

CFALANG1.5

Read extended text on a wide range of work topics



Overview

You can understand technical documents within your area of expertise containing some complex language, though you may need to go over some sections more than once. You can make effective use of the Internet to find relevant information, and you can compare and evaluate written material. You can also enjoy reading for pleasure.

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Performance criteria

- You must be able to:*
- P1 understand the overall meaning of texts on a wide range of topics
 - P2 skim texts quickly and easily to assess their usefulness
 - P3 extract relevant information on a wide range of topics by using your knowledge of vocabulary and a full range of grammatical features
 - P4 identify opinions and values and distinguish them from other information
 - P5 understand detailed instructions or requirements and their urgency or priority
 - P6 identify the register, style and purpose of text
 - P7 read extended text, with some reference to a dictionary
 - P8 draw inferences from a range of reading material which may include graphs, charts and tables
 - P9 relay written information informally from this language into your own

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Knowledge and understanding

EXTENDED Vocabulary

You need to know and understand:

- K1 a broad general vocabulary and the technical language related to your work
- K2 a wide range of ways to link and connect phrases to help clarity and fluency
- K3 a wide range of different forms of address; greeting, leave-taking and other polite conventions to suit different occasions and degrees of formality
- K4 ways to express feelings
- K5 a wide range of numerical terms and ways to talk about them

Grammatical forms

You need to know and understand:

- K6 all commonly used positive and negative verb forms
- K7 all tenses, aspects or ways to show time frames, if applicable
- K8 all voices and moods, if applicable
- K9 how to express: 'will, would, can, should, may, might, ought, will have, could have, should have'
- K10 most commonly used grammatical structures, including those which are complex
- K11 alternative terms and structures which modify style and register for different audiences and contexts
- K12 manner (sign languages only)

Cultural conventions

You need to know and understand:

- K13 all common spoken/signed and non-verbal polite conventions

Reference sources

You need to know and understand:

- K14 how to make effective use of relevant language reference sources

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Additional Information

Scope/range

You can do this when reading text

1. of varying length, up to 30 pages
2. of different kinds and in a wide range of work and social situations
3. which may contain a broad vocabulary, some technical language and some complex language structures.

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Skills

Reading, comprehension

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

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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Originating organisation	Skills CFA
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Relevant occupations	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; Electrical Trades; Construction Trades; Building Trades; Textile and Garment

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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

Suite

Languages (2013)

Key words

literacy; language; work; understand