

CFALANG3.5

Write extended text on a wide range of work topics



Overview

You can write at length and present arguments on a wide range of topics. You write appropriately for different audiences, and are mainly accurate, though your style may be a little awkward at times. You could maintain a business relationship through e-mail, provide detailed product or service information and write reports or work plans within your own area of expertise.

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Performance criteria

- You must be able to:*
- P1 produce a wide range of work-related and social correspondence
 - P2 present factual information, express ideas and opinions and set out supporting arguments on a range of topics
 - P3 make proposals and draw up plans
 - P4 give instructions or advice
 - P5 adapt your style and use technical language as appropriate to the subject matter and the context
 - P6 produce accurate, extended passages of text
 - P7 informally relay information into this language from your own

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Knowledge and understanding

You need to know and understand:

EXTENDED Vocabulary

- 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:

1. writing accurately, clearly and mainly fluently
2. in a wide range of work and social situations
3. using some complex language where needed.

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Skills

Writing, communication, using reference sources

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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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

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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 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
