

English Language Competency Framework

(Revised April 2008)

INTERMEDIATE B ENGLISH (LEVEL 5)

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 actions which started in the past and still continue; future plans and arrangements.</p> <p>S2. Describes diagrams Description of graphs charts and tables depicting work-related data or information of general interest. Includes identification of trends, where applicable.</p> <p>S3. Describes detailed processes and procedures Work-related processes include simplified descriptions of industrial processes (oil to petrol, gas to fertiliser etc.). Procedures include more detailed office and safety procedures.</p> <p>S4. Gives a short presentation Work and non-work related topics. Talk presented to small group, class or guests.</p>	<p>R1. Reads extended instructions and warning notices More detailed work and non-work related safety signs with a set of instructions including preventative measures where applicable. Also includes a set of work and non-work related written instructions (e.g. security awareness at the workplace).</p> <p>R2. Finds information in text Identifying specific information, summarising main ideas, and inferring unstated meanings. Also includes personal response to content, giving detailed reasons for opinion.</p> <p>R3. Finds information in diagrams Information includes numerical and nonnumerical information relating to work and non-work related topics and situations. Diagrams with several sets of data include tables, bar charts, pie charts, line graphs, flow charts and plans and organigrams. Includes identification of trends.</p>	<p>W1. Writes emails and memos Work related emails. Memos request action and/or give information.</p> <p>W2. Writes incident reports Routine reports on events or incidents. Writes a set of recommendations based on an incident report.</p> <p>W3. Writes about diagrams Graphs, charts, tables and flow diagrams showing work-related data or information of general interest. Description of diagrams in two simple paragraphs: an introduction and a short description of the information in the diagram. Includes identification of trends, where applicable.</p> <p>W4. Takes notes from speech Work related topics and situations. Takes notes from an extended briefing, training session or short presentation, and writes them up to communicate the key information.</p>