

# English Language Competency Framework

(Revised April 2008)

## UPPER INTERMEDIATE ENGLISH (LEVEL 6B)

SPEAKING AND LISTENING OUTCOMES	READING OUTCOMES	WRITING OUTCOMES
<p><b>S1. Chairs meetings &amp; discussions</b> Runs a work related meeting using appropriate language, conventions and procedures Successful management of the meeting includes clarifying the purpose of the meeting, maintaining the focus of the meeting, managing participants' input, observing time constraints, producing action points and decisions, and orally summarising the proceedings.</p> <p><b>S2. Participates in meetings</b> Contributes in meetings using the appropriate language, conventions and procedures. Expresses relevant opinions concisely and effectively.</p>	<p><b>R1. Finds information in text</b> Identifying specific information and detail; identifying main and supporting ideas; summarising; understanding argument. Also includes identifying opinion/attitude and making inferences</p>	<p><b>W1. Takes and generates accurate minutes of meetings</b> Produces a concise record of the proceedings of a meeting, employing standard language of minute taking. Minutes to be produced on template on computer.</p> <p><b>W2. Prepares a written agenda</b> Produces a written agenda of a planned meeting, listing the presenters of each item, and the estimated time allocation for each item. Produced on template on computer.</p> <p><b>W3. Presents a written argument</b> Produces a written argument of at least 150 words on a given work-related topic. Ideas to be organised clearly, giving examples to support the argument. Includes recommendations, where applicable.</p>