

CFALANG3.2

Write predictable text on familiar work situations



Overview

You can write simple text to carry out familiar tasks using words and set phrases with a small number of sentences, some of which may be memorised. You write accurately when providing personal details, writing lists or completing simple forms or questionnaires. However, you will need to use a template and get text checked when accuracy is important, for example when writing short, formal messages.

CFALANG3.2

Write predictable text in familiar work situations

Performance criteria

- You must be able to:*
- P1 write brief formal and informal short letters, e-mails and messages, starting and ending them politely
 - P2 convey thanks and apologies
 - P3 ask for and provide simple information
 - P4 make simple requests
 - P5 give simple instructions or directions
 - P6 write simple wishes, feelings/opinions, needs and preferences
 - P7 write accurately when using simple, familiar words and phrases

CFALANG3.2

Write predictable text in familiar work situations

Knowledge and understanding

You need to know and understand:

PREDICTABLE Vocabulary

- K1 simple set phrases and common words/signs in everyday use
- K2 common words/signs used in your work
- K3 simple everyday connectors
- K4 common set phrases expressing politeness
- K5 days of the week, months, time; yesterday, today and tomorrow
- K6 simple numerical terms

Grammatical forms

You need to know and understand:

- K7 some common verbs
- K8 simple ways to distinguish past, present and future events
- K9 simple ways to make positive and negative statements
- K10 facial expressions to convey emotions, descriptions, question forms and negation (sign languages only)
- K11 some compound signs (sign languages only)
- K12 common question structures
- K13 simple ways to give an opinion
- K14 simple ways to ask permission
- K15 simple ways to give orders or instructions

Cultural conventions

You need to know and understand:

- K16 key non-verbal polite conventions

Reference sources

You need to know and understand:

- K17 how to use reference sources to find out or check meaning or accuracy

CFALANG3.2

Write predictable text in familiar work situations

Additional Information

Scope/range

You can do this:

1. writing clearly enough to be understood
2. in familiar situations
3. using simple language.

CFALANG3.2

Write predictable text in familiar work situations

Skills

Writing, communication, using reference sources

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

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>

CFALANG3.2

Write predictable text in familiar work situations

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	CFALANG3.2
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 Occupations; 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 Services; 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

CFALANG3.2

Write predictable text in familiar work situations

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 Professionals; Sales and Related Associate Professional; Conservation Associate Professionals; Public Service and Other Associate Professionals

Suite

Languages (2013)

Key words

literacy; language; work; understand; communication
