

# CFALANG1.1

## Read basic text on limited, familiar work topics



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### Overview

You understand a small number of basic words and key phrases in a limited range of very familiar situations. You can identify personal information such as someone's name, family circumstances and job role, and you can follow messages about basic practical arrangements.

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### Performance criteria

*You must be able to:*

- P1 understand short messages
- P2 identify basic personal details from letters or other documents
- P3 identify the likely purpose and subject of short texts by using the layout and your knowledge of a few key words
- P4 recognise common written signs or safety warnings
- P5 understand basic numerical information in menus, signs or other documents
- P6 understand requests for personal details in short forms or other documents
- P7 understand short, basic questions, invitations or requests
- P8 understand brief, basic instructions or directions
- P9 understand basic wishes, likes/preferences and dislikes

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### Knowledge and understanding

#### BASIC Vocabulary

*You need to know and understand:*

- K1 a small number of words/signs in everyday use
- K2 the most important words/signs needed for your work
- K3 basic everyday connectors
- K4 a small number of set phrases/signs expressing politeness
- K5 days of the week, months, time; yesterday, today and tomorrow
- K6 basic numerical terms

#### Grammatical forms

*You need to know and understand:*

- K7 short expressions to convey a small number of verbs in the present
- K8 basic positives and negatives
- K9 a few common instructions
- K10 a small number of questions
- K11 facial expressions to convey basic emotions and ask questions (sign language only)
- K12 basic compound signs (sign language only)

#### Cultural conventions

*You need to know and understand:*

- K13 key non-verbal polite conventions

#### Reference sources

*You need to know and understand:*

- K14 how to use reference sources to find out or check meaning or accuracy

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### Additional Information

#### Scope/range

You can do this when reading text:

1. which is very short, up to 5 lines
2. on familiar work and social topics
3. written with a small number of basic words and key phrases.

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### Skills

Reading, comprehension

### Glossary

Compound signs – A compound is a combination of two free morphemes that form a new sign/word with a different but related meaning. For example, the sign for 'PARENTS' is formed from the sign for 'MOTHER' and the sign for 'FATHER'.

Morpheme – the smallest meaningful unit in the grammar of a language.

### Links to other NOS

National Occupational Standards for Intercultural Working

### External Links

Common European Framework of Reference for Languages

[www.coe.int/t/dg4/linguistic/source/framework\\_en.pdf](http://www.coe.int/t/dg4/linguistic/source/framework_en.pdf)

Please refer to the Skills CFA guidance document dated December 2012.

<http://www.skillsca.org/images/pdfs/National%20Occupational%20Standards/Languages%20and%20Intercultural%20Working/2010/Language%20NOS%20Guidance.pdf>

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<b>Originating organisation</b>	Skills CFA
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<b>Relevant occupations</b>	Professional Occupations; Managers and Senior Officials; Information and Communication Technology; Research Professionals; Librarians and Related Professionals; Engineering Professionals; Science Professionals; Database Administration; Software Development; Systems Support; Local Area Archives; Microfilm and Microfiche Technician; Associate Professionals and Technical Occupation; Corporate Managers and Senior Officials; Microsoft Certified Professional; Application Support; Business Analyst; Managers and Proprietors in Hospitality ; Language, literature and culture; Languages, literature and culture of the; Other languages, literature and culture; Linguistics; Production Managers; Functional Managers; Quality and Customer Care Managers; Financial Institution and Office Manager; Managers in Distribution, Storage and Re; Protective Service Officers; Health and Social Services Officers; Managers in Farming, Horticulture, Forestry; Managers and Proprietors In Other Service; Health Professionals; Teaching Professionals; Legal Professionals; Business and Statistical Professionals; Architects, Town Planners and Surveyors; Public Service Professionals; Science and Engineering Technicians; Draught persons and Building Inspectors; IT Service Delivery Occupations; Health Associate Professionals; Therapists; Social Welfare Associate Professionals; Protective Service Occupations; Artistic and Literary Occupations; Design Associate Professionals; Media Associate Professionals; Sports and Fitness Occupations; Administration and Secretarial Occupations; Government and Related Organisations; Finance; Records; Communications; General; Secretarial and Related Occupations; Skilled Trades Occupations; Skilled Agricultural Trades; Metal Forming, Welding and Related Trade; Metal Machining, Fitting and Instrument ; Vehicle Trades;

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Electrical Trades; Construction Trades; Building Trades; Textile and Garment Trades; Printing Trades; Food Preparation Trades; Skilled Trades NEC; Personal Service Occupations; Healthcare and Related Personal Services; Childcare and Related Personal Services; Animal Care Services; Leisure and Travel Service Occupations; Hairdressers and Related Occupations; Housekeeping Occupations; Personal Services Occupations NEC; Sales and Customer Services Occupations; Sales Assistants and Retail Cashiers; Sales Related Occupations; Customer Service Occupations; Process, Plant and Machine Operatives; Process Operatives; Plant and Machine Operatives; Assemblers and Routine Operatives; Construction Operatives; Transport Drivers and Operatives; Mobile Machine Drivers and Operatives; Elementary Occupations; Elementary Agricultural Occupations; Elementary Construction Occupations; Elementary Process Plant Occupations; Elementary Goods Storage Occupations; Elementary Administration Occupations; Elementary Personal Services Occupations; Elementary Cleaning Occupations; Elementary Security Occupations; Elementary Sales Occupations; Transport Associate Professionals; Legal Associate Professionals; Business and Finance Associate Profession; Sales and Related Associate Professional; Conservation Associate Professionals; Public Service and Other Associate Professional

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#### Suite

Languages (2013)

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#### Key words

literacy; language; work; understand