

CFALANG1.6

Read complex text on a wide range of work topics



Overview

You can understand and synthesise a wide range of materials, scan complex texts speedily to find relevant information and draw inferences from text containing implicit messages or opinions. You can deal with lengthy, complex or technical documents within your area of expertise, complicated correspondence, and literature - which you may read for enjoyment.

CFALANG1.6

Read complex text on a wide range of work topics

Performance criteria

- You must be able to:*
- P1 gather and summarise relevant information from a range of complex texts
 - P2 skim complex text to grasp the overall meaning
 - P3 scan complex text to find relevant information and extract specific details
 - P4 identify opinions and values and distinguish them from other information
 - P5 identify information about the urgency and priority of requirements
 - P6 read extended text quickly, understanding unfamiliar words from their context
 - P7 critically evaluate texts, identifying features of style, register, social references and the writer's intention
 - P8 relay written information informally from this language into your own

CFALANG1.6

Read complex text on a wide range of work topics

Knowledge and understanding

You need to know and understand:

COMPLEX Vocabulary

- K1 vocabulary to deal with most matters within your area of work
- K2 current colloquialisms used in business and social contexts
- K3 a wide range of less commonly-used technical terms relevant to your area of work
- K4 most ways to link ideas, make your argument easier to follow and help clarity, precision and fluency
- K5 a wide range of different forms of address; leave-taking and other polite conventions to suit different occasions and degrees of formality
- K6 ways to express all feelings
- K7 all numerical terms and ways to discuss numerical data

Grammatical forms

You need to know and understand:

- K8 all verb forms in normal use
- K9 all grammatical structures, except the most complex or obscure
- K10 signing space to express complex and abstract ideas (sign languages only)
- K11 a wide range of alternative terms and structures which express standard, colloquial, formal and informal registers

Cultural conventions

You need to know and understand:

- K12 all spoken/signed and non-verbal cultural conventions

Reference sources

You need to know and understand:

- K13 how to make effective use of relevant language reference sources

CFALANG1.6

Read complex text on a wide range of work topics

Additional Information

Scope/range

You can do this when reading text

1. of any length and of different kinds
2. in most relevant work and social situations
3. which may contain complex ideas and complex and technical language.

CFALANG1.6

Read complex text on a wide range of work topics

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>

CFALANG1.6

Read complex text on a wide range of work topics

Developed by	Skills CFA
Version number	1
Date approved	January 2013
Indicative review date	January 2016
Validity	Current
Status	Original
Originating organisation	Skills CFA
Original URN	CFALANG1.6
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

CFALANG1.6

Read complex text on a wide range of work topics

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