a letter and a report, a cover letter and a CV or a letter and a piece of academic writing or some other combination.

1.2. Provide two (2) examples of informal communication that you have written to communicate in a school, workplace, or wider community. Examples could include an email, letter, reflection, blog, expressive writing etc.

The two (2) examples should be different types, i.e. a letter and a reflection or a blog and an email.

Examples should be between 100 - 400 words each.

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Task 2: Use appropriate writing tone to communicate to a formal and informal audience in a school, workplace or wider community and read and interpret written information to respond in writing, in a school, workplace or wider community.

You will need to:

2.1. Provide one (1) piece of formal written information/document that you need to interpret and respond to formally in writing.

Interpret and respond formally, to the formal written information/document supplied, examples could include: a letter, report, email conversation, academic writing, official documents etc.

Responses must appropriately address the supplied written information/document and should be between 100 - 400 words each.

2.2. Provide one (1) piece of informal written information/document that you need to interpret and respond to formally in writing.

Interpret and respond informally, to the informal written information/document supplied, examples could include: email conversation, blog, reflection etc.

Responses must appropriately address the supplied written information/document and should be between 100 - 400 words each.

Task 3: Supporting evidence from your supervisor/manager/colleague

You will need to:

Provide a completed copy of the Attestation Form from your supervisor/manager/colleague to support the evidence you have provided in Tasks 1 and 2.

Please download the [Attestation Form](#) and make sure it is completed, signed and dated before uploading to this task.



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