



GERMAN



GRO2000W
WRITING PORTFOLIO GUIDE
NCEA LEVEL 2

GERMAN WRITING PORTFOLIO

NCEA LEVEL 2

Expected time to complete work

This work will take you about 15 hours to complete.

You will work towards the following standard:

Achievement Standard 91127 (Version 2) (German) 2.5

Write a variety of text types in German to convey information, ideas, and opinions in genuine contexts

Level 2, Internal assessment

5 credits

In this guide you will focus on:

Developing a writing portfolio in which you will gather evidence of your ability to write a variety of text types in clear German to communicate information, ideas, and opinions in genuine contexts.

Cover: Students in a library doing work, www.istockphoto.com, 4394529.

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1 INTRODUCTION

The assessment for Achievement Standard 91127 requires you to **submit at least two pieces** of writing in a writing portfolio, showing your ability to write a variety of texts in German to communicate information, ideas, and opinions in genuine contexts.

There are five separate tasks for you to choose from in this guide.

You can submit up to five pieces of writing, from which you will then choose at least two for your final submission.

The pieces of writing for your **final submission** will add up to a combined total of about **400 words**. At all times quality is more important than quantity.

The following instructions provide you with a way to structure your work to demonstrate what you have learned to allow you to achieve success in this standard.

INSTRUCTIONS

- The writing portfolio includes this guide and five separate tasks for you to choose from.
- You should complete the related module first before you attempt the writing task. For example, do GRO2001 first, and then do the writing assessment GRO2001Y1.
- You have one opportunity to get general feedback from your teacher and improve on your writing on each task you submit.
- You should aim to complete the writing tasks (including any reworking after receiving feedback from you teacher) by the **end of September**.

2 CONDITIONS

- All the work that you include in your writing portfolio **must be entirely your own work**. Extracts from external sources should not be included without acknowledging the sources. Any extracts from external sources will not be considered in the final achievement judgement.
- You can use relevant resources such as the course materials, vocabulary lists, grammar summaries and a range of commonly used real-life resources, including the internet, which may be used to support drafting and reworking.
- As you are expected to be able to work consistently at the level of language you display in your portfolio writing, we strongly advise you to **only** use the German you have learnt during this course, or German you know to be correct, and to use any additional resources with caution. The course material provides sufficient language for you to gain Excellence in this standard.
- German from the language samples in the assessment schedule may not be used unless it is significantly reworked.
- There are **no reassessment opportunities** for this standard, so make sure you choose your best two pieces and let your teacher know before the end of September. If you are in doubt, you may discuss your choice with your Te Kura German teacher.
- **The work you submit must be your own**. You may not copy or otherwise reuse German that has been created by someone else. You may not ask someone else to do any writing for you.
- Plagiarism detection software may be used to check this is your own work.

SUPERVISOR REQUIREMENTS

- Supervision is not required for this assessment.
- Upload your draft and writing submissions to the **GR2000W Writing dropbox**.

OVERVIEW

The following five writing tasks will help you provide evidence for the writing portfolio submission for Achievement Standard 91127.

Each task has separate instructions. You will find these below.

GRO2001Y1	Germany–New Zealand – Write a Facebook Profile page
GRO2002Y1	School and Education – Write an email
GRO2003Y1	Careers – Write a formal application letter
GRO2005Y1	Multicultural Life – Write a blog entry
GRO2008Y1	Sport – Write an article

You may also submit other authentic writing in German that you have done. This might be some writing that you have done in addition to the writing portfolio tasks e.g. a letter to a German friend. However, you **must** discuss this with your Te Kura German teacher first, to ensure you are providing the best evidence possible.

GRO2001Y1: GERMANY–NEW ZEALAND – WRITE A FACEBOOK PROFILE PAGE

Write some information which you could add to your Facebook profile page (or, if you don't use Facebook, write some information which you could choose to use on a Facebook profile page in the future).

You could include the following:

- Write about yourself, for example about your school life and interests.
- Describe one of your favourite places.
- Explain why it is your favourite place.
- Compare your favourite place with what you have learnt or know about a place in Germany.

GRO2002Y1: SCHOOL AND EDUCATION – WRITE AN EMAIL

Write to a German student called Franz. He wants to go to New Zealand on an exchange programme for one year. He is 15 years old and in Klasse 10 in Germany.

- Explain the main differences between German and New Zealand school life to him.
- Make some suggestions as to which form he should attend and which exams he can take.
- Include some information about your opinions of school and your future plans.
- Ask him some questions, too.

GRO2003Y1: CAREERS – WRITE A FORMAL APPLICATION LETTER

Imagine you saw this advertisement in your newspaper. Write a letter applying for the position.

- Give some information about yourself to show why you would be a suitable person for the job.
- Remember to keep the letter formal.
- Use a variety of vocabulary and structures.
- Use material you have collected in this module to write about your experience and personal qualities.

Im November und Dezember sind wir im
Südpazifik auf unserer Jacht. Unsere Kinder,
Lene (13) und Paul (15) brauchen Hilfe mit
Englisch.

Wir suchen eine zuverlässige junge Person, die
ihnen helfen kann.

Bitte an Heike und Ralf Biedermann schreiben.

Wintergarten 21
70897 Stuttgart

GRO2005Y1: MULTICULTURAL LIFE – WRITE A BLOG ENTRY

Write a blog entry about your experiences with foreigners in New Zealand. You are going to write about your (real or imagined) experience with foreigners you have met in New Zealand.

You could include:

- where you met them
- why they came to New Zealand
- any problems they had at the beginning
- something you did together with them.

GRO2008Y1: SPORT – WRITE AN ARTICLE

You are writing an article for a German school magazine in which you report about a sport in New Zealand and Germany and what young people in both countries do/do not do to keep fit.

You could include some of the following points:

- name the sports activities that people in New Zealand and/or Germany do to keep fit
- describe the sports/activities a little
- say why you like/don't like them and give reasons
- briefly describe a past sports event or activity you participated in or watched
- any other information or ideas relevant to the topic.

Note: You can use your imagination in your article.

4 TIPS FOR SUCCESSFUL WRITING

Key things you need to do to gain this standard:

- Submit two pieces of writing. The total length of your writing is about **400 words**.
- Remember quality is more important than quantity.
- Communicate information, and express and justify ideas and opinions.
- Communicate overall, despite any inconsistencies in language.

If you are aiming for merit or excellence, take careful note of what you need to do by looking at the standard and explanatory notes in the next section of this guide.

Other useful tips:

- Read the instructions, the topic, the assessment schedule and any other details.
- Go back through the modules of the GR2000 course and take note of any relevant information e.g. useful vocabulary or structures, advice on how to develop and/or sequence your information/ideas/opinions.
- Use a range of the vocabulary and structures that you have learnt and are familiar with especially those from GR2000 course. Remember to refer your course vocabulary list (GRO2000VL) and course verb supplement (GRO2000VS).
- Brainstorm your ideas or make a mind map, then write/type a draft. Edit it carefully as many times as you like, and, once you have received global feedback on your draft, incorporate suggestions for improvement into your final version.
- Make sure that your writing is structured in a way that fits the task (e.g. by using paragraphs, or by starting and finishing a letter appropriately) and that your information/ideas and/or opinions flow logically. Where appropriate, start a new paragraph for each new idea or example.
- Write using full sentences if appropriate, and communicate information, and express and justify ideas and opinions as fully as you can. Show that you know how to use German in a variety of ways.
- Proofread your work very carefully to make sure that understanding is not hindered by inconsistencies.

Your writing needs to show that you can:

<p>Use language variably and effectively to express and justify your own ideas and opinions and support or challenge those of others.</p>	<p>Andreas muss gute Noten in Mathe und Physik bekommen, um eine Lehrstelle zu bekommen. Manchmal kommen Leute zu mir, und ich rate ihnen, was sie machen sollen. Ute ist dagegen, dass Leute in einer WG laute Musik hören.</p>
<p>Communicate information, ideas and opinions through increasingly complex and varied texts</p>	<p>Writing a blog, a letter, an email, an article, etc.</p>
<p>Explore the views of others, developing and sharing personal perspectives.</p>	<p>Interessieren Sie sich für Kunstausstellungen? Dann würde ich ... empfehlen. Jeden Nachmittag haben wir frei (wenn die dummen Hausaufgaben nicht wären ...). Kannst du dir das vorstellen? Das ist hier ganz anders als bei euch.</p>
<p>Engage in sustained written interaction and produce extended text. For example: an email conversation with your teacher, letter-writing practice and an email to a German student.</p>	<p>Ein Jugendzimmer sollte mindestens 15 Quadratmeter haben. Findest du das auch? Ja, klar. Obwohl mein Zimmer nur 16 Quadratmeter hat, gefällt es mir eigentlich ganz gut. In einem kleineren Zimmer hätte ich nicht genug Platz.</p>

You are not allowed to use these sample sentences in your assessment unless they are significantly modified.

Note: You may also find it helpful to revise structures learnt in Level 1 German.

5 THE STANDARD AND EXPLANATORY NOTES

ACHIEVEMENT STANDARD 91127 (VERSION 2) GERMAN 2.5

Write a variety of text types in German to convey information, ideas, and opinions in genuine contexts

Level 2, Internal

5 credits

Achievement	Achievement with Merit	Achievement with Excellence
Write a variety of text types in German to convey information, ideas, and opinions in genuine contexts.	Write a variety of text types in convincing German to convey information, ideas, and opinions in genuine contexts.	Write a variety of text types in effective German to convey information, ideas, and opinions in genuine contexts.

EXPLANATORY NOTES

- This achievement standard is derived from the Level 7 Communication, Language Knowledge, and Cultural Knowledge strands in the Learning Languages Learning Area of *The New Zealand Curriculum*, Learning Media, Ministry of Education, 2007; and is related to the material in the *Teaching and Learning Guide for Languages*, Ministry of Education, 2010 at <http://seniorsecondary.tki.org.nz>.
- Write* refers to organising text in a linguistically and culturally appropriate format and style, and may include:
 - drafting
 - reworking over a period of time.

Write a variety of text types in German to convey information, ideas, and opinions in genuine contexts involves writing texts that fulfil communicative intents that are as realistic as possible, and that communicate information, and express and justify ideas and opinions. Communication is achieved overall, despite inconsistencies, such as:

- format
- spelling
- lexical choice
- level of formality
- language conventions
- language features.

Write a variety of text types in convincing German to convey information, ideas, and opinions in genuine contexts involves developing and connecting information, ideas, and opinions in German that is generally credible. A range of language and language features are selected and used that are fit for purpose and audience. Communication is not significantly hindered by inconsistencies.

Write a variety of text types in effective German to convey information, ideas, and opinions in genuine contexts involves developing and integrating information, ideas, and opinions in German that is controlled. A range of language and language features that are fit for purpose and audience are capably selected and successfully used. Communication is not hindered by inconsistencies.

3. *Variety refers to a selection made from a range of different texts created for different audiences and purposes. At all times the quality of the texts in the selection, considered as a whole, is more important than length.*
4. *Genuine contexts refers to real-life rather than contrived or artificial situations. Where situations involve simulation, the simulation should be as realistic as possible: ie plausible, rather than contrived.*
5. *A range of commonly used real-life resources may be used to support drafting and reworking.*
6. *Conditions of Assessment related to this achievement standard can be found at <http://ncea.tki.org.nz/Resources-for-Internally-Assessed-Achievement-Standards>.*
7. *Look at this link for clear, simple explanations about how to do this standard. <https://www.nzqa.govt.nz/ncea/subjects/languages/clarifications/2/writing/>*

6 ASSESSMENT SCHEDULE

Achievement	Achievement with Merit	Achievement with Excellence
German is used to communicate and justify opinion(s) and/or information, and/or ideas in at least two different text types with genuine purposes.	Convincing German is used to develop and justify opinion(s) and/or information, and/or ideas in at least two different text types with genuine purposes.	Effective German is used to develop and justify opinion(s) and/or information, and/or ideas in at least two different text types with genuine purposes.
The texts fulfil the communicative intents of the tasks and are characterised by the selection of language and language features fit for the task and audience. Cultural conventions are used where appropriate.	Opinions, information, and ideas are generally expressed in a credible and connected way. A range of language and language features are used that fit the specific purpose and audience for each text type, using cultural conventions where appropriate.	Opinions, information, and ideas are expressed in a controlled and integrated way. A range of language and language features are capably selected and successfully used to fit the specific purpose and audience for each text type, using cultural conventions where appropriate.
Communication is achieved overall, although there may be inconsistencies in choice and use of language features.	Communication is not significantly hindered by inconsistencies in choice and use of language and language features.	Communication is not hindered by inconsistencies in choice and use of language and language features.
The overall selection of text types is approximately 400 words.	The overall selection of text types is approximately 400 words.	The overall selection of text types is approximately 400 words.
<p>Example</p> <p><i>Leider musst du eine Schuluniform tragen, wenn du ein Jahr bei uns auf der Schule verbringst. Selbstverständlich sehen dann alle SchülerInnen gleich aus, aber andererseits weißt du jeden Morgen sofort, was du anziehen wirst.</i></p>	<p>Example</p> <p><i>Bei uns auf der Schule ist es Vorschrift, Schuluniform zu tragen, was dir möglicherweise nicht gefallen wird. Persönlich finde ich das Quatsch, aber dann brauchen wir uns morgens nicht zu entscheiden, wie wir uns anziehen werden. Natürlich sehen alle dann gleich aus, wie eine Reihe Soldaten oder Pinguine.</i></p>	<p>Example</p> <p><i>Hoffentlich weißt du schon, dass wir eine Schuluniform tragen müssen. Wie findest du sowas?</i></p> <p><i>Mir persönlich gefällt es natürlich, mich nicht jeden Morgen entscheiden zu müssen, was ich anziehen könnte. Aber ich rate dir auch, dir vorzustellen, dass alle SchülerInnen immer gleich aussehen!</i></p>
The examples above are indicative samples only.	The examples above are indicative samples only.	The examples above are indicative samples only.

Final grades will be decided using professional judgement based on a holistic examination of the evidence provided against the criteria in the achievement standard.

7 SUBMITTING YOUR TASKS AND PORTFOLIO

SUBMIT EACH TASK

Once you have completed each writing assessment task (e.g. GRO2002Y1), upload it to the **GR2000W Writing dropbox**.

Your teacher will give you **general feedback** about your writing to support your learning. You may then rework and improve it. Make sure you name your file with the task code e.g.:

GRO2002Y1_(your first name)_(your surname)_your ID

GRO2005Y1_(your first name)_(your surname)_your ID

After it is returned to you, keep your writing in a safe place (e.g. a folder or file on your computer) as you may choose to submit this piece as part of your final writing portfolio for AS91127.

CHECKLIST

Have you:

- written on the topic
- organised your writing in an appropriate format and style
- communicated information, and expressed and justified ideas and opinions
- communicated overall despite inconsistencies
- hand written or typed German accurately?

Any questions about this, ask your Te Kura teacher.

SUBMIT YOUR PORTFOLIO

Before you finalise your portfolio with your teacher, check you have:

- completed at least two tasks
- acted on the general feedback and guidance given by your Te Kura teacher to improve your writing. Your Te Kura teacher will also be happy to give you advice and guidance about your final choice of two texts, but the choice you make is ultimately your responsibility
- named the digital files appropriately with the task code, your name and student ID number
- uploaded them to the **GR2000W writing dropbox**
- notified your teacher of the two tasks you want to include in your portfolio. Do this **well before** the final submissions are due so that you have time to consider and choose the best examples of your writing skills.

Aim to complete the final submission of your portfolio by the **end of September**.