Title:	Understand extended spoken (.....) in a wide range of work situations
Level:	4
Credit value:	
Learning outcomes ***The learner will:***	**Assessment criteria** ***The learner can:***
1. Be able to understand social and work-related interaction	1.1 Follow all spoken and non-verbal cultural conventions 1.2 Identify the style and register of language used
2. Be able to understand spoken communication delivered at normal speed and over extended periods in a wide range of work situations	2.1 Respond to a. questions or enquiries b. comments or responses 2.2 Identify a. the general meaning of presentations and reports b. specific details from presentations and verbal reports c. arguments or lines of reasoning d. detailed instructions or advice – recognising their urgency or priority e. a wide range of feelings f. opinions or values 2.3 Follow all common variations in pronunciation 2.4 Recognise humour used in spoken communication 2.5 Relay information from (.....) into his/her own language
3. Be able to understand a broad range of general vocabulary and technical language	3.1 Recognise: a. a broad general vocabulary b. technical language related to his/her work c. a wide range of linking and sequencing words d. all pronouns e. the language of numerical data and statistical information
4. Be able to understand a broad range of grammatical forms	4.1 Recognise: a. all verb forms b. positive and negative ways of expressing intention, permission, possibility and obligation c. most commonly used grammatical structures d. alternative terms and structures which modify style and register for different audiences and contexts

5. Be able to use reference sources	5.1 Use language reference sources effectively to clarify and confirm meaning of words in extended speech
Additional information about the unit	
Unit aim(s)	The aim of this unit is to enable the candidate to understand extended (…….) in the context of a wide range of work situations. This will include all everyday social interactions as well as presentations and discussions, and the successful learner will be able to follow information, feelings, opinions and reasoned arguments.

Title:	Speak extended (…….) in a wide range of work situations
Level:	4
Credit value:	

Learning outcomes ***The learner will:***	**Assessment criteria** ***The learner can:***
1. Be able to maintain social and work-related contact with a speaker of (.....)	1.1 Maintain contact by: a. striking up conversation in social settings b. maintaining conversation smoothly c. contributing spontaneously to meetings or discussions d. developing ideas or arguments in response to the contributions of others e. finding alternative ways to express unfamiliar terms 1.2 Use most spoken and non verbal cultural conventions
2. Use extended language to communicate on most aspects of day-to-day work	2.1 Make prepared presentations using factual information to support theories and ideas 2.2 Express: a. proposals or suggestions b. instructions or advice c. requests or enquiries d. a wide range of beliefs or opinions e. a wide range of feelings 2.3 Relay information from his/her own language into (…….) 2.4 Maintain fluency in extended contributions 2.5 Maintain accuracy in shorter contributions 2.6 Use accurate pronunciation and stress
3. Be able to use a broad range of general vocabulary and technical language	3.1 Use: a. a broad general vocabulary b. technical language related to his/her work c. a wide range of linking and sequencing words d. all pronouns g. the language of numerical data and statistical information

4. Be able to use a broad range of grammatical forms	4.1 Use: a. all verb forms b. positive and negative ways of expressing intention, permission, possibility and obligation c. most commonly used grammatical structures d. alternative terms and structures which modify style and register for different audiences and contexts
5. Be able to use reference sources	5.1 Use language reference sources effectively to clarify and confirm meaning of words in extended speech
Additional information about the unit	
Unit aim(s)	The aim of this unit is to enable the candidate to speak extended (…….) in the context of a wide range of work situations. This will include all everyday social interactions as well as presentations and discussions, and the successful learner will be able to communicate information, feelings and opinions.

Title:	Read extended (.....) text in a wide range of work situations
Level:	4
Credit value:	

Learning outcomes ***The learner will:***	**Assessment criteria** ***The learner can:***
1. Be able to understand extended work-related texts in (.....)	1.1 Follow in detail extended texts from a wide range of sources and on a wide range of topics
2. Be able to understand extended communications written in (.....)	2.1 Analyse extended communications by: a. extracting the overall meaning b. "skimming" to assess their usefulness c. extracting specific information on a wide variety of topics d. identifying opinions from material which combines these with other types of information d. following detailed instructions or requirements, recognising their urgency or priority e. identifying the register, style and purpose of extended texts f. drawing inferences from reading material which may include graphs, charts or tables 2.2 Relay information read in (.....) into his/her own language
3. Be able to understand a broad range of general vocabulary and technical language	3.1 Recognise: a. a broad general vocabulary b. technical language related to his/her work c. a wide range of linking and sequencing words d. all pronouns e. the language of numerical data and statistical information

4. Be able to understand a broad range of grammatical forms	4.1 Recognise the meaning of a range of grammatical forms a. all verb forms b. positive and negative ways of expressing intention, permission, possibility and obligation c. most commonly used grammatical structures d. alternative terms and structures which modify style and register for different audiences and contexts
5. Be able to use reference sources	5.1 Use language reference sources effectively to clarify and confirm meaning of words in extended texts
Additional information about the unit	
Unit aim(s)	The aim of this unit is to enable the candidate to understand extended (…….) in the context of a wide range of work situations. This will include a wide range of textual sources as well and the successful learner will be able to follow information, feelings and opinions in some detail.

Title:	Write extended (…….) text in a wide range of work situations
Level:	4
Credit value:	

Learning outcomes ***The learner will:***	**Assessment criteria** ***The learner can:***
1. Be able to write extended social and work-related correspondence	1.1 Write, following accepted conventions, a wide range of a. work-related correspondence b. social correspondence
2. Be able to communicate in extended written (.....) for different audiences and on a wide range of topics	2.1 Write: a. extended arguments which draw on factual information and supporting evidence b. detailed and extended plans or proposals c. detailed and extended instructions or advice 2.2 Relay information from his/her own language into written (.....) 2.3 Maintain written accuracy over extended passages of text
3. Be able to use a broad range of general vocabulary and technical language	3.1 Use: a. a broad general vocabulary b. technical language related to his/her work c. a wide range of linking and sequencing words d. all pronouns g. the language of numerical data and statistical information
4. Be able to use a broad range of grammatical forms	4.1 Use: a. all verb forms b. positive and negative ways of expressing intention, permission, possibility and obligation c. most commonly used grammatical structures d. alternative terms and structures which modify style and register for different audiences and contexts
5. Be able to use reference sources	5.1 Use language reference sources effectively to clarify and confirm meaning of words in extended texts
Additional information about the unit	

Unit aim(s)	The aim of this unit is to enable the candidate to write extended (…….) in the context of a wide range of work situations. This will include the communication of instructions, advice, plans, proposals and arguments which draw on supporting factual information.