Punjabi
Syllabus for the Senior External Examination
ISBN: 978 1 9218202 27 0
Punjabi Syllabus for the Senior External Examination
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This syllabus is based on the Victorian Certificate of Education Study Design for Punjabi, which was
developed and published by the Victorian Curriculum and Assessment Authority (VCAA). The subject
outline and examination format are determined by the Collaborative Curriculum and Assessment
Framework for Languages (CCAFL), which is a national model for the teaching, learning and assessment
of language subjects with small candidatures.
1 Rationale

The senior external syllabus in Punjabi is written for second language learners of modern standard Punjabi.

Learning additional languages widens horizons, broadens cognitive and cultural experience, develops communicative and intercultural competence and opens up new perspectives for learners, as well as for their own language and cultural practices. Learning another language extends, diversifies and enriches learners’ cognitive, social and linguistic development.

Information and communication technologies (ICTs), trade and commerce have brought Australians into closer relationships and more frequent interactions with people of other cultures, countries and communities. Language can be practised and used effectively locally and globally. Cultural diversity within the borders of states is common in the modern world. Australia needs to continue its commitment to maintaining a pluralistic society where languages are valued.

Learning another language involves communicating in a way that is appropriate to the sociocultural context in which the language is used. It involves using language to comprehend and convey meaning. Learning languages contributes to and enriches candidates' intellectual, educational, linguistic, personal, social and cultural development. It requires and improves intellectual discipline and systematic study habits. These habits are characterised by effective planning and organisation, incorporating processes of self-management and self-monitoring.

Because candidates need to reorganise their thinking to accommodate the structure of another language, they develop cognitive flexibility and problem-solving ability which can be applied when problems and solutions are not evident, as well as when critical thinking and creative approaches are required. As a result of candidates' increased awareness of the ways in which relationships are expressed in language, they develop clear thinking and clarity of expression. Language study gives insights into the nature, purposes and styles of language and promotes a greater sensitivity to and understanding of languages in general, including English. Literacy skills acquired in another language enhance skills in one’s first language.

Why study Punjabi?

- One hundred and twenty million people, the majority of whom live in India and Pakistan, speak Punjabi. Large numbers of people who speak this language have settled in the United States, Canada, Britain, Australia, Malaysia, Singapore, Japan, Hong Kong, Fiji and other countries.
- Punjabi has a rich and diverse literary tradition spanning more than 800 years. This tradition includes poetry, prose, philosophy, traditional folk dance, film, music and meditation. The study of Punjabi provides candidates with access to a rich cultural tradition.
- Punjabi is one of the Indo-Aryan languages. Over the centuries of Muslim rule in India it was profoundly influenced by Arabic and Persian languages. European languages such as English, German, French, Dutch, and Portuguese have also greatly influenced the Punjabi vocabulary since the early twentieth century. The writing system was developed and later reformed by the second Sikh Guru, Shri Guru Angad Dev Ji, during the sixteenth century.
- Knowledge of modern standard Punjabi provides a foundation for understanding the innumerable regional variants and various styles of spoken Punjabi, which are found both within and outside the Indian subcontinent.
- The ability to communicate in Punjabi may, in conjunction with other skills, provide candidates with enhanced vocational opportunities in areas such as trade, commerce, information and communications technology, tourism, administration, sports, social services and education.
The language

Punjabi is the language of the geographical region known as the Punjab, encompassing five river systems across India and Pakistan.

The language to be studied and assessed is modern standard Punjabi. The written form would be in the Gurmukhi script.

It is the official language of the Indian state of Punjab and is the second language in the states neighbouring Punjab (including the capital of India, New Delhi). It is this form of Punjabi which has been approved by the Punjab School Education Board, SAS Nagar, Punjab, India.

Description of the target group

This syllabus is intended for candidates who wish to study Punjabi as an additional language and who have studied the language for a continuous period at junior secondary level in Australia or in a similar environment. Other candidates with less formal language learning experience may also be able to meet the requirements of the syllabus successfully.
2 Global aims

By studying Senior Punjabi, candidates should:

• enhance their capacity to communicate and interact effectively within and across languages and cultures
• appreciate the interrelationship of language and culture, and the importance of intercultural competence
• extend their awareness and understanding of the nature of language through analysing the linguistic systems of Punjabi
• acquire language-learning strategies that can be applied in other studies
• recognise and appreciate the cultural, linguistic and racial diversity within Australia and globally
• increase awareness and appreciation of their own language and culture as a result of learning about an additional language and culture
• expand their post-school options and meet the growing needs of business and industry for language skills and intercultural understanding.
3 General objectives

The objective of the subject is to enable candidates to communicate in Punjabi. Communication in Years 11 and 12 is receptive, involving listening and reading, as well as productive, involving speaking and writing.

While language is experienced and developed through the macroskills — listening, reading, speaking and writing — which often occur concurrently, proficiency in each of the macroskills may not evolve at exactly the same rate. Thus, the objectives are stated in terms of the macroskills, and each will be assessed separately. The four macroskills should be developed interdependently, integrating the themes and topics, functions, grammar and cultural understandings in the syllabus.

Comprehension (receptive communication)

These objectives are expressed in terms of Listening and Reading.

Listening

By the end of the study, candidates should:

- know and understand familiar and complex spoken language
- reason and respond to speakers’ attitudes, purposes, intentions and cultural meanings.

Reading

By the end of the study, candidates should:

- know and understand familiar and complex written language
- reason and respond to writers’ perspectives, purposes, intentions and cultural meanings.

Conveying meaning (productive communication)

These objectives are expressed in terms of Speaking and Writing.

Speaking

By the end of the study, candidates should:

- know and use features of the Punjabi language
- create spoken language in Punjabi and respond in situations relevant to their communication needs.

Writing

By the end of the study, candidates should:

- know and use features of the Punjabi language
- create written Punjabi language and respond in a manner suitable for the setting, audience and text type.
Attitudes and values

By the end of the study, candidates should:

• understand that learning a language is a continuous process through life
• willingly interact with others in Punjabi
• understand that attitudes and values, their own and other people’s, are embedded in culture
• develop a view of the world shaped by intercultural understanding
• understand that language and culture are interdependent.
4 Perspectives on language teaching and learning

The basic principle underlying the study of Punjabi in the senior phase of learning is learning in communicative contexts. Communication encompasses the exchange and negotiation of meaning between individuals through the use of verbal and nonverbal symbols in aural, oral, visual and written modes. It involves receptive and productive processes through the application of language learning to new situations.

Language competency is acquired at varying rates and depends on a variety of factors, including exposure to the language, range and quality of learning experiences and continuity of studies. Language develops progressively as candidates endeavour to communicate with increasing precision and detail. Their language becomes more complex in form and more varied in vocabulary.

The *Australian Language Levels Guidelines* (Curriculum Development Centre 1988) states that candidates learn a language best when they:

- are treated as individuals with their own needs and interests
- are provided with opportunities to participate in communicative use of the target language in a wide range of activities
- are exposed to communicative data that are comprehensible and relevant to their own needs and interests
- focus deliberately on various language forms, skills and strategies in order to support the process of language acquisition
- are exposed to sociocultural data and direct experience of the culture/s embedded within the language that they are learning
- become aware of the role and nature of language and of culture
- are provided with appropriate feedback about their progress
- are provided with opportunities to manage their own learning.

*The National Statement for Languages Education in Australian Schools: National Plan for Languages Education in Australian Schools 2005–2008* states that learning languages:

- enriches learners intellectually, educationally and culturally
- enables learners to communicate across cultures
- contributes to social cohesiveness through better communication and understanding
- further develops the existing linguistic and cultural resources in the community
- contributes to Australia’s strategic, economic and international development
- enhances employment and career prospects for the individual.

To communicate effectively, candidates should:

- be aware of the sociocultural context in which they are operating
- have an understanding of the linguistic features of the language being used
- become familiar with strategies used to understand and use language
- develop intercultural understanding.
Sociocultural context

Knowledge of the sociocultural context is important to ensure effective communication. Members of cultural communities make individual and collective meaning of experience, and represent their understandings, values and attitudes through language.

Through exposure to authentic materials and realistic situations and, ideally, through personal contact with Punjabi-speaking peoples, candidates will gain an appreciation of how speakers of Punjabi engage with the world.

Linguistic aspects

To communicate effectively, candidates need knowledge and understanding of language features, including grammar, vocabulary and cohesive devices. Candidates are introduced to language structures through the study of various functions in a variety of settings.

The order in which language functions are taught will depend on the perception of the candidates’ communicative needs, and on the complexity of the language structures required to express them.

Communication strategies

The communication skills that people learn in their first language are often employed when learning another language; for example strategies for replacing an unknown word with another word or phrase that will make the meaning clear. Such strategies need to be modelled and candidates should be expected to use them in realistic and lifelike situations.

Intercultural understanding

Intercultural understanding refers to the ability to view the world, not from the single perspective of one’s own first language and culture, but from the multiple perspectives gained through the study of additional languages and cultures. As a result, candidates should be able to develop better understandings of their place in the world and that of others, which in turn contributes to social cohesiveness (National Statement for Languages Education in Australian Schools: National Plan for Languages Education in Australian Schools 2005–2008).

Intercultural language learning requires that candidates adopt an inquiring state of mind, notice and question assumptions and reorient themselves in relation to others. Language cannot be separated from its social and cultural contexts; it involves the integration of language, culture and learning and helps learners to know and understand the world around them, and to understand commonality and difference, global connections and patterns.

The study should enable candidates to engage in various intercultural contexts. The cultural aspects of learning should encompass the variety of people and lifestyles within a culture. Candidates should be aware of the differences that exist within cultures as well as the common features that permeate them. They should also realise that stereotypes may not reflect reality.
5 Macroskills

Language learning focuses on the use of the four macroskills. They are developed independently (speaking is developed by speaking, reading by reading etc.) and interdependently (one skill supports development in others). The greatest transfer of learning is from comprehension, involving listening and reading, to conveying meaning, involving speaking and writing.

A broadly concurrent approach should be adopted. At times one skill might be highlighted and developed, but in general, and over the length of the study, all the skills should be treated equally.

Candidates should be encouraged to use text types and modes of communication reflecting Punjabi culture. This includes the use of various forms of technology for communicative purposes.

A variety of tasks, including inquiry and/or problem-solving, promotes the progressive development of the four macroskills.

5.1 Listening

Listening involves comprehending meaning in a range of situations and text types.

Candidates should be encouraged to develop strategies that are appropriate for the task. This may include the use of analysis and inductive reasoning to help comprehension, or listening for gist or specific details. Candidates should be able to actively take part in conversation.

Candidates should be guided gradually to think beyond the meaning of the immediate phrase or sentence and process sections of texts; they should consider cultural aspects of the communication, the speaker’s attitude to the topic, the situation or context, and the audience. Meaning may be enhanced by tone of voice, gesture or other visual means.

Candidates should be exposed to a range of Punjabi speakers. The speed of utterances should be gradually increased and the predictability of meaning reduced.

In one-to-one situations and in groups, candidates should be able to follow, respond appropriately, and interact effectively with a background speaker or speakers.

5.2 Reading

Reading involves comprehending meaning in a range of situations and text types.

Candidates should be encouraged to develop strategies that are appropriate for the task. This may include the use of analysis and inductive reasoning to assist in comprehension or reading for gist or specific details.

Candidates should be guided to consider the meaning of the immediate word, phrase or sentence in the context of the entire text; they should consider cultural aspects of the communication, the writer’s attitude to the topic, the situation or context, and the audience. Meaning may be enhanced by visual means or other specific Punjabi conventions.

Candidates should be exposed to a range of text types, with a gradual increase in the level of difficulty and reduction in the predictability of the meaning. There should be variety in handwritten and printed fonts/characters.
5.3 Speaking

Speaking involves conveying meaning in a range of situations and text types.

Candidates communicate with others to negotiate meaning and should progress from using rehearsed language to the spontaneous use of familiar language.

Candidates should be encouraged to express their own ideas and opinions on topics of relevance to them. The aim of speaking is successful communication, which is enhanced by the use of appropriate language features and functions, non-verbal devices and cultural practices.

Development of features such as pronunciation, stress, intonation, range of vocabulary and idiom can be assisted by exposure to good models. Taking acceptable risks in speaking is part of the learning process. As a result, candidates’ confidence and control over their use of language may increase.

5.4 Writing

Writing involves conveying meaning in a range of situations and text types.

Candidates write to express information, ideas and opinions on topics of relevance to them. They should consider the audience and adopt a suitable style and tone.

Candidates should be exposed to various Punjabi written conventions and be provided with opportunities to practise realistic written text types such as diary and journal entries, forms, letters, reports, articles, emails and blogs, notes, and stories. Writing tasks involve the flexible and original use of familiar language.

Practising grammatical structures in meaningful communicative contexts and in exercises that manipulate structures is necessary to develop proficiency.

By the end of the study candidates are expected, in some contexts, to write 200–300 words of connected prose in Punjabi. The nature of the task should determine the length for any particular piece of writing. Such tasks should also allow the candidate to demonstrate development of a range of ideas using a variety of structures.

5.4.1 Punjabi script

The use of Punjabi script Gurmukhi (ਪੰਜਾਬੀ ) is mandatory. Candidates should be expected to write in reasonable form, shape and proportion. Correct punctuation and accurate spacing should be observed.
6 Organisation

6.1 Time allocation

For teaching centres preparing candidates for the external examination, the recommended number of hours for tuition in the subject based on this syllabus is an equivalent of four semester units.

Time allocation depends on the method of study. Candidates who elect to study without systematic tuition must organise their time according to syllabus requirements and individual circumstances.

6.2 Requirements

The study of Punjabi comprises the following elements:

- cultural context
- settings
- themes, topics and subtopics
- language functions
- language features (vocabulary and grammar)
- text types
- kinds of writing.

These elements should be integrated during study, appropriate to the linguistic needs of individual candidates. Opportunities should be provided for candidates to develop sufficient competency in Punjabi to use the language in a variety of ways to achieve the communicative objectives of the course.

Communication takes place in a cultural context that is dependent on specific cultural activities and text types. Within this context, there are settings that reflect more particular social contexts or situations, which in turn suggest the themes, topics and subtopics. In order to express and interpret factual and personal meanings within a topic, the intention or purpose (i.e. the function of language) needs to be taken into account. To express these meanings in connected discourse, the resources of the language system are called upon. These consist of grammar, vocabulary, cohesive devices and the sound and writing systems.

6.2.1 Cultural context

Language and culture are inextricably linked and references to culture in a language program must reflect this connection. Learners should view the world from multiple perspectives gained through study of second and subsequent languages and cultures. Aspects of Punjabi history, geography, literature, arts and especially characteristics of the everyday life of the Punjabi-speaking peoples should be integrated into the themes and topics selected for language learning. In this way, candidates should develop a cultural understanding of the Punjabi-speaking peoples, and, through this, develop an empathetic attitude to the world around them, and to commonality and difference.
6.2.2 Settings

Language use in a situation or social context involves both a setting and one or more topics. As far as possible, settings and situations should be related to the candidates’ interests. Within the settings, the social roles of the speakers (friend–friend, customer–attendant, adult–child) must be taken into account. The mode and medium of communication (e.g. face-to-face, telephone conversation, letter, electronic communication, print) must also be considered.

Settings can be defined as the location and circumstances for purposeful language use, e.g. a railway station at rush hour.

It is important that the settings chosen stimulate candidates’ interest in language learning and provide authentic opportunities for language use. These include:

- an Australian context in which they can discuss aspects of Australia and their own experiences, opinions and aspirations with someone who speaks Punjabi
- an overseas context where they can participate in the everyday life of a Punjabi-speaking community.

6.2.3 Themes, topics and subtopics

The study is organised around three prescribed themes:

- The individual
- The Punjabi-speaking communities
- The changing world.

The themes, topics and subtopics are the vehicles through which candidates demonstrate achievement of the general objectives, in the sense that they form the focus for the activities and tasks that candidates will undertake.

The theme “The individual” enables candidates to explore aspects of their personal world, for example, personal details, relationships with family and friends, education and career aspirations, and personal opinions about particular issues.

The theme “The Punjabi-speaking communities” explores topics from the perspectives of groups and individuals within those communities or the communities as a whole, and encourages candidates to reflect on their own and other cultures. Aspects which may be covered include traditional social structures, travel and planning a holiday, activities particular to Punjabi-speaking communities, significant historical and religious events, festivals and ceremonies, and traditional and modern art, architecture and music.

The theme “The changing world” enables candidates to explore change as it affects aspects of the world of work, science, technology and innovation, and social and environmental issues.

These themes have a number of prescribed topics and suggested subtopics, which have been selected to enable candidates to extend their understanding of the interdependence of language, culture and identity. The placement of the topics under particular themes provides a particular perspective, or perspectives, for each of the topics. The suggested subtopics expand on the topics and guide the candidate as to how the topics may be treated. All themes and topics must be covered, with at least one topic studied in depth (see Section 6.2.4). Themes may be studied in any order.

The topics are sufficiently broad to allow flexibility, but specific enough to be of practical assistance to candidates. Not all topics will require the same amount of study time.

It is expected that candidates will study a range of oral and written texts in the language in their treatment of themes, topics and subtopics. Depending upon the purpose of the assessment task/s set, it may also be appropriate to select texts in English. Similarly, the language that candidates use to respond to a text may be Punjabi or English, as appropriate.
Topics should be chosen for reasons of interest, enjoyment and relevance rather than for their specific contribution to linguistic progression. Sequencing of topics should be coherent to ensure linguistic consolidation is achieved.

The length of time and depth of treatment for each topic will depend on a number of factors, including:

- the degree of familiarity that the candidate has with topics studied previously
- the needs and interests of the candidate
- the nature of the language itself
- the linguistic and conceptual complexity of the texts selected for study
- the linguistic and sociocultural distance between the topic and the candidate’s own world and experience
- access to resources.

Table 1: Themes, topics and subtopics

<table>
<thead>
<tr>
<th>Theme 1</th>
<th>The individual</th>
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| **Topics**<br>Subtopics and in-depth study suggestions | **Personal world**  
*For example, personal details, relationships with family and friends, daily life, leisure activities, sports, pets, hobbies.*  
Possible subtopics for in-depth study: The nature of friendship / The importance of friendship in our lives / the importance of family in Punjabi-speaking communities / Peer group pressure and conflict. |
| | **Education and aspirations**  
*For example: tertiary options and aspirations, future concerns, employment and training, student exchanges, job applications, overseas opportunities.*  
Possible subtopics for in-depth study: Education opens doors / Hopes and concerns for the future / Life today is easier than in the past / Bilingualism is the key to success / Language, culture and identity. |
| | **Personal opinions and values**  
*For example: personal priorities, thoughts about the world, views on particular issues.*  
Possible subtopics for in-depth study: Comparing the lifestyles of people in Punjabi-speaking communities in the past and today / The balance between school demands and leisure activities in Australia and the Punjab / The importance of travel and leisure to the adolescent and/or the aged / Refugees and asylum seekers. |
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<th>Theme 2</th>
<th>The Punjabi-speaking communities</th>
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<tbody>
<tr>
<td><strong>Topics</strong></td>
<td><strong>Subtopics and in-depth study suggestions</strong></td>
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<td><strong>Lifestyles</strong>&lt;br&gt;For example: cultural diversity, differences between rural and urban lifestyles, impact of foreign influences, traditional social structures.</td>
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<td></td>
<td>Possible subtopics for in-depth study: Lifestyles in the city and the countryside / The importance of Punjabi to communities living overseas / The importance of preserving tradition.</td>
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<td></td>
<td><strong>Visiting a Punjabi-speaking community</strong>&lt;br&gt;For example: travel, visiting relatives and friends, planning a holiday, activities particular to Punjabi-speaking communities.</td>
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<td></td>
<td>Possible subtopics for in-depth study: The history and importance of pilgrimages / The impact of tourism on the environment.</td>
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<td></td>
<td><strong>Historical perspectives</strong>&lt;br&gt;For example: famous people, important historical and religious events and locations, festivals and ceremonies, stories from the past.</td>
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<td></td>
<td>Possible subtopics for in-depth study: The religious significance of festivals in India or Pakistan / The changing face of festivals in India / Indian festivals in India and Australia: differences and similarities / Pakistani festivals in Pakistan and Australia: differences and similarities.</td>
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<td></td>
<td><strong>Arts and entertainment</strong>&lt;br&gt;For example: Punjabi film, TV and other media, traditional art and architecture, folk songs and art, modern art and music.</td>
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<tr>
<td></td>
<td>Possible subtopics for in-depth study: The changing face of television in India and its impact / Punjabi cinema in the second half of the twentieth century / Punjabi songs as a reflection of life.</td>
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<th>Theme 3</th>
<th>The changing world</th>
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<tr>
<td><strong>Topics</strong></td>
<td><strong>Subtopics and in-depth study suggestions</strong></td>
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<td><strong>Social issues</strong>&lt;br&gt;For example: modern youth, issues of gender, economic crises, the Global Village, environmental issues.</td>
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<td>Possible subtopics for in-depth study: The environmental impact of the population explosion / The impact of urbanisation in India / The role of women.</td>
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<td><strong>The world of work</strong>&lt;br&gt;For example: people at work, different types of work, vocational pathways, unemployment.</td>
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<td>Possible subtopics for in-depth study: The contribution of Punjabi-speaking migrants to Australia / Changes in the world of work and their effect on young people / The impact of unemployment.</td>
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<td></td>
<td><strong>Scientific and technological issues</strong>&lt;br&gt;For example: famous inventors and their contribution, technology and innovation, great scientific inventions, the expansion of new horizons.</td>
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<tr>
<td></td>
<td>Possible subtopics for in-depth study: Social effects of technology / Globalisation and its effects / Use and abuse of the internet.</td>
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</table>

**Notes**

1. The themes and topics (highlighted in bold) are prescribed.
2. The subtopics (in italics) are suggested.
3. There is flexibility to use these topics and subtopics as the focus of discussion or for direct experience in these areas.
4. Subtopics not specified in Table 1 may be selected.
6.2.4 In-depth study

Candidates are required to undertake a detailed study which allows them to extend their understanding of an aspect or aspects of a topic associated with the theme “The Punjabi-speaking communities”. The study should be based on a subtopic related to one or more of the prescribed topics from the theme, as listed in Table 1. It may be selected from any of the subtopics suggested for study, or may range across the prescribed topics.

The subject of the in-depth study will be the focus of the discussion section of the external oral examination. Details of the discussion are in Section 8.1.2 Oral examination.

The in-depth study enables candidates to explore and compare aspects of the language and culture of the Punjabi-speaking community through a range of oral and written texts in Punjabi related to the selected subtopic. This will allow candidates to develop knowledge and understanding of, for example, historical issues, aspects of contemporary society, or the literary or artistic heritage of the community. The texts that form the basis of this study might include films, short stories, newspaper articles, electronic texts, documentaries, music, songs, paintings and oral histories. The length of texts will vary depending on the type of texts, their density and level of complexity. To allow candidates to explore their subtopic in sufficient depth, it is suggested that a range of at least three different kinds of text are selected. These might include aural and visual, as well as written texts.

Note: Candidates are expected to refer to the texts studied.

Teachers may either choose the subject of the in-depth study, and the associated texts or support materials that the class will study, or allow each candidate to choose his or her own subject, and give advice and assistance in selecting and analysing appropriate texts. Some subjects may enable candidates to make comparisons between their learning and their personal experience.

The suggestions listed include areas that might form the focus of an in-depth study. Candidates may wish to focus on one of these areas and expand it to include further areas, or they might choose to incorporate all areas, depending on how closely they can be linked.

The texts that form the basis of the in-depth study will depend on the availability of appropriate resources, such as guest speakers, newspaper articles, websites, documentaries, films, short stories, songs, and oral histories, either in their original form or adapted for language learning. Texts used may also be subtitled, or produced in English, if appropriate. It is expected that at least three different texts relating to the subject of the in-depth study will be selected for analysis, so that candidates are able to explore their subject in sufficient depth. At least two of the texts should be in Punjabi.

It is suggested that candidates collate evidence of their preparation for the in-depth study. Such evidence may include:

- a list of words, phrases or expressions
- a written plan or cue cards for the oral presentation (in Punjabi or English)
- a draft of the response in Punjabi
- a draft of the response in English
- personal notes, paragraphs, or short summaries relating to the text in the candidate’s own words
- charts, maps, diagrams, pictures as appropriate
- a bibliography or references.
6.2.5 Language functions

Language functions are the purposes for which language is used. The ones that candidates should be able to use by the end of the course of study are listed below in four groups.

The order in which functions are treated will depend on the perception of the candidates’ communicative needs, and on the complexity of the language structures required to express them. In general, high-frequency forms of the language should be emphasised.

Functions can be developed to differing extents. Some may be achieved through set expressions and others are more open ended. Many functions will be revisited in the teaching program at increasing levels of complexity. The order of the functions listed below does not indicate any suggested progression or degree of emphasis.

Socialising
- greeting
- introducing people

Imparting and seeking factual information
- identifying/asking about
  - people/things
  - problems
  - understanding/misunderstanding
- asking about/describing
  - people/things
  - places
  - manner
  - activities/events/situations (past, present, future)
  - times
  - physical features (colour, dimensions, number)
  - experiences
- asking for/giving
  - times
  - cost
  - directions/locations
  - meaning
  - clarification
  - confirmation/denial
  - reasons
  - instructions
  - counting

Expressing and finding out attitudes
- inquiring about/expressing
  - opinions
  - preference
  - intention
  - wants and needs
  - fears
  - purpose
  - anger
  - joy
  - agreement/disagreement
  - certainty/uncertainty
  - possibility/impossibility
  - probability/improbability
  - ability/inability
  - likes/dislikes
  - pleasure/displeasure
  - approval/disapproval
- expressing
  - gratitude
  - sympathy
  - regret
  - hope
  - surprise
  - praise
- apologising
- complaining
- congratulating
- complimenting
- contradicting
Getting things done
• asking for/giving
  − advice
  − invitations
  − permission
  − decisions
  − instructions
• requesting/offering
  − help
  − goods and services
  − something to be done
• warning
• giving commands
• accepting/declining
• asking about/fulfilling obligations
• suggesting
• negotiating
• making attempts
• making appointments/contacts

6.2.6 Language features
To express meaning in connected text, the structural components or language features of language systems (written, spoken/signed, visual, nonverbal and auditory) are used. In both spoken and written language these include grammar, vocabulary and cohesive devices. In addition, features of spoken language encompass intonation (patterns of stress, pitch and rhythm), pronunciation and the use of appropriate pause fillers; features of written language encompass paragraphing and punctuation.

Vocabulary will be determined by the settings, functions, themes, topics and subtopics selected for study. While there is no prescribed vocabulary list, it is expected that candidates will be familiar with a range of vocabulary and idioms relevant to the themes and topics prescribed in the syllabus.

Dictionaries
Candidates should be encouraged to use dictionaries and it is expected that they develop the necessary skills and confidence to use dictionaries effectively.

Grammar refers to morphology and syntax; that is, the structure of words and sentences in the language.

Grammar is an important component of communication and should not be neglected. Candidates should become familiar with the grammar outlined in this section, through the study of various functions, in a variety of settings. Candidates internalise grammar more efficiently through the communicative use of language structures. Language structures need to be reinforced at regular intervals.

Cohesion refers to the way parts of a text link with other parts. This can be achieved by:
• specific language features, for example:
  − pronouns, possessive adjectives, definite and indefinite articles
  − conjunctions and adverbs
  − synonyms, antonyms and homonyms
  − word chains (e.g. synonyms, antonyms, repetition)
  − word sets (e.g. classes and subclasses of words)
• the organisation of the information in a conventional way depending on the text type, for example:
  − a news article usually starts with the main newsworthy information, followed by background information
  − a narrative usually follows the structure of background, complication and resolution
  − a casual conversation consists of taking turns.
6.2.7 Mandatory requirements in grammar

For candidates to attain the targeted language levels, they will need to understand, manipulate and use the grammatical structures outlined in Table 2. The structures will be assessed as they occur naturally in communicative tasks.

Candidates are expected to recognise and use the following grammatical items; the specific examples given are suggestions only.

Table 2: Mandatory grammatical items, with examples

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<thead>
<tr>
<th>Grammatical items</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Verb construction</strong> (विन्यास)</td>
<td></td>
</tr>
<tr>
<td>subjectival (अवस्थान)</td>
<td>यान नजिमा, उषी नजी</td>
</tr>
<tr>
<td>objectival (विषय)</td>
<td>यान के बनाव बिनिमा, उषी के बनाव बिनिमा</td>
</tr>
<tr>
<td>neutral construction</td>
<td>यान ले यहिमा, उषी ले यहिमा</td>
</tr>
<tr>
<td><strong>Conjugation</strong></td>
<td></td>
</tr>
<tr>
<td>the root</td>
<td>मृत, मैच, डंग</td>
</tr>
<tr>
<td><strong>Conjugation patterns</strong></td>
<td></td>
</tr>
<tr>
<td>transitive</td>
<td>यान के लटब यहिमा।</td>
</tr>
<tr>
<td>intransitive</td>
<td>यान यहिमा।</td>
</tr>
<tr>
<td><strong>Tense (काल)</strong></td>
<td></td>
</tr>
<tr>
<td>present (रजुमान काल)</td>
<td>दुहुब विनिमा थै, दुहुब रिमान थै</td>
</tr>
<tr>
<td>past (दुहु वर्ष)</td>
<td>दुहुम विनिमा, दुहुम रिमान मै</td>
</tr>
<tr>
<td>future (उद्विन्द वर्ष)</td>
<td>दुहुब हिमेखा, दुहुब हिमेखा</td>
</tr>
<tr>
<td>present perfect</td>
<td>दुहुब वेंच तर्क थै, दुहुब घेटेन थै।</td>
</tr>
<tr>
<td>past perfect</td>
<td>दुहुब वेंच तर्क मै।</td>
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<tr>
<td>habitual past</td>
<td>दुहुब मोरिमा वर्तन मै।</td>
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<tr>
<td><strong>Aspect</strong></td>
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<tr>
<td>terminate</td>
<td>प्रेनउब विनिमा थै।</td>
</tr>
<tr>
<td>progressive</td>
<td>प्रेनउब विनिमा थै।</td>
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<tr>
<td><strong>Particules</strong></td>
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<td>imperfect</td>
<td>डकुब यहिमा धूभन।</td>
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<tr>
<td>perfect</td>
<td>भिलिमा यहिमा धूभन।</td>
</tr>
<tr>
<td>adverbial present participle</td>
<td>दै-दै, (क्महं दै, हैमहं दै)</td>
</tr>
<tr>
<td>adverbial past participle</td>
<td>दुहुम ते दैहु घंटिका रँखा।</td>
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<tr>
<td>जस्सा as a participle</td>
<td>वाॅहुदै यहि क्स्सा, मभवमुद देसंट रक्स।</td>
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<tr>
<td>Grammatical items</td>
<td>Examples</td>
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<td>-------------------</td>
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<td><strong>Voice (ਰਚ)</strong></td>
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<tr>
<td>• active (ਵਧੂ ਰਚ)</td>
<td>ਰਾਣੀ ਨੇ ਕਪੜੇ ਧੋਤੇ।</td>
</tr>
<tr>
<td>• passive (ਕਰਮ ਰਚ)</td>
<td>ਕਪੜੇ ਰਾਣੀ ਦੇ ਪੁਸ਼ਿਆ ਗਏ।</td>
</tr>
<tr>
<td>• impersonal (ਰੂਪ ਰਚ)</td>
<td>ਵਾਨ ਦੇ ਤੁਕਾਂ ਤਨੀ ਨਹੀ।</td>
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<td><strong>Mood (ਅਰਥ)</strong></td>
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<td>• indicative</td>
<td>ਬੱਚੇ ਮੇਂਤ ਦੇ ਗਏ।</td>
</tr>
<tr>
<td>• conditional</td>
<td>ਭਿਰਤਾ ਤੇ ਹੀ ਦੇ ਪੁਸ਼ਿਆ।</td>
</tr>
<tr>
<td>• imperative</td>
<td>ਖਿੱਲਾ, ਖਿੱਲੇ, ਖਿੱਲੋ।</td>
</tr>
<tr>
<td>• exceptional forms</td>
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<tr>
<td>• negation and imperatives</td>
<td>ਭਿੱਲੇ, ਭਿੱਲੇ।</td>
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<td>• subjunctive:</td>
<td></td>
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<tr>
<td>− optative</td>
<td>ਖਿੱਲੇ, ਖਿੱਲੇ।</td>
</tr>
<tr>
<td>− potential</td>
<td>ਮਾਹਿੇ ਤੇ ਖਿੱਲੇ।</td>
</tr>
<tr>
<td>− presumptive</td>
<td>ਖਿੱਲਾ ਤੇ ਖਿੱਲੇ।</td>
</tr>
<tr>
<td>− contingent</td>
<td>ਖਿੱਲਾ ਤੁਕੇ।</td>
</tr>
<tr>
<td><strong>Absolutive</strong></td>
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<tr>
<td>its various meanings</td>
<td>ਭਿੱਲੇ, ਖਿੱਲੇ।</td>
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<tr>
<td>exceptional form</td>
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<td><strong>Adverbs (ਵਿਧਿਵਾਦ)</strong></td>
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</tr>
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<td>ਦੇਖੌ, ਦੇਖੋ।</td>
</tr>
<tr>
<td>• adverbial expressions</td>
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<tr>
<td>• time</td>
<td>ਦੋ ਦੋ।</td>
</tr>
<tr>
<td>• place</td>
<td>ਭਿੱਲੇ, ਦੁੱਖੇ।</td>
</tr>
<tr>
<td>• manner</td>
<td>ਪੱਕੀ ਗਲ।</td>
</tr>
<tr>
<td>• affirmation</td>
<td>ਮਾਹਿੇ, ਤੇ ਮਾਹਿੇ।</td>
</tr>
<tr>
<td>• negation</td>
<td>ਪੱਕੀ ਗਲ।</td>
</tr>
<tr>
<td>• doubt</td>
<td>ਮਾਹਿੇ, ਤੇ ਮਾਹਿੇ।</td>
</tr>
<tr>
<td>• certainty</td>
<td>ਪੱਕੀ ਗਲ।</td>
</tr>
<tr>
<td>• reason</td>
<td>ਮਾਹਿੇ, ਤੇ ਮਾਹਿੇ।</td>
</tr>
<tr>
<td>• adverbial particles</td>
<td>ਪੱਕੀ ਗਲ।</td>
</tr>
<tr>
<td>• introduction, conclusion</td>
<td>ਮਾਹਿੇ, ਤੇ ਮਾਹਿੇ।</td>
</tr>
<tr>
<td><strong>Nouns (ਨਵ)</strong></td>
<td></td>
</tr>
<tr>
<td>• masculine</td>
<td>ਮੰਡਰ।</td>
</tr>
<tr>
<td>• feminine</td>
<td>ਕੁੰਡ।</td>
</tr>
<tr>
<td>• singular</td>
<td>ਮੰਡਰ।</td>
</tr>
<tr>
<td>• plural</td>
<td>ਮੰਡਰ।</td>
</tr>
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<table>
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<tr>
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<th>Examples</th>
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</thead>
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<tr>
<td>case</td>
<td>ਮੇਰਾ, ਮੇਰੇ, ਮੇਰੀਆਂ ਦੇ।</td>
</tr>
<tr>
<td>direct case</td>
<td>ਮੇਰੇ ਦੱਖਾਂ ਦੇ। ਮੇਰੇ ਦੱਖਾਂ ਦੇ।</td>
</tr>
<tr>
<td>oblique case</td>
<td>ਅਤੇ ਦੋਸਤੋ। ਖਾਸਤੇ ਲਖਣਾਂ ਦੇ।</td>
</tr>
<tr>
<td>vocative case</td>
<td>ਭਾਸਾ। ਭਾਸਾ। ਭਾਸਾ। ਭਾਸਾ।</td>
</tr>
<tr>
<td>suffixes</td>
<td>ਦਾਰ, -ਖੋਰ (ਸਰਦਾਰ, ਹਰਾਮਖੋਰ)</td>
</tr>
<tr>
<td>prefixes</td>
<td>ਅਯੋਗ, ਨਮਨਜ਼ੂਰ, ਬੇਵੱ ਸ</td>
</tr>
<tr>
<td>degree</td>
<td>ਉਸ ਤਰੀਆਂ ਵਧੀਆ।</td>
</tr>
<tr>
<td>comparative</td>
<td>ਸਭ ਤਰੀਆਂ ਵਧੀਆ।</td>
</tr>
<tr>
<td>superlative</td>
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</tr>
<tr>
<td>gender</td>
<td>ਪੁੱਤਰ, ਪੁੱਤਰੀ</td>
</tr>
<tr>
<td>number</td>
<td>ਪੁੱਤਰ, ਪੁੱਤਰੀ</td>
</tr>
<tr>
<td>direct</td>
<td>ਗੁਲਾਬੀ ਫੁਲ</td>
</tr>
<tr>
<td>oblique</td>
<td>ਗੁਲਾਬੀ ਫੁਲ ਵਿਚ</td>
</tr>
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<table>
<thead>
<tr>
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<td>singular</td>
<td>ਮੈ, ਤੂ ਅਤੇ ਤੂ ਸਮੀ।</td>
</tr>
<tr>
<td>plural</td>
<td>ਅਸੀ, ਤੁਸੀ ਅਤੇ ਤੁਸੀ ਸਮੀ।</td>
</tr>
<tr>
<td>personal</td>
<td>ਮੈ, ਤੂ ਅਤੇ ਤੂ ਸਮੀ।</td>
</tr>
<tr>
<td>possessive</td>
<td>ਮੈ, ਤੂ ਅਤੇ ਤੂ ਸਮੀ।</td>
</tr>
<tr>
<td>demonstrative</td>
<td>ਮੈ, ਤੂ ਅਤੇ ਤੂ ਸਮੀ।</td>
</tr>
<tr>
<td>reflexive</td>
<td>ਤੂ ਅਤੇ ਤੂ ਸਮੀ।</td>
</tr>
<tr>
<td>relative</td>
<td>ਤੂ ਅਤੇ ਤੂ ਸਮੀ।</td>
</tr>
<tr>
<td>interrogative</td>
<td>ਤੂ ਅਤੇ ਤੂ ਸਮੀ।</td>
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<tr>
<td>indefinite</td>
<td>ਤੂ ਅਤੇ ਤੂ ਸਮੀ।</td>
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<tr>
<td>oblique with different postpositions</td>
<td>ਤੂ ਅਤੇ ਤੂ ਸਮੀ।</td>
</tr>
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<table>
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<tr>
<th>Postposition</th>
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<tbody>
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<td>possessive postposition</td>
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</tr>
<tr>
<td>preposition/ postposition</td>
<td>ਦੇ, ਘਰੇ।</td>
</tr>
<tr>
<td>compound postposition</td>
<td>ਦੇ, ਘਰੇ।</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Numerals</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>cardinal</td>
<td>ਚਾਰ, ਪੰਜ।</td>
</tr>
<tr>
<td>ordinal</td>
<td>ਪਹਿਲਾ, ਦੂਜਾ।</td>
</tr>
<tr>
<td>multiple</td>
<td>ਹਜ਼ਾਰ, ਕਰੋੜ।</td>
</tr>
<tr>
<td>fraction</td>
<td>ਪਾੈਆ, ਅੱਧਾ।</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Negation</th>
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</thead>
<tbody>
<tr>
<td>negative</td>
<td>ਰਚੀ।</td>
</tr>
<tr>
<td>double negatives</td>
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</tbody>
</table>
Grammatical items

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</tr>
<tr>
<td>questions</td>
<td>ਫਿਹੁਵਾ ਅਹੁੀ, ਫਿਹੁਵਾ ਨਹੁੀਂ ਜੇਹਾ, ਸਾਬਾਹੈ, ਹੁੀਂ ਜਾਓ</td>
</tr>
<tr>
<td>commands</td>
<td>simple: ਉਨਾ ਹੁਈਆਂ ਕਿਸਾਣ ਹਿਜਾ ਹੈ।</td>
</tr>
<tr>
<td>exclamations</td>
<td>compound: ਉਨਾ ਹੁਈਆਂ ਕਿਸਾਣ ਹਿਜਾ ਹੈ ਅੱਠੇ ਉਸੀ ਭਡੁਆ ਡੁੱਡੀ ਜਾਓ।</td>
</tr>
<tr>
<td>simple, compound and complex sentences</td>
<td>complex: ਉਸੀ ਭਡੁਆ ਡੁੱਡੀ ਜਾਓ ਹੋ ਕਿਸਾਣ ਕੁਝੋ ਵੀ ਕਲੀਆਣ ਜਾਓ।</td>
</tr>
<tr>
<td>compatible clauses</td>
<td>ਲੋੜਾਂ ਹੁਈਆਂ ਵਲ੍ਹਾਂ ਜਾਣਾ, ਬੇਜੇ ਚੋਣਾ ਉਠਾਓ</td>
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</table>

Conjunctions

<table>
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<tr>
<td>disjunctive</td>
<td>ਅਦੇ ਤਾਂ</td>
</tr>
<tr>
<td>short and long</td>
<td>ਹਿ ਅਦੇ ਹੀ, ਹੁ ਅਦੇ ਹੁਈ</td>
</tr>
<tr>
<td>full forms</td>
<td>ਹਿ, ਹੁ ਬਾਰੇ, ਅਬਾਰੇ, ਵਿਉਤੰਗ ਫੀਂਟਹੋਂ, ਫੀਂਟਹੋਂ</td>
</tr>
<tr>
<td>bindi wale shabad</td>
<td>ਔ ਨੀ, ਔ ਨੀ</td>
</tr>
<tr>
<td>tipi wale shabad</td>
<td>ਬੰਨੀ, ਬੰਨੀ</td>
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<tr>
<td>abbreviated forms</td>
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<tr>
<td>special forms</td>
<td>ਰੁ ਰੁ</td>
</tr>
</tbody>
</table>

Further examples of mandatory grammatical structures for Senior Punjabi

Source: Victorian Curriculum and Assessment Authority (VCAA) Punjabi, pp. 14–17

6.2.8 Text types

Literacy — or more accurately, multiliteracies — goes beyond print language to incorporate the multiple modes of meaning found in new information and communication technologies. Multiliteracies include the “multiplicity of communication channels and mass media, as well as cultural and linguistic diversity”. (*Multiliteracies: Literacy learning and the design of social futures*, B Cope & M Kalantzis (eds), 2000, Routledge, London.)

A focus on multiliteracies must include the importance of cultural contexts to what we are seeing, viewing, hearing and interpreting. We ask questions and listen to different points of view about the kinds of “social futures” we envisage for ourselves in our community and in our world.

Candidates are expected to be familiar with a range of text types in their learning and assessment program.
Text types for receptive use are not prescribed. **In the external examination candidates may be expected to produce any of the following text types:**

<table>
<thead>
<tr>
<th>Text Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article</td>
<td>Report</td>
</tr>
<tr>
<td>Blog</td>
<td>Review</td>
</tr>
<tr>
<td>Diary / journal entry</td>
<td>Script of a play</td>
</tr>
<tr>
<td>Email</td>
<td>Script of a speech or talk</td>
</tr>
<tr>
<td>Letter (formal or informal)</td>
<td>Story</td>
</tr>
<tr>
<td>Message</td>
<td>Text of an interview</td>
</tr>
</tbody>
</table>

See Appendix 2 for the main characteristics (purpose, structure and language features) of the common text types.

### 6.2.9 Kinds of writing

In the external examination, candidates are expected to be familiar with, and be able to produce, the following **eight** kinds of writing:

- personal
- descriptive
- narrative
- imaginative
- informative
- persuasive
- reflective
- evaluative

See Appendix 3 for the main characteristics of different kinds of writing.
7 **Learning experiences**

Candidates will engage in a variety of learning experiences using Punjabi. These should be candidate-centred, valid and relevant to the needs and interests of the learners. Candidates develop understanding and control of language by using spoken or written language in purposeful ways and in a range of authentic contexts.

7.1 **Learning strategies**

A range of learning strategies should be used to assist candidates to further their language development through reflecting on the learning processes. Candidates should be encouraged to take responsibility for their own learning. Examples of such strategies are given below.

7.1.1 **Metacognitive**

Metacognition as a concept is the awareness and understanding of oneself as a thinker and involves thinking about the learning process, planning for learning, monitoring the learning task, and evaluating how well one has learned or used language.

Strategies include:

**Planning**
- previewing the organising concept or principle or anticipated learning task — advance organiser
- proposing strategies for handling an upcoming task
- generating a plan for the parts, sequence, main ideas or language functions to be used in handling a task

**Directed attention**
- deciding in advance to attend in general to a learning task and to ignore irrelevant distractors
- maintaining attention during task execution

**Selective attention**
- deciding in advance to attend to specific aspects of language input or situational details that assist in the performance of a task
- attending to specific aspects of language input during task execution

**Self-management**
- understanding the conditions that help one successfully accomplish language tasks and arranging for the presence of those conditions
- controlling one’s language performance to maximise use of what is already known

**Self-monitoring**
- checking, verifying or correcting one’s comprehension or performance in the course of a language task including:
  - comprehension monitoring: checking, verifying or correcting one’s understanding
  - production monitoring: checking, verifying or correcting one’s language production
  - auditory monitoring: using one’s “ear” for the language (how something sounds) to make decisions
visual monitoring: using one’s “eye” for the language (how something looks) to make decisions
− style monitoring: checking, verifying or correcting based upon an internal stylistic register
− strategy monitoring: tracking how well a strategy is working
− plan monitoring: tracking how well a plan is working

**Problem identification**

• explicitly identifying the central point needing resolution in a task, or identifying an aspect of the task that hinders its successful completion

**Self-evaluation**

• checking the outcomes of one’s own language performance against an internal measure of completeness and accuracy including:
  − checking one’s language repertoire, strategy use or ability to perform the task at hand
  − production evaluation: checking one’s work when the task is finished
  − performance evaluation: judging one’s overall execution of the task
  − ability evaluation: judging one’s ability to perform the task
  − strategy evaluation: judging one’s strategy use when the task is completed
  − language repertoire evaluation: judging how much one knows of the target language, at the word, phrase, sentence or concept level.

**7.1.2 Cognitive**

Cognition refers to the processing of information and application of knowledge.

Strategies that involve interacting with the material to be learned, manipulating the language mentally or physically, or applying a specific technique to a learning task include:

**Repetition**

• repeating a chunk of language (a word or phrase) in the course of performing a language task

**Resourcing**

• using available reference sources of information about the target language, including dictionaries, texts and prior work

**Grouping**

• ordering, classifying or labelling material used in a language task, based on common attributes
• recalling information based upon grouping previously done

**Note-taking**

• writing down key words and concepts in abbreviated verbal, graphic or numerical form to assist performance of a language task
**Deduction/induction**
- consciously applying learned or developed rules to produce or understand the target language

**Substitution**
- selecting alternative approaches, revised plans or different words or phrases to accomplish a language task

**Elaboration**
- relating new information to prior knowledge
- relating different parts of new information to each other
- making meaningful personal associations to information presented including:
  - personal elaboration; making judgments about or reacting personally to the material presented
  - world elaboration: using knowledge gained from experiences in the world
  - academic elaboration: using knowledge gained in academic situations
  - between-parts elaboration: relating parts of the task to each other
  - questioning elaboration: using a combination of questions and world knowledge to brainstorm logical solutions to a task
  - self-evaluative elaboration: judging self in relation to materials
  - creative elaboration: making up a storyline or adopting a clever perspective
  - imagery: using mental or actual pictures or visuals to represent information, coded as a separate category, but viewed as a form of elaboration

**Summarising**
- making mental or written summary of language and information presented in a task

**Translation**
- rendering ideas from one language to another in a relatively verbatim manner

**Transfer**
- using previously acquired linguistic knowledge to facilitate a language task

**Inferencing**
- using available information to:
  - guess the meanings or usage of unfamiliar language items associated with a language task
  - predict outcomes
  - fill in missing information.

### 7.1.3 Social/affective

Strategies that involve either interacting with another person to assist learning or using affective control to assist a learning task include:
**Questioning**

- asking for explanation, verification, rephrasing examples about the material
- asking for clarification or verification about the task
- posing questions to self
- self-reinforcement.


### 7.2 Range of learning experiences

A range of learning experiences across the four macroskills should be employed to develop candidates' skills in using Punjabi in realistic situations. These learning experiences may be organised in relation to the macroskills, learning processes, technology and/or units of work. Examples are listed under the categories of:

- general activities in the four macroskills (7.2.1)
- activities using a particular learning process (7.2.2)
- activities focused on the use of technology (7.2.3)
- a series of activities for particular units of work (7.2.4).

#### 7.2.1 General activities in the four macroskills

Here are examples of language activities or learning experiences appropriate to Punjabi.

**Primarily for listening and speaking**

- listening to
  - radio broadcasts and audio podcasts
  - public announcements
  - an answering machine
  - songs, poems and jokes
- viewing and listening to television programs and webcasts
- conducting and/or answering an opinion poll or survey
- role-playing in specific settings
- talking on the telephone
- giving an oral report, speech or multimedia presentation
- commenting on photos or videos
- giving instructions and explanations to others
- holding a debate or participating in a discussion
- listening to and speaking with a background speaker
Primarily for reading and writing

- reading and writing
  - letters, postcards and notes
  - advertisements and instructions
  - pamphlets and brochures
  - magazine articles and advice columns

- reading news reports and articles from a range of media

- reading cartoons, short stories, poems, song lyrics

- filling out official forms and questionnaires

- accessing information in dictionaries

- reading timetables, graphs and statistics

- writing a diary, journal or weblog

- composing an email or SMS/text message

- reading and responding to a discussion board

- participating in chat rooms/instant messaging and forums.

7.2.2 Activities using a particular learning process

The “languages inquiry process” is a way of thinking and problem solving that positions intercultural understanding at the centre of candidate learning. In the process, the candidate analyses a collection of texts to identify a focus for the inquiry. Information would need to be reorganised and evaluated to reach a decision or propose a strategy.

As part of this, the candidate would reflect upon:

- values that underpin texts
- personal values and beliefs
- community values.

In this way, intercultural understanding, the ability to know and view the world from multiple perspectives, would be integral to the inquiry process and be evident in the decisions made and the strategies proposed.

Learning by inquiry facilitates a much deeper engagement by candidates with the language they study.

The inquiry process asks the candidate to investigate information and issues presented in a variety of modes and text types in Punjabi. The candidate does not just translate texts, but engages with them by:

- collecting and organising information
- analysing and evaluating information
- establishing the purpose of texts and the intention of the authors.

Inquiry learning in Punjabi is facilitated by creating authentic scenarios so that candidates may make decisions about and propose solutions and new approaches to issues, situations and problems. The teacher may specify the topic and the purpose of the inquiry but the candidate should conduct the process and direct their own learning.

The process of inquiry allows for time to consider and reflect on the issues as well as the way in which learning has occurred. This leads to deeper understandings about communication and metacognitive processes.
The following table suggests a way of studying a topic using an inquiry approach. Intercultural understanding is a key component in the languages inquiry model and allows candidates to focus on an issue from multiple perspectives.

Table 3: A languages inquiry model

<table>
<thead>
<tr>
<th>Sample context for learning</th>
<th>The inquiry process</th>
<th>Questions to guide the inquiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>A school is establishing an international program for Punjabi students. You are part of the consultative committee advising on the establishment of the program. Your task is to develop a student guide to facilitate a successful experience for the visiting students as well as the school community. You will need to investigate a range of aspects related to Punjabi and Australian cultural, social and educational life.</td>
<td>Identify sources of information and collect texts relevant to an issue or problem. Analyse the texts to select data relevant to the inquiry. Identify cultural perspectives that influence texts and the issue.</td>
<td>What information is relevant to the focus of the inquiry? What cultural assumptions underpin the information presented? How are the cultural assumptions of the author and the reader similar and how are they different?</td>
</tr>
<tr>
<td>Evaluate strategies that may resolve the issue or solve the problem.</td>
<td>Evaluate strategies that may resolve the issue or solve the problem.</td>
<td>What actions can be taken to deal with the issue or problem? How do these actions relate to the data and the issues? How do cultural assumptions influence the possible actions?</td>
</tr>
<tr>
<td>Create a strategy to resolve the issue or solve the problem. Analyse the effectiveness of the strategy. Reorganise and re-present information to support the strategy and its analysis.</td>
<td>Create a strategy to resolve the issue or solve the problem. Analyse the effectiveness of the strategy. Reorganise and re-present information to support the strategy and its analysis.</td>
<td>How does the proposed strategy resolve the issue or solve the problem? How does the strategy reconcile different cultural assumptions? How effectively is evidence presented to support the proposed solution?</td>
</tr>
</tbody>
</table>

The inquiry process is iterative; information, assumptions, values, attitudes and processes are revisited, challenged, reconsidered and re-examined at any stage of the inquiry.
7.2.3 Activities focused on the use of technology

Various technologies are used in everyday communication and need to play a part in language learning. Technologies can be used to provide valuable learning experiences for candidates and to allow them to engage with the wider world in Punjabi.

Suggested use of technologies

- writing and receiving emails
- sending e-cards
- word-processing reports
- recording and listening to audio podcasts
- viewing and listening to information via the internet
- participating in discussion forums
- engaging in synchronous chats
- using mobile phones
- desktop publishing of posters, invitations
- viewing DVDs
- accessing online resources
- using electronic dictionaries, translators and calculators
- designing a webpage or viewing websites

7.2.4 A series of activities for particular units of work

These samples, starting on the next page, involve all four macroskills, incorporating various language functions, and a range of learning experiences and strategies. They provide the basis for developing a unit of work with integrated task-based activities.

- Preparing a personal fitness program
- Planning a holiday in a Punjabi-speaking country
- Looking for a part-time job
- Preparing a debate and a campaign on a current youth issue
This theme engages the candidates in an inquiry process through the task below:

You are trying to find a fitness program that suits your needs, but you are looking for something a little different. Because of your interest in Punjabi, you decide to research the Punjabi approach to fitness and diet. Investigate approaches that suit your needs and evaluate their benefits. Incorporate aspects of Punjabi culture that may be beneficial to your goals.

**Listening and speaking**

- talking about diets and fitness programs
- discussing personal goals and motivation
- asking for advice about health issues and exercise programs
- describing body image and suitability of diets
- interviewing people about exercise, diet and fitness programs
- listening to people giving advice and being interviewed about health issues
- watching television programs about food and cooking
- watching DVDs about exercise and fitness programs
- delivering an electronic presentation comparing and contrasting cultural attitudes to diet and exercise in Australia and Punjabi-speaking countries

**Reading and writing**

- reading about diets and nutritional information
- reading about Punjabi attitudes to food and fitness
- writing a letter to ask about attitudes to health and exercise
- writing a questionnaire about diet and exercise
- designing an electronic presentation in which Australian and Punjabi cultural attitudes to diet and exercise are compared and contrasted
- presenting a personal fitness plan

**Learning strategies**

- planning for the upcoming tasks:
  - generating plans for the tasks
  - sequencing main information to be obtained
  - deciding on language functions and vocabulary to be used
  - rehearsing language necessary to carry out the tasks, e.g. delivering an electronic presentation, preparing a questionnaire about diet and exercise
- collecting a variety of texts in Punjabi relevant to diet and exercise
- analysing those texts, investigating and evaluating the diet and exercise regimes of both cultures, and developing a personal fitness program that incorporates the best aspects of Australian and Punjabi approaches
- organising information that supports the decision made about the choice of fitness program
- presenting the decision and re-presenting information in a way that supports the strategy.
Sample unit of work

<table>
<thead>
<tr>
<th>Theme</th>
<th>The Punjabi-speaking communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic</td>
<td>Visiting a Punjabi-speaking community</td>
</tr>
<tr>
<td>Subtopic</td>
<td>Travel</td>
</tr>
<tr>
<td>Activity</td>
<td>Planning a holiday in a Punjabi-speaking country</td>
</tr>
</tbody>
</table>

This activity involves small groups of candidates planning a trip to a Punjabi-speaking country. They are required to organise the itinerary to include a homestay as well as other accommodation.

**Listening and speaking**

- viewing DVD or online travelogues about Punjabi-speaking countries
- discussing options and making decisions involving interaction with others
- speaking with a travel agent in Punjabi about booking flights and accommodation
- communicating information to the group explaining the itinerary
- telephoning the homestay family to give important information
- presenting the finished itinerary to the class

**Reading and writing**

- writing letters, sending emails or faxes to the tourist office asking for brochures
- locating and collecting information from websites, maps, brochures, magazines and tourist guides on possible attractions to visit
- consulting timetables both online and in print form
- estimating costs (including exchange rates)
- preparing a detailed itinerary and writing it in Punjabi
- planning a journey and compiling a blog while on the journey
- booking accommodation using hotel websites and online booking forms
- emailing a friend or homestay family to relay plans

**Learning strategies**

- planning for the upcoming tasks:
  - generating plans for the tasks
  - sequencing main information to be obtained
  - deciding on language functions and vocabulary to be used
  - rehearsing language necessary to carry out the tasks
- recording and noting data
- assessing and classifying the information found, including making comparisons
- interpreting relevant tables, diagrams, maps and graphs presented in tourist information
- identifying problems that hinder successful completion of any of the tasks
- checking, verifying, or correcting comprehension of materials consulted
- hypothesising on currency fluctuations
- justifying decisions on destinations
- summarising findings for oral presentation of itinerary to class
- evaluating the outcomes of the language tasks for completeness and/or accuracy before presentation to class.
<table>
<thead>
<tr>
<th>Sample unit of work</th>
<th>Theme</th>
<th>The changing world</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic</td>
<td>The world of work</td>
<td></td>
</tr>
<tr>
<td>Subtopic</td>
<td>Different types of work</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Looking for a part-time job</td>
<td></td>
</tr>
</tbody>
</table>

**Listening and speaking**
- candidates talk about their ideal job or the job of their dreams
- talking about future careers
- telephoning for information about a job
- preparing for an interview with a prospective employer
- preparing an oral description of themselves and their suitability for the job
- listening to other people being interviewed
- viewing TV programs on job prospects in Punjabi-speaking countries
- listening to other young people talking about their aspirations for the future
- interviewing other candidates on their post-school plans

**Reading and writing**
- reading CVs from the internet
- reading job descriptions and ads from the internet and newspapers
- writing a CV based on examples seen
- preparing and writing a letter of application for a job
- writing to a penpal about the candidate’s part-time work and their aspirations, work wise, for the future
- comparing and contrasting part-time jobs for candidates in Australia and in Punjabi-speaking countries

**Learning strategies**
- planning for the upcoming tasks:
  - generating plans for the tasks
  - sequencing main information to be obtained
  - deciding on language functions and vocabulary to be used
  - rehearsing language necessary to carry out the tasks, e.g. compiling a CV, preparing for an interview with an employer
- hypothesising on future job prospects and careers
- justifying decisions on chosen career
- evaluating their strengths and weaknesses for the job
- identifying steps required to acquire a job
- compiling a list of questions the candidate would need to ask at an interview.
<table>
<thead>
<tr>
<th>Sample unit of work</th>
<th>Theme</th>
<th>The changing world</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Topic</td>
<td>Social issues</td>
</tr>
<tr>
<td></td>
<td>Subtopic</td>
<td>Modern youth</td>
</tr>
<tr>
<td></td>
<td>Activity</td>
<td>Preparing a debate and a campaign on a current youth issue</td>
</tr>
</tbody>
</table>

**Listening and speaking**

- listening to the radio and viewing TV and films to collate required information
- listening to debates on current issues
- presenting an argument on the selected issue
- discussing, questioning and rebutting other people’s points of view
- telephoning organisations to acquire information
- preparing and presenting a TV/radio advertisement to support a point of view
- preparing a TV/radio debate/interview with invited guests
- presenting the debate/interview to the class

**Reading and writing**

- collecting information from the media, e.g. newspapers, magazines, the internet
- analysing and organising information required for the task/campaign
- preparing a newspaper/magazine advertisement or article to support a point of view on the issue
- preparing a webpage on a social issue, including links to other sites
- writing a “letter to the editor”
- reading “letters to the editor”

**Learning strategies**

- planning for the upcoming tasks:
  - generating plans for the tasks
  - selecting and sequencing main information to be obtained
  - deciding on language functions and vocabulary to be used
  - rehearsing language necessary to carry out the tasks, e.g. debating a topic with the class
- interpreting relevant material from the media
- note-taking in the debate to produce a simple rebuttal
- cooperating with peers
- justifying an argument or point of view
- summarising an argument for or against the issue
- criticising and evaluating other points of view.
8 Assessment

8.1 Summative assessment

8.1.1 Format of the external examination

The external examination consists of four parts, each of which assesses one of the four macroskills:

- an oral examination, assessing the speaking skill
- a written examination, assessing the skills of listening, reading and writing.

It is essential for a candidate in Queensland to undertake all four parts of the examination. A level of achievement can only be determined if the candidate is awarded a standard in each of the four macroskills.

The examination format is determined by the Collaborative Curriculum and Assessment Framework for Languages (CCAFL), which is a national model for the teaching, learning and assessment of language subjects with small candidatures.

The examination is held in either October or November each year. The oral and written examinations will be set and vetted by a panel appointed by the Victorian Curriculum and Assessment Authority (VCAA).

The external examination in Punjabi is administered by the QSA for Queensland candidates.

Please refer to the Resources section of the syllabus for access to information on assessment and past examination papers.

Oral examination (approximately 15 minutes)

- Section 1: Conversation
- Section 2: Discussion

Written examination (2 hours and 30 minutes, plus 10 minutes reading time)

- Section 1: Listening and Responding
- Section 2: Reading and Responding
- Section 3: Writing in Punjabi

8.1.2 Oral examination (approximately 15 minutes)

Purpose

The oral examination is designed primarily to assess candidates’ knowledge and skill in using spoken Punjabi.

Specifications

The oral examination has two sections.

Section 1: Conversation (approximately 7 minutes)

The examination will begin with a conversation between the candidate and the assessor/s. It will consist of a general conversation about the candidate’s personal world, for example, school and home life, family and friends, interests and aspirations.
Section 2: Discussion (approximately 8 minutes)

After the conversation, the candidate will indicate to the assessor/s the subject of the in-depth study chosen for the discussion (see Section 6.2.4). In the discussion, the candidate will be expected to explore with the assessor/s the subject of the in-depth study and to refer to the texts studied. The candidate may also wish to refer to personal experiences related to the subject of the in-depth study.

The candidate may support the conversation and discussion with objects such as photographs, diagrams, pictures, and maps. Notes and cue cards are not permitted.

8.1.3 Written examination (2 hours and 30 minutes, plus 10 minutes reading time)

The written examination has three sections. The candidate is allowed to use monolingual and/or bilingual print dictionaries in the written examination.

Section 1: Listening and responding

Purpose

Section 1 of the written examination is designed primarily to assess candidates' knowledge and skill in analysing information from spoken texts.

Candidates will be expected to demonstrate understanding of general and specific information from spoken texts and to respond, in English in Part A, and in Punjabi in Part B, to questions on this information. The questions may require candidates to identify information related to:

- the context, purpose and audience of the text
- aspects of the language of the text, e.g. tone, register, knowledge of language structures.

Specifications

Section 1 of the written examination has two parts: Part A and Part B. The texts in both parts will be related to one or more of the prescribed themes (see Section 6.2.3).

Candidates will hear six texts in Punjabi covering a number of text types. The total listening time for one reading of the texts without pauses will be approximately eight minutes (16 minutes in total for two readings of each text).

Some texts will be short, that is, one reading of each text will be approximately 35–45 seconds. Some texts will be longer, that is, one reading of each text will be approximately 90–120 seconds. Each text will be heard twice. There will be a pause between the first and second readings in which candidates may take notes. Candidates will be given sufficient time after the second reading to complete answers.

Candidates will be expected to respond to a range of question types, such as completing a table, chart, list or form, or responding to a message, open-ended questions or multiple-choice items.

Part A

There will be three texts in Punjabi, including at least one short text and at least one longer text. Questions on the texts will be written in English for answers in English.

Part B

There will be three texts in Punjabi, including at least one short text and at least one longer text. Questions on the texts will be written in English and Punjabi for answers in Punjabi.
**Section 2: Reading and responding**

**Purpose**

Section 2 of the written examination is designed primarily to assess candidates’ knowledge and skill in analysing and responding to information from written texts, and in analysing and exchanging information in response to a text.

In Part A, candidates will be required to demonstrate understanding of written texts. Candidates may be required to extract, summarise, and/or evaluate information from two texts. Candidates may be required to respond critically to the texts and to compare and/or contrast aspects of both texts.

In Part B, candidates will be expected to demonstrate both an understanding of a written text and the ability to exchange information by responding in Punjabi to information provided in the text.

**Specifications**

Section 2 of the written examination has two parts: Part A and Part B. The texts in both parts will be related to one or more of the prescribed themes (see Section 6.2.3).

**Part A**

Candidates will be required to read two texts in Punjabi of 400–500 words in total. The texts will be different in style and purpose but may be related in subject matter or context.

Questions on the texts will be written in English for answers in English.

**Part B**

Candidates will be required to read a short text of approximately 150 words in Punjabi. Candidates will be required to demonstrate understanding of the text through processing the information from the stimulus material. Candidates will produce a written response that addresses the purpose, a context and an audience, as specified in the question. Candidates will be required to produce a text type drawn from those prescribed for productive use in the syllabus (see Section 6.2.8).

Candidates will be expected to write a response of approximately 150 words in Punjabi.

The question will be written in English and Punjabi for a response in Punjabi.

**Section 3: Writing in Punjabi**

**Purpose**

Section 3 of the written examination is designed primarily to assess candidates’ ability to express ideas through the creation of original text in Punjabi.

**Specifications**

Candidates will be required to write a text involving presentation of ideas and/or information and/or opinions. There will be a choice of two to four questions, which will be related to one or more of the prescribed themes. Questions will accommodate a range of candidate interests and will be set to ensure that candidates are given opportunities to produce different kinds of writing (e.g. personal, descriptive, narrative, imaginative, informative, persuasive, reflective or evaluative, either individually or in combination) by, for example:

- having different purposes, audiences and contexts
- requiring different text types (see Section 6.2.8: text types for productive use).

Candidates will be required to write an original response of approximately 250 words in Punjabi.

The questions will be written in English and Punjabi for a response in Punjabi.
8.2 Determining exit levels of achievement

A QSA panel will award each candidate an exit level of achievement from one of the five categories:

- Very High Achievement
- High Achievement
- Sound Achievement
- Limited Achievement
- Very Limited Achievement.

The panel will award an exit standard for each of the macroskills Listening, Reading, Speaking, and Writing. The standards associated with the four macroskills are described in Table 4.

These standards are related to the exit criterion associated with each macroskill. The criterion of comprehension is associated with Listening and Reading; the criterion of conveying meaning with Speaking and Writing. Both criteria are derived from the general objectives described in Section 3.

When standards have been determined in each of the macroskills of Listening, Reading, Speaking, and Writing, the following table is used to award exit levels of achievement, where A represents the highest standard and E the lowest. The table indicates the minimum combination of standards across the criteria for each level.

**Awarding exit levels of achievement**

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHA</td>
<td>Standard A in any two macroskills and no less than a B in the remaining macroskills</td>
</tr>
<tr>
<td>HA</td>
<td>Standard B in any two macroskills and no less than a C in the remaining macroskills</td>
</tr>
<tr>
<td>SA</td>
<td>Standard C in any three macroskills and no less than a D in the remaining macroskill</td>
</tr>
<tr>
<td>LA</td>
<td>At least Standard D in any three macroskills</td>
</tr>
<tr>
<td>VLA</td>
<td>Standard E in the four macroskills</td>
</tr>
</tbody>
</table>

The level of achievement will be reported to each candidate by the QSA on a statement of results. The candidate’s achievement may contribute towards the Queensland Certificate of Education (QCE) and the calculation of an Overall Position (OP) and Field Positions (FPs).

**Note:** As judgments of achievement in Authority subjects are made by matching the evidence provided by candidates’ responses to examination questions with the standards descriptors outlined in the syllabus, a standard can only be awarded where evidence has been demonstrated.

In the absence of evidence for a macroskill,* e.g. non-submission of candidate responses, or where a candidate has not sat a part of the external examination, no result can be recorded for that part of the examination. A level of achievement can only be determined if the candidate is awarded a standard in each of the four macroskills (see Section 8.1.1).

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* This does not include situations where special consideration provisions are applied. These provisions are detailed in the annual Senior External Examination Handbook.
## Table 4: Standards for macroskills at exit

### Table 4.1: Listening skill

| Criterion: Comprehension | Standard A | Across a range of topics and text types, the candidate’s work has the following characteristics:
| | | • **knowing and understanding**: a comprehensive range of information is presented, including gist, main points and relevant details; the meaning of familiar and complex language is accurately and clearly demonstrated; the speaker’s attitude, purpose and intentions are clearly evident; subtleties are recognised
| | | • **reasoning and responding**: detailed analysis and thorough evaluation are evident; plausible interpretations of unfamiliar language are drawn from context; well-constructed conclusions and well-substantiated decisions are made; cultural meanings are integrated into responses where appropriate.
| | Standard B | Across a range of topics and text types, the candidate’s work has the following characteristics:
| | | • **knowing and understanding**: a range of information is presented, including gist, main points and obvious details; the meaning of familiar language is accurately demonstrated but complex language may be misinterpreted; the speaker’s attitude, purpose and intentions are recognised; subtleties may be overlooked
| | | • **reasoning and responding**: detailed analysis and evaluation are evident; interpretations of unfamiliar language are made from context; conclusions and decisions are made, although at times justification may be incomplete; cultural meanings are evident in responses but may not be fully developed.
| | Standard C | Across a range of topics and text types, the candidate’s work has the following characteristics:
| | | • **knowing and understanding**: essential information is presented, including some main points and details which may not always be relevant; the meaning of familiar language is demonstrated accurately; the speaker’s general intention is recognised when obvious within a familiar context
| | | • **reasoning and responding**: basic analysis and evaluation are evident; conclusions and decisions are made but often lack justification; obvious cultural meanings are identified.
| | Standard D | Across a range of topics and text types, the candidate’s work has the following characteristics:
| | | • **knowing and understanding**: information is presented, including the meaning of some familiar language; a very broad outline or some specific details of the speaker’s general intention is demonstrated
| | | • **reasoning and responding**: little evidence of basic analysis or evaluation is present; conclusions and decisions may be made but lack justification; obvious cultural meanings may be identified.
| | Standard E | Across a range of topics and text types, the candidate’s work has the following characteristics:
| | | • **knowing and understanding**: fragmented information is presented; an isolated understanding of words and phrases is demonstrated
| | | • **reasoning and responding**: no evidence of analysis or evaluation is presented; responses are minimal.
Table 4.2: Reading skill

**Criterion: Comprehension**

<table>
<thead>
<tr>
<th>Standard</th>
<th>Across a range of topics and text types, the candidate’s work has the following characteristics:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard A</strong></td>
<td>• <strong>knowing and understanding</strong>: a comprehensive range of information is presented, including gist, main points and relevant details; the meaning of familiar and complex language is accurately and clearly demonstrated; the purpose of the text and the writer’s perspective and intention are clearly evident; subtleties are recognised</td>
</tr>
<tr>
<td></td>
<td>• <strong>reasoning and responding</strong>: detailed analysis and thorough evaluation are evident; plausible interpretations of unfamiliar language are drawn from context; well-constructed conclusions and well-substantiated decisions are made; cultural meanings are integrated into responses where appropriate.</td>
</tr>
<tr>
<td><strong>Standard B</strong></td>
<td>• <strong>knowing and understanding</strong>: a range of information is presented, including gist, main points and obvious details; the meaning of familiar language is accurately demonstrated but complex language may be misinterpreted; the purpose of the text and the writer’s perspective and intention are recognised; subtleties may be overlooked</td>
</tr>
<tr>
<td></td>
<td>• <strong>reasoning and responding</strong>: detailed analysis and evaluation are evident; interpretations of unfamiliar language are made from context; conclusions and decisions are made, although at times justification may be incomplete; cultural meanings are evident in responses but may not be fully developed.</td>
</tr>
<tr>
<td><strong>Standard C</strong></td>
<td>• <strong>knowing and understanding</strong>: essential information is presented, including some main points and details which may not always be relevant; the meaning of familiar language is demonstrated accurately; the writer’s general intention is recognised when obvious within a familiar context</td>
</tr>
<tr>
<td></td>
<td>• <strong>reasoning and responding</strong>: basic analysis and evaluation are evident; conclusions and decisions are made but often lack justification; obvious cultural meanings are identified.</td>
</tr>
<tr>
<td><strong>Standard D</strong></td>
<td>• <strong>knowing and understanding</strong>: information is presented, including the meaning of some familiar language; a very broad outline or some specific details of the writer’s general intention is demonstrated</td>
</tr>
<tr>
<td></td>
<td>• <strong>reasoning and responding</strong>: little evidence of basic analysis or evaluation is present; conclusions and decisions may be made but lack justification; obvious cultural meanings may be identified.</td>
</tr>
<tr>
<td><strong>Standard E</strong></td>
<td>• <strong>knowing and understanding</strong>: fragmented information is presented; an isolated understanding of words and phrases is demonstrated</td>
</tr>
<tr>
<td></td>
<td>• <strong>reasoning and responding</strong>: no evidence of analysis or evaluation is presented; responses are minimal.</td>
</tr>
</tbody>
</table>
Table 4.3: Speaking skill

<table>
<thead>
<tr>
<th>Criterion: Conveying meaning</th>
</tr>
</thead>
</table>
| **Standard A** | Across a range of topics and text types, the candidate’s work has the following characteristics:  
  - *knowing and using language features*: a wide range of vocabulary and grammar is used effectively, with few errors; a range of cohesive devices is used to express connected thoughts and ideas; register is appropriate to the situation; pronunciation, intonation, rhythm and stress are acceptable to a background speaker  
  - *creating and responding*: ideas, information and meaning are communicated clearly and effectively, although some errors may occur in complex language; conversation is initiated and sustained; spoken communication demonstrates flexibility, coherence, spontaneity and relevance to the context; appropriate pause fillers and nonverbal features are used where required. |
| **Standard B** | Across a range of topics and text types, the candidate’s work has the following characteristics:  
  - *knowing and using language features*: a range of vocabulary and grammar is used effectively, although with some errors; selected cohesive devices are used to connect familiar thoughts and ideas; register is usually appropriate to the situation; pronunciation, intonation, rhythm and stress are acceptable to a background speaker  
  - *creating and responding*: ideas, information and meaning are usually communicated clearly, although errors may occur in complex language; conversation is generally sustained; spoken communication demonstrates flexibility when using familiar language; responses are relevant to the context, although they may be hesitant; some appropriate pause fillers and nonverbal features are used. |
| **Standard C** | Across a range of topics and text types, the candidate’s work has the following characteristics:  
  - *knowing and using language features*: a range of familiar vocabulary and grammar is used, although errors are evident; basic cohesive devices are used to connect simple ideas; pronunciation may be affected by first language but is comprehensible to a background speaker  
  - *creating and responding*: where a variety of structures is used, the essential meaning is clear, although there may be frequent errors; spoken communication relies on prompts and cues; responses are hesitant, repetitive and formulaic but relevant to the context; some nonverbal features are used. |
| **Standard D** | Across a range of topics and text types, the candidate’s work has the following characteristics:  
  - *knowing and using language features*: some familiar vocabulary and grammar is used, although frequent errors are made; some simple linking words are used, but the meaning as a whole is fragmented; pronunciation hinders communication  
  - *creating and responding*: there is sufficient accuracy to enable some details to be understood; spoken communication relies heavily on prompts and cues; responses are hesitant, repetitive and rehearsed; some nonverbal features are used. |
| **Standard E** | Across a range of topics and text types, the candidate’s work has the following characteristics:  
  - *knowing and using language features*: responses may be single words or short, well-rehearsed phrases, using familiar vocabulary; pronunciation hinders communication  
  - *creating and responding*: some simple meanings are conveyed. |
<table>
<thead>
<tr>
<th>Standard</th>
<th>Across a range of topics and text types, the candidate’s work has the following characteristics:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard A</strong></td>
<td>• <strong>knowing and using language features</strong>: a wide range of vocabulary and grammar is used effectively; where complex language is used, errors do not detract from the overall meaning; a range of cohesive devices is used to link aspects of the text; register is appropriate to the situation; spelling, punctuation and word order display a high degree of accuracy; Punjabi script is formed accurately • <strong>creating and responding</strong>: written communication adheres consistently to the conventions of the text type; the writer’s ideas and purposes are conveyed effectively with flexibility and originality; written text is well-organised and displays a high level of coherence; an understanding and response to cultural contexts is clearly evident in the writing.</td>
</tr>
<tr>
<td><strong>Standard B</strong></td>
<td>• <strong>knowing and using language features</strong>: a range of vocabulary and grammar is used effectively, although with some errors; selected cohesive devices are used to link aspects of the text; register is usually appropriate to the situation; spelling, punctuation and word order display a reasonable degree of accuracy; formation of Punjabi script is accurate • <strong>creating and responding</strong>: written communication generally adheres to the conventions of the text type; the writer’s ideas, information and meaning are usually communicated clearly, although errors may occur in complex language; written text is organised and is generally coherent; an understanding and response to cultural contexts may be evident in the writing.</td>
</tr>
<tr>
<td><strong>Standard C</strong></td>
<td>• <strong>knowing and using language features</strong>: a range of familiar vocabulary and grammar is used, although errors are evident; basic cohesive devices are used to connect simple ideas; the register used is generally consistent; spelling, punctuation and word order contain inaccuracies; may contain errors in the formation of Punjabi script • <strong>creating and responding</strong>: written communication may feature some aspects of the text type; simple ideas are conveyed effectively; organisation of the written text is basic and displays some coherence; the writing shows some recognition of cultural contexts.</td>
</tr>
<tr>
<td><strong>Standard D</strong></td>
<td>• <strong>knowing and using language features</strong>: some familiar vocabulary and grammar is used, although frequent errors are made; some simple linking words are used, but the meaning as a whole is fragmented; errors in spelling, punctuation and word order hinder meaning; often contains errors in the formation of Punjabi script • <strong>creating and responding</strong>: written communication may not always be appropriate to the text type; some simple ideas are conveyed; written text lacks coherence; the writing shows little recognition of cultural contexts.</td>
</tr>
<tr>
<td><strong>Standard E</strong></td>
<td>• <strong>knowing and using language features</strong>: responses may be basic sentences using well-rehearsed words and phrases; frequent errors are evident • <strong>creating and responding</strong>: some simple meanings are conveyed.</td>
</tr>
</tbody>
</table>
8.3 Special consideration

Under certain circumstances, special arrangements or consideration may be available to candidates for the senior external examination. The special consideration provisions are detailed in the annual Senior External Examination Handbook, available on the QSA website at <www.qsa.qld.edu.au/2426.html>.

Missing an examination for any reason cannot be the basis for an application for special consideration.
9 Resources

9.1 QSA website
The QSA website provides essential resources for all candidates for the Senior External Examination, at <www.qsa.qld.edu.au.588.html>.

Senior External Examination Handbook
The handbook gives information about:
- how to nominate to sit the examinations
- teaching centres that provide tuition for the subjects
- examination timetable
- important dates relating to the Senior External Examination.

Subject resources
Exams and assessment reports from previous years for Punjabi are available on the VCAA website <www.vcaa.vic.edu.au/vce/studies/lote/punjabi/punjabiindex.html>. The QSA website also has a direct link to the VCAA website.

Notices to candidates
Information may be provided to help candidates prepare for the examination.

Notices to teaching centres
Information may be provided to help tutors and candidates prepare for the examination.

9.2 Text and reference books
A wide variety of textbooks and resource materials that could be used as sources of information for Senior Punjabi are available. Book suppliers provide information regarding current publications.

The following suggestions were current at time of first printing in 2009.

Dictionaries
Angrezi-Punjabi, Kosh (English–Punjabi Dictionary), SS Joshi & Mukhtiar Singh Gill (eds), Compiled by Major Gurmukh Singh, Dr Ranbeer Singh, Registrar, Punjabi University, Patiala 147002.


English–Punjabi Dictionary, Punjabi University, Patiala.

Grammar books
Ved Parkash and Sons, *Sunder Punjabi Viakarn te Lekh Mala-Books 0–4*, Mai Hira Gate, Jalandhar.

9.3 **World Wide Web**

*Note: All URLs were correct at time of publication.*

Many interactive and static websites can be used to enhance the study of Punjabi and often include useful resources. Some particularly useful sites include:

- Intercultural Language Teaching and Learning in Practice [*www.iltlp.unisa.edu.au*]
- The Learning Federation [*www.thelearningfederation.edu.au*]
- *National Statement and Plan on Languages Education in Australian Schools* [*www.curriculum.edu.au/mceetya/default.asp?id=11912*]
- Professional Standards Project Languages [*www.pspl.unisa.edu.au*]
- Punjabi Portal [*www.punjabiportal.com/articles/gabhru-des-punjabi-de-punjabi-film*]

9.4 **Websites in Punjabi language**

- Punjabi Grammar [*punjabi.aglsoft.com/punjabi/learngrammar*]
- Punjabi University, Patiala, India [*punjabiuniversity.ac.in/pbiuniweb/index.html*]
- Rupinderpal Singh Dhillon, [*www.5abi.com/5ratan*] 1999 5abi.com [*www.sikhvirsa.com*] #208, 4656 Westwind Drive NE, Calgary, AB, Canada T3J-3Z5.

9.5 **Newspaper reports**

Many newspapers carry regular pages, columns and features relevant to the study of Punjabi. Local newspapers can also be a source of useful data. The compilation of news files on particular topics can broaden a candidates’ knowledge base and provide a valuable resource.

9.6 **Periodicals**

Journals and periodicals provide current, relevant information. Journals and periodicals relevant to Senior Punjabi may include:

- *Des Pardes* [*http://despardes.com*]
  CV Publishers Ltd.
9.7 Electronic media and learning technology

A wide range of videos, DVDs and television recordings are available on a variety of topics related to the study of Punjabi. A variety of computer software programs and CD-ROMs may be useful — as learning tools, to gain access to information presented in a variety of forms and to help candidates gain ICT skills. Educational program distributors are able to supply updated resource lists.

9.8 Organisations and community resources

A variety of government and community organisations provide personnel, advice, resources and information which can aid the study of Senior Punjabi. Some of these include:

Australian Federation of Modern Language Teachers’ Associations Inc. (AFMLTA) 
<www.afmlta.asn.au>

Brisbane Punjabi Church, Annerley Presbyterian Church, 33 King St, Annerley, Brisbane,
Brisbane Sikh Temple <www.brisbanesikhtemple.org.au> 2679 Logan Road, Eight Mile Plains, Qld 4113.

Language departments and libraries of tertiary institutions
Punjabi Cultural Association of Queensland, PO Box 165 Sunnybank Q 4109,
Phone (07) 3344 7598

Sikh Nishkam Society of Australia, PO Box 7113 Loganholme 4129


Sri Guru Granth Sahib Ji Academy Queensland
<www.sggsacademy.com/t1/about_us_queensland.php>

# Appendix 1: Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attitudes</td>
<td>The way the speaker or writer feels about the topic, the situation and the audience, for example, adoring, empathetic, amused, diffident, disgusted, sad, angry, bitter.</td>
</tr>
<tr>
<td>Authentic text</td>
<td>A text (original or modified) that would be accepted by a background speaker for communicative purposes.</td>
</tr>
<tr>
<td>Background speaker</td>
<td>A native speaker of a language, or a person who has had significant exposure to and/or knowledge of the language and culture.</td>
</tr>
<tr>
<td>Coherence/coherent</td>
<td>An underlying theme or organisation of a text.</td>
</tr>
<tr>
<td>Cohesion/cohesive</td>
<td>Language items that convey grammatical or word relationships between different parts of texts or within sentences. This can be through the reference system (for example, pronouns, possessives, use of articles), through connectors (for example, conjunctions, adverbs) and through word sets and word chains (for example, synonyms, classes and subclasses of words).</td>
</tr>
<tr>
<td>Communication strategies</td>
<td>The ways candidates with limited command of language express meaning (for example, by circumlocution) and attempt to keep conversation going (for example, asking for clarification of meaning).</td>
</tr>
<tr>
<td>Fluency</td>
<td>The ability to write or speak with ease: includes good speech production, effective communication, background-speaker-like use of pauses, rhythm, intonation, stress, rate of speech and use of interruptions and interjections.</td>
</tr>
<tr>
<td>Gist</td>
<td>Substance or essence of a matter.</td>
</tr>
<tr>
<td>Intention</td>
<td>The speaker or writer's purpose, for example, to inform, amuse, (re)establish cordial relationships, admonish, shock or embarrass into action.</td>
</tr>
<tr>
<td>Intercultural</td>
<td>The ability to view the world, not from the single perspective of one's own first language and culture, but from multiple perspectives.</td>
</tr>
<tr>
<td>Language features</td>
<td>Parts of the language system, for example, phonemes (sounds), words, phrases, sentences.</td>
</tr>
<tr>
<td>Metacognitive strategies</td>
<td>Strategies involving thinking about the learning process, for example, planning for learning, monitoring the learning task and evaluating how well one has learned or used language.</td>
</tr>
<tr>
<td>Pause fillers</td>
<td>Expressions to fill gaps in conversation (for example, er, ummm); routines to keep conversation going, which can be questions to show interest, or feedback such as Did you? Really? and sympathetic noises such as … aah … ooh.</td>
</tr>
<tr>
<td>Productive (composing) mode</td>
<td>A mode that involves the skills of speaking and writing.</td>
</tr>
<tr>
<td>Receptive (comprehending) mode</td>
<td>A mode that involves the skills of listening and reading.</td>
</tr>
<tr>
<td>Register</td>
<td>A variety of language defined according to the context, particular purpose or social setting in which the language is used.</td>
</tr>
<tr>
<td>Term</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Spontaneous language</td>
<td>Spontaneous language refers to the use of language that has not been deliberately prepared in advance and in which unrehearsed utterances are used. A talk that is prepared in advance with or without notes or memorisation is not spontaneous, but unrehearsed discussion with the audience after the talk is spontaneous.</td>
</tr>
<tr>
<td>Structure</td>
<td>The arrangement of words and morphemes into larger units, e.g. phrases, clauses, sentences.</td>
</tr>
<tr>
<td>Syntax</td>
<td>Ways words combine to form sentences; the rules that govern the formation of sentences.</td>
</tr>
<tr>
<td>Text</td>
<td>A coherent piece of spoken/signed, written, nonverbal, visual or auditory language, or some or all of these in combination, produced in an interaction in a social context.</td>
</tr>
<tr>
<td>Text type</td>
<td>A conventional or characteristic type of spoken or written text, for example, face-to-face conversation, TV news bulletin, short story, newspaper editorial, personal letter, poster.</td>
</tr>
<tr>
<td>Tone</td>
<td>The emotional overlay and/or intent in a text, for example, angry tone in a letter to editor with intent to criticise and confront.</td>
</tr>
</tbody>
</table>
Appendix 2: Text types

Main characteristics of common text types

The following general characteristics are provided as a guide. They are not intended to be definitive, but include some of the main features found in the written form of some of the more common text types.

<table>
<thead>
<tr>
<th>Text types</th>
<th>Identifiable features</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Article</strong></td>
<td><em>Purpose</em>: to sustain an argument, to describe, inform, persuade, amuse or entertain</td>
</tr>
<tr>
<td></td>
<td><em>Structure</em>: title/headings; content (development of ideas/argument; sequencing and linking of ideas; statement of conclusion/advice)</td>
</tr>
<tr>
<td></td>
<td><em>Language features</em>: range of tenses; linking words; choice of language (e.g. descriptive, factual, judgmental, emotive or persuasive); register; style</td>
</tr>
<tr>
<td><strong>Blog</strong></td>
<td><em>Purpose</em>: to inform, reflect, seek a response, interact</td>
</tr>
<tr>
<td></td>
<td><em>Structure</em>: personal thoughts; online journal; discrete entries (&quot;posts&quot;); often themed on a single subject; reflections on an idea; interactive (comments from other users)</td>
</tr>
<tr>
<td></td>
<td><em>Language features</em>: abbreviated words and sentences; simple language structures; linking words to sequence ideas logically; qualifying words (e.g. “usually”, “probably”); persuasive, descriptive, discursive or personal language, depending on the context</td>
</tr>
<tr>
<td><strong>Diary / journal entry</strong></td>
<td><em>Purpose</em>: to record personal reflections or experiences</td>
</tr>
<tr>
<td></td>
<td><em>Structure</em>: date/place/time (as appropriate); chronological (sequence of thought, events or importance) or stream of consciousness; opening is often an evaluative comment; content (information/reflection/evaluation)</td>
</tr>
<tr>
<td></td>
<td><em>Language features</em>: first person; abbreviated words/sentences; subjective/informal language</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><em>Purpose</em>: to inform, request, remind, seek a response</td>
</tr>
<tr>
<td></td>
<td><em>Structure</em>: conventions (email addresses); specific details without elaboration; salutations and endings</td>
</tr>
<tr>
<td></td>
<td><em>Language features</em>: abbreviated words and sentences; simple language structures</td>
</tr>
<tr>
<td><strong>Letter — formal</strong></td>
<td><em>Purpose</em>: to communicate in writing in formal contexts; to request information; to lodge a complaint; to express an opinion</td>
</tr>
<tr>
<td></td>
<td><em>Structure</em>: salutations; letter conventions (layout, address, date etc); body (content): logical and cohesive sequence of ideas</td>
</tr>
<tr>
<td></td>
<td><em>Language features</em>: use of full sentences and paragraphs; more complex sentence structure; objective language; use of formulaic expressions</td>
</tr>
<tr>
<td><strong>Letter — informal</strong></td>
<td><em>Purpose</em>: to communicate in writing with acquaintances, friends and family; to inform, amuse</td>
</tr>
<tr>
<td></td>
<td><em>Structure</em>: salutations; letter conventions (layout, address, date etc); body (content): logical and cohesive sequence of ideas</td>
</tr>
<tr>
<td></td>
<td><em>Language features</em>: frequent colloquial language; subjective language</td>
</tr>
<tr>
<td><strong>Message, note</strong></td>
<td><em>Purpose</em>: to inform, request, instruct, remind</td>
</tr>
<tr>
<td></td>
<td><em>Structure</em>: general statement, description, procedure; may be in point form</td>
</tr>
<tr>
<td></td>
<td><em>Language features</em>: succinct; abbreviated words/sentences; lack of descriptive detail; frequent use of colloquial language</td>
</tr>
<tr>
<td>Text types</td>
<td>Identifiable features</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Report</td>
<td><strong>Purpose:</strong> to classify and/or describe; to organise facts; to draw conclusions</td>
</tr>
<tr>
<td></td>
<td><strong>Structure:</strong> general statement or classification; description; logical presentation;</td>
</tr>
<tr>
<td></td>
<td>introduction, body, conclusion</td>
</tr>
<tr>
<td></td>
<td><strong>Language features:</strong> supporting evidence, e.g. statistics, examples; factual;</td>
</tr>
<tr>
<td></td>
<td>usually present tense; language specific to the topic</td>
</tr>
<tr>
<td>Review</td>
<td><strong>Purpose:</strong> to respond to a text/stimulus; to summarise, analyse or interpret a text</td>
</tr>
<tr>
<td></td>
<td>and to assess its value</td>
</tr>
<tr>
<td></td>
<td><strong>Structure:</strong> describe context of text or work; describe the text or work; judgment or</td>
</tr>
<tr>
<td></td>
<td>evaluation of text or work</td>
</tr>
<tr>
<td></td>
<td><strong>Language features:</strong> descriptive language; more complex structures with frequent</td>
</tr>
<tr>
<td></td>
<td>abstract language; words that express judgment; possible comparisons;</td>
</tr>
<tr>
<td></td>
<td>expressions of aesthetic nature</td>
</tr>
<tr>
<td>Script for a play</td>
<td><strong>Purpose:</strong> to communicate ideas, opinions and attitudes; to entertain</td>
</tr>
<tr>
<td></td>
<td><strong>Structure:</strong> series of events; question/statement followed by response</td>
</tr>
<tr>
<td></td>
<td><strong>Language features:</strong> choice of expressions to engage the audience; setting the</td>
</tr>
<tr>
<td></td>
<td>scene; directorial comment; strategies to maintain conversation/action;</td>
</tr>
<tr>
<td></td>
<td>interjections; use of humour</td>
</tr>
<tr>
<td>Script of a speech or talk</td>
<td><strong>Purpose:</strong> to communicate ideas, opinions and attitudes; to entertain, persuade, welcome, thank</td>
</tr>
<tr>
<td></td>
<td><strong>Structure:</strong> introductory statement of purpose; explanation or sequence of events</td>
</tr>
<tr>
<td></td>
<td>or presentation of argument; concluding remarks</td>
</tr>
<tr>
<td></td>
<td><strong>Language features:</strong> choice of expressions to engage the audience; descriptive</td>
</tr>
<tr>
<td></td>
<td>words; a range of tenses; subjective language; use of slogans or catch phrases;</td>
</tr>
<tr>
<td></td>
<td>use of humour and anecdotes</td>
</tr>
<tr>
<td>Story</td>
<td><strong>Purpose:</strong> to entertain, amuse or instruct</td>
</tr>
<tr>
<td></td>
<td><strong>Structure:</strong> series of events presented in logical progression; resolution/conclusion;</td>
</tr>
<tr>
<td></td>
<td>may contain a series of complications</td>
</tr>
<tr>
<td></td>
<td><strong>Language features:</strong> time words used to connect events; use of action words;</td>
</tr>
<tr>
<td></td>
<td>description of characters and settings</td>
</tr>
<tr>
<td>Text of an interview</td>
<td><strong>Purpose:</strong> to seek and convey information, views, opinions</td>
</tr>
<tr>
<td></td>
<td><strong>Structure:</strong> question and response form</td>
</tr>
<tr>
<td></td>
<td><strong>Language features:</strong> question words and link words</td>
</tr>
</tbody>
</table>
Appendix 3: Kinds of writing

Main characteristics of different kinds of writing

The following descriptions outline the main characteristics of the eight different kinds of writing. They are intended as a guide only; candidates would not be expected to include all aspects in their writing.

Personal writing

*Purpose:* The author is conveying something personal to the reader.

- Uses a personal voice.
- Establishes a relationship/intimacy/empathy between the writer and the reader.
- Usually employs first and/or second person; subjective; informal, familiar style/register; often includes emotive language.
- Emphasises ideas, opinions, feelings and impressions, rather than factual, objective information.
- May use the act of writing to help the author understand and unravel their own feelings or ideas.
- May, in certain contexts, use contracted language, such as is used in speech.

Descriptive writing

*Purpose:* The author is painting a picture through words to make the reader see what they have seen.

- Vividly portrays a specific person, place, or thing in a way that gives intensity of focus, enabling the reader to visualise the subject and enter into the writer’s experience.
- While its main purpose is to describe a particular living, non-living or natural phenomenon, it can also persuade, inform or move emotionally.
- Describes aspects of the subject and is rich, vivid and lively in its detail.
- Is focused, interesting and compelling.
- Uses sensory language.
- Uses figurative language such as simile, hyperbole, metaphor, symbolism and personification, showing, rather than telling, through the use of active verbs and precise modifiers.
- Writing can vary from formal to informal, depending on the purpose and audience.
- Significant textual features:
  - title (optional)
  - orientation, to establish the context (optional)
  - description of aspects/characteristics
**Narrative writing**

*Purpose: The author is telling a story or re-telling events to entertain or teach.*

- Tells a story, or part of a story, in chronological order.
- Can use any events, real or imagined, which would make a good story or otherwise suit the author’s purpose.
- Entertains, to gain and hold a readers’ interest.
- The focus of the text is on a sequence of actions.

- It has:
  - a plot structure:
    - introduction (orientation)
    - rising action
    - climax
    - falling action
    - resolution
  - characterisation
  - setting
  - theme
  - narrative stance (point of view)
  - narrative devices
  - sequencing
  - transitions.

The characters in the narrative have defined identities and identifiable roles and relationships.

- Uses descriptive language to enhance and develop the story by creating images in the reader’s mind.
- May include complication involving the main character; conflict; points of view.
- Vocabulary and language use must be related to the writer’s style (e.g. emotive, neutral or poetic) and appropriate to and consistent with the world of the narrative (e.g. the historical period in which the narrative is set).
- Uses mainly action verbs but also many verbs that refer to what the participants said, felt or thought.
- Normally written in the past tense, with many linking words to do with time.
- Dialogue is often included, during which the tense may change to the present or future.
- Can be written in the first person (I, we) or third person (he, she, they).
- Can have paragraphs of unequal length; one sentence may even constitute a paragraph to emphasise an important message.
**Imaginative writing**

*Purpose:* The author is creating a piece of fiction designed to entertain, amuse or create an impression, picture or feeling in the reader.

- Manipulates the reader’s response to the piece to create the desired impression or response; visual and/or emotional appeal.
- Usually creates a strong sense of context (physical surroundings and atmosphere) and situation.
- Normally includes description (person, place, emotion, atmosphere), so careful selection of language such as adjectives and adverbs (or their equivalents) is important.
- Uses techniques such as variation in sentence length, juxtaposition of different sentence lengths, and careful control of structure and sequencing, to add to the overall effect by creating the desired atmosphere or conveying the required emotion.
- May break normal sequencing for added impact, such as a flashback or a final disclosure, which puts a different interpretation on preceding passages.

**Informative writing**

*Purpose:* The author is conveying objective information.

- Aims to convey information from the writer to the reader as clearly, comprehensively and accurately as possible.
- Usually uses objective style and impersonal expressions, although the writer may use an informal style to establish a relationship of “friendly helper” with the reader.
- Normally has no particular point of view to convey; if a point of view is involved, the writing becomes either:
  - persuasive, aiming to convert the reader to a particular point of view or attitude to convince him or her to act or respond in a certain way, or
  - evaluative, aiming to weigh two or more items/ideas to convince the reader rationally and objectively that a particular point of view is correct.
- Generally uses facts, examples, explanations, analogies and sometimes statistical information, quotations and references as evidence.
- Chooses language, structure and sequence to make the message clear and unambiguous, so the sequencing of information is usually logical and predictable.
- Generally uses few adjectives, adverbs and images, except as examples or analogies in explanation.

**Persuasive writing**

*Purpose:* The author is taking a stance and trying to persuade the reader.

- Aims to convert the reader to a particular point of view or attitude in order to convince them to act or respond in a certain way.
- Manipulates the reader’s emotions and opinions to achieve a specific purpose, that is, to achieve a desired outcome or effect which is important to and selected by the writer.
- Persuasive techniques chosen are influenced by the nature of the target audience; that is, the language (vocabulary, sentence structures, style/register), structure and sequencing of the piece are framed with the particular audience and purpose in mind.
• Requires choice of the best words (with the precise shade of meaning and overtones of approval/disapproval, virtue/vice etc.), so range of vocabulary and dictionary technique are important.

• Aims, in certain instances such as advertisements, to keep the target audience unaware of being manipulated, and adopts an appearance of objectivity and rationality by using indirect, subtle, secretive techniques including confidential, intimate, collaborative style and register.

• Sometimes uses exaggeration, extravagant language and/or humour to create a conspiratorial relationship between the writer and the reader.

• Often uses the second person (you) for direct address and appeal.

• Sometimes employs direct speech and questions to intensify the relationship with the audience.

• May employ techniques such as using technical or scientific language and superlatives or quantitative statements to lend authority to the content.

**Reflective writing**

*Purpose:* The author looks back on experiences/actions in order to analyse ideas and practices that relate to them personally.

• Relates and reflects on, not only events and experiences, but also their repercussions, including feelings, what has been learnt, and how it will affect future behaviour.

• Includes description and analysis of an experience or critical incident.

• Provides exploration and explanation of events and contexts.

• Includes consideration of the larger context, meaning and implications of an experience or action.

• Identifies and challenges personal values and beliefs, assumptions, feelings and actions.

• Includes opinion, with supporting evidence.

• Uses personal voice (I, me, you, we, us) when providing opinion.

• Uses verbs related to feeling, thinking and analysing.

• May include comment on hypothetical situations and speculation about the future.

• May move between past tense (recounting the actual events) and present tense (making more general observations).

• Is perceptive, demonstrating analysis, synthesis and evaluation.

• Some guiding questions include: "What did I notice?" "How has this changed me?" or "What might I have done differently?"

• Reflective texts include memoirs, personal narratives, autobiographies and biographies, obituaries and testimonials.

**Evaluative writing**

*Purpose:* The author is giving a balanced view of two or more sides of a case.

• Aims to weigh two or more items/ideas in order to convince the reader rationally and objectively that a particular point of view is correct.

• Aims to reach a conclusion acceptable to an intelligent, unbiased reader through the logical presentation and discussion of facts and ideas.
• Presents two or more important aspects of an issue or sides of an argument and discusses these rationally and objectively; using evidence to support the contrasting sides or alternatives.

• Uses objective style; appeals to reason — not emotion; creating an impression of balance and impartiality is essential.

• Often includes expressions of cause, consequence, opposition and concession.