
Overview

This unit has seven elements:

The elements are:

1. Read basic text on limited, familiar work topics

You understand a small number of basic words and key phrases in a limited range of very familiar situations. You can identify personal information such as someone's name, family circumstances and job role, and you can follow messages about basic practical arrangements.

2. Read predictable text in familiar work situations

You can understand short, simple, predictable text on familiar subjects. You can get the rough gist of short articles or tourist or promotional material, use a simple travel timetable, and understand simple forms well enough to complete them with a few words and personal details.

3. Read routine text in familiar, everyday work situations

You can understand short texts written in familiar language. You grasp the gist of articles and other material on topics familiar to you, and you can understand routine letters and e-mails relating to your area of work. You can get the broad outline of signs, notices or announcements (e.g. job vacancies, advertisements) and follow straightforward safety regulations.

4. Read varied text on a range of work topics

You understand a range of texts of different types and styles, from a paragraph to a few pages in length. You can work out the meaning of some unfamiliar vocabulary, use reference sources efficiently when you need to, and conduct a straightforward Internet search. You understand technical specifications for products and services within your area of work. You can also deal with non-routine e-mails and letters, news articles and promotional material.

5. Read extended text on a wide range of work topics

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.

6. Read complex text on a wide range of work topics

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

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Read

correspondence, and literature - which you may read for enjoyment.

7. Read complex and specialist text on all relevant work topics

You understand complex text relating to a full range of professional activities, including specialist or technical language relevant to your area of work. You are familiar with a wide range of tools and search resources. You can read complex and specialised journals, correspondence, discussion papers, policy documents and relevant trade journals. You also have the language skills to handle modern or classic literature and social networking sites.

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Read

Performance criteria

You must be able to:

Read basic text on limited, familiar work topics

- P1 understand short messages
- P2 identify basic personal details from letters or other documents
- P3 identify the likely purpose and subject of short texts by using the layout and your knowledge of a few key words
- P4 recognise common written signs or safety warnings
- P5 understand basic numerical information in menus, signs or other documents
- P6 understand requests for personal details in short forms or other documents
- P7 understand short, basic questions, invitations or requests
- P8 understand brief, basic instructions or directions
- P9 understand basic wishes, likes/preferences and dislikes

Read predictable text in familiar work situations

- P1 understand simple messages
- P2 understand specific details and numerical information
- P3 identify the purpose and main theme of a text by using visual information and familiar vocabulary
- P4 understand common written signs, safety warnings and notices
- P5 understand simple questions, invitations and requests
- P6 follow simple instructions or directions
- P7 understand simple forms
- P8 identify simple feelings or opinions, wishes and preferences

Read routine text in familiar, everyday work situations

- P1 recognise the difference between formal and informal correspondence
- P2 understand routine messages or e-mails
- P3 understand the purpose and overall theme of a text and its different sections
- P4 identify specific details and information using your knowledge of vocabulary and grammar (e.g. for time frames)
- P5 understand routine charts or diagrams
- P6 understand routine enquiries or requests
- P7 understand routine instructions or advice
- P8 understand everyday written wishes and opinions

Read varied text on a range of work topics

- P1 evaluate the relevance of a range of texts from the internet or from other

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Read

sources

- P2 understand the overall meaning of texts containing ideas, opinions and information
- P3 understand relevant details from different types of text by using your knowledge of vocabulary and key grammatical features of the language
- P4 distinguish between facts and ideas or opinions
- P5 extract accurate numerical data from a text or visual source
- P6 understand different enquiries, requests and complaints, their level of formality and their priority
- P7 follow multi-step written instructions or advice
- P8 relay written information informally from this language into your own

Read extended text on a wide range of work topics

- 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

Read complex text on a wide range of work topics

- 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

Read complex and specialist text on all relevant work topics

- P1 read and understand information, ideas and theories from complex and specialist text
- P2 skim complex and specialist text to grasp the overall meaning
- P3 scan complex and specialist text to extract full details

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- P4 identify the content, tone, significance and implied meanings of text
- P5 identify and evaluate shades of meaning in writers' choice of words
- P6 identify social references and the level of formality of the text and their implications for an accurate reading of the text
- P7 process extended passages of text with ease
- P8 relay written information informally from this language into your own

Knowledge and understanding

You need to know and understand:

BASIC

Vocabulary

- K1 a small number of words/signs in everyday use
- K2 the most important words/signs needed for your work
- K3 basic everyday connectors (e.g. 'and', 'but')
- K4 a small number of set phrases/signs expressing politeness (e.g. please and thank you, introductions, forms of address, greeting leave-taking)
- K5 days of the week, months, time, yesterday, today and tomorrow
- K6 basic numerical terms (e.g. can use 1-20 and understand 1-60)

Grammatical forms

- K7 short expressions to convey a small number of verbs in the present:
 - K7.1 I'd like /I want; I/you like/prefer; I/you have; it's... (e.g. hot/broken)
 - K7.2 a few other common verbs
- K8 basic negatives (e.g. I don't like; I'm not going)
- K9 a few common instructions (e.g. Turn right! Stop!)
- K10 a small number of questions (e.g. What is your name? When? How much? Are you...? Can I...? Can you...?)

Non-verbal cultural conventions

- K11 key non verbal polite conventions (greeting, spatial distance, touch, eye contact)

Reference sources

- K12 how to use reference sources to find out or check meaning or accuracy (e.g. glossaries, dictionaries, phrase books, basic on-line resources)

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 (and, but, also)
- K4 common set phrases expressing politeness (e.g. introductions and greetings, forms of address, leave-taking, mealtime conventions)
- K5 days of the week, months, time; yesterday, today and tomorrow
- K6 simple numerical terms (e.g. 1-100, prices, 24 hour clock, dates)

Grammatical forms

- K7 some common verbs (I /you/he/she/they ...)
- K8 simple ways to distinguish past, present and future events (e.g. using 'yesterday', or verb forms if appropriate)

- K9 simple ways to make positive and negative statements
- K10 common questions (e.g. Where? What time? Why? How many? Do you...?)
- K11 simple ways to:
 - K11.1 give an opinion (e.g. It's good! I like/prefer)
 - K11.2 ask permission ('Please can I?')
 - K11.3 give orders or instructions ('Sit down! This way! Look!')

Non-verbal cultural conventions

- K12 key non verbal polite conventions (greeting, spatial distance, touch eye contact)

Reference sources

- K13 how to use reference sources to find out or check meaning or accuracy (e.g. glossaries, dictionaries, phrase books, simple on-line resources)

ROUTINE

Vocabulary

- K1 everyday vocabulary
- K2 common words/signs and set phrases used in your work
- K3 a range of everyday connectors (e.g. 'and, but, then, because, so')
- K4 polite ways to express:
 - K4.1 forms of address, greeting, leave-taking; mealtime conventions
 - K4.2 feelings (wishes, gratitude, regret, apology)
 - K4.3 agreement and disagreement
- K5 routine numerical terms (e.g. all numbers, time, dates, quantity)

Grammatical forms

- K6 the most common ways to express past, present and future
- K7 positive and negative statements
- K8 all common question words/signs and common ways to ask questions ('Did you? Have you?')
- K9 common ways to ask permission (can, must) and give instructions (what to do and what not to do)

Cultural conventions

- K10 key everyday non verbal polite conventions (greeting, spatial distance, touch, eye contact)

Reference sources

- K11 how to use and check reference sources to find out or confirm meaning or accuracy (e.g. glossaries, phrase books, dictionaries, verb tables, simple on-line resources)

VARIED

Vocabulary

- K1 a broad general vocabulary and key work-related terms
- K2 a range of ways to link ideas and help clarity and fluency such as:
 - K2.1 connectors (conjunctions: e.g. 'although', 'as long as'; adverbs: e.g. 'however', and enumerators: e.g. 'firstly')
 - K2.2 pronouns
- K3 a 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 feeling (e.g. wishes, gratitude, regret, apology, annoyance)
- K5 numerical terms (e.g. all numbers, fractions, statistics) and ways to talk about them

Grammatical forms

- K6 how to express the present, past, future and conditional (e.g. 'I would go...')
- K7 how 'can, must, could, should and would' are expressed in this language
- K8 negatives, question forms and a range of commonly used grammatical structures
- K9 how to ask permission and give instructions with varying formality and politeness
- K10 a range of complex sentence combinations, of which some may be learned asset phrases

Cultural conventions

- K11 most common spoken/signed and non verbal polite conventions (gestures, spatial distance, touch, eye contact)

Reference sources

- K12 how to make effective use of relevant language reference sources (e.g. dictionaries, thesauruses, grammar books, on-line resources)

EXTENDED

Vocabulary

- K1 a broad general vocabulary and the technical language related to your work
- K2 a wide range of ways to link ideas and help clarity and fluency such as:
 - K2.1 most connectors (conjunctions: e.g. 'unless', 'except that', 'while'; adverbs: e.g. 'yet', 'consequently', 'in addition')
 - K2.2 all pronouns
- 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 (e.g. wishes, gratitude, regret, apology,

annoyance, criticism)

- K5 All numerical terms (e.g. numbers, fractions, percentages) and ways to talk about them

Grammatical forms

- K6 all commonly used verb forms, positive and negative:

K6.1 all tenses or ways to show time frames

K6.2 all aspects if applicable (e.g. in English I work/I am working)

K6.3 all voices and moods if applicable (e.g. passive; subjunctive)

K6.4 how to express: 'will, would, can, could, should, may, might, ought; will have, could have, should have, etc

- K7 most commonly used grammatical structures, including those which are complex

- K8 alternative terms and structures which modify style and register for different audiences and contexts

Cultural conventions

- K9 all common spoken/signed and non verbal polite conventions (facial expression and gestures, spatial distance, touch, eye contact)

Reference sources

- K10 how to make effective use of relevant language reference sources (e.g. bilingual and monolingual dictionaries, thesauruses, grammar books, on-line resources)

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

- K8 all verb forms in normal use

- K9 all grammatical structures, except the most complex or obscure

- K10 a wide range of alternative terms and structures which express standard, colloquial, formal and informal registers

Cultural conventions

K11 all spoken/signed and non verbal cultural conventions (facial expression and gestures, spatial distance, touch, eye contact, tone)

Reference sources

K12 how to make effective use of relevant language reference sources (e.g. bilingual and monolingual dictionaries, thesauruses, advanced grammar manuals, on-line resources)

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 all numerical terms and ways to discuss numerical data

Grammatical forms

- K6 all grammatical forms and sentence structures unless rare or archaic
- K7 how to choose the right vocabulary and structures to express standard, colloquial, formal and informal registers

Cultural conventions

K8 all spoken/signed and non verbal cultural conventions (facial expression and gestures, spatial distance, touch, eye contact, tone)

Reference sources

K9 how to make effective use of all relevant general and specialist language reference sources

Additional Information

Scope/range related to performance criteria

Read basic text on limited, familiar work topics

You can do this when reading text:

1. which is very short (e.g. up to 5 lines)
2. on familiar work and social topics
3. written with a small number of basic words and key phrases

Read predictable text in familiar work situations

You can do this when reading text:

1. of up to approximately 10 lines
2. on familiar work and social topics
3. written with common, predictable vocabulary and simple sentences

Read routine text in familiar, everyday work situations

You can do this when reading text:

1. of up to approximately 20 lines
2. on everyday work and social topics
3. written in everyday language, with common words/signs and sentence structures

Read varied text on a range of work topics

You can do this when reading text:

1. of up to three pages
2. of different kinds and on a range of work and social topics
3. written with a broad general vocabulary and a range of sentence structures

Read extended text on a wide range of work topics

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

Read complex text on a wide range of work topics

You can do this when reading text:

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Read

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

Read complex and specialist text on all relevant work topics

You can do this when reading text:

1. of any length, type or complexity
2. in all relevant work and social situations

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Read

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Validity Current

Status Original

Originating organisation CILT

Original URN CILTR

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

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Read

Agricultural Trades; Metal Forming, Welding and Related Trade; Metal Machining, Fitting and Instrument ; Vehicle Trades; Electrical Trades; Construction Trades; Building Trades; Textile and Garment 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

UK Occupational Language Standards 2010

Key words

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