

CFALANG3.7

Write complex and specialist text on all relevant work topics



Overview

You can write complex text to deal with a full range of professional activities. You have a comprehensive grasp of the language and can produce complex and specialised documents, reports, proposals and correspondence. You write fluently and present arguments persuasively on a full range of topics and in different styles as needed.

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Performance criteria

- You must be able to:*
- P1 write for all aspects of your work
 - P2 provide complex and specialist information
 - P3 debate complex arguments, theories and ideas
 - P4 draw up or discuss specialist proposals and plans
 - P5 provide specialist instructions or advice
 - P6 produce extended passages of text which are logically constructed, coherent, completely accurate and of a standard suitable for publication
 - P7 select and adapt your style of language to suit the topic and the intended reader, and to make the impact you want
 - P8 convey information informally across languages

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Knowledge and understanding

You need to know and understand:

COMPLEX AND SPECIALIST Vocabulary

- K1 vocabulary to deal with all matters within your area of expertise, and other matters as they become necessary in the course of your work
- K2 a full range of devices to make your language clear, precise and fluent
- K3 current colloquialisms used in business and social contexts
- K4 an extensive range of idioms and expressions to convey shades of meaning
- K5 an extensive range of metaphor (sign language only)
- K6 all numerical terms and ways to discuss numerical data

Grammatical forms

You need to know and understand:

- K7 all grammatical forms and sentence structures unless rare or archaic
- K8 how to choose the right vocabulary and structures to express standard, colloquial, formal and informal registers

Cultural conventions

You need to know and understand:

- K9 all spoken/signed and non-verbal cultural conventions

Reference sources

You need to know and understand:

- K10 how to make effective use of all relevant general and specialist language reference sources

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Additional Information

Scope/range

You can do this:

1. writing accurately and fluently
2. in all relevant work and social situations
3. using a full range of language.

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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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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 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