

English Language Competency Framework

(Revised April 2008)

INTERMEDIATE A ENGLISH (LEVEL 4)

SPEAKING AND LISTENING OUTCOMES	READING OUTCOMES	WRITING OUTCOMES
<p>S1. Talks about the past, present and future Common work and non-work related actions and situations. Includes facts, routines and actions happening now; actions completed in the past including talking about recently completed activities and describing incidents in the past; future plans and predictions.</p> <p>S2. Gives and asks for numerical information Common work and non-work related topics and situations Information includes whole numbers in hundreds of millions; decimals and fractions; percentages; units of length, area, capacity, weight and temperature.</p> <p>S3. Gives detailed descriptions of objects Gives detailed descriptions of familiar work and non-work related objects. Includes giving definitions of objects (name, class, functions, appearance and properties).</p> <p>S4. Describes processes and procedures Descriptions of work and non-work related processes and procedures. Processes include a simplified industrial process (e.g. refining oil). Procedures include office and safety procedures.</p>	<p>R1. Reads extended warning notices Longer work and non-work related safety notices with a set of instructions.</p> <p>R2. Finds information in text Identifying specific information and main ideas in simplified work- and non work-related texts. Includes finding relevant information in several short texts. Also includes personal response to content, giving reasons for opinion.</p> <p>R3. Finds information in diagrams Common topics and situations. Diagrams include tables, bar charts, pie charts, line graphs and flow charts. Includes finding relevant information in several sets of data.</p>	<p>W1. Writes a work-related memo A basic memo in paragraphs, where applicable. Memos requesting action and giving information.</p> <p>W2. Writes an incident report Reports in simple paragraphs, where applicable, on events or incidents. Describes the sequence of events and immediate action taken in response to the incident. Includes details of people involved, location, time and nature of the incident.</p> <p>W3. Takes notes from speech Common work related topics and situations. Situations include taking notes from a simple briefing or training session. Includes taking notes of key words, numbers and alphanumeric codes.</p>