

**Unit Title:** Write extended  
(English/French/German/Italian/Spanish/Mandarin Chinese)  
text in a wide range of work situations

**Level:** 4

**Credit value:** 10 (16 – Mandarin Chinese)

**Guided learning hours:** 25 (40 – Mandarin Chinese)

## Unit purpose and aim

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The aim of this unit is to enable the candidate to write extended (English/French/German/Irish/Italian/Spanish/Mandarin Chinese) 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.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p><b>The Learner will:</b></p> <p>1 Be able to write extended social and work-related correspondence</p>	<p><b>The Learner can:</b></p> <p>1.1 Write, following accepted conventions, a wide range of</p> <p>a. work-related correspondence</p> <p>b. social correspondence</p>	<ul style="list-style-type: none"> <li>• K1. Vocabulary to deal with most matters within your area of work</li> <li>• K2. Current colloquialisms used in business and social contexts</li> <li>• K3. A wide range of less commonly-used technical terms relevant to your area of work</li> <li>• K4. Most ways to link ideas, make your argument easier to follow and help clarity, precision and fluency</li> <li>• K5. A wide range of different forms of address, leave taking and other polite conventions to suit different occasions and degrees of formality</li> <li>• K6. Ways to express all feelings</li> <li>• K8. All verb forms in normal use</li> <li>• K9. All grammatical structures, except the most complex or obscure</li> </ul>
<p><b>Learning Outcomes</b></p>	<p><b>Assessment Criteria</b></p>	<p><b>Knowledge, understanding and skills</b></p>

		<ul style="list-style-type: none"> <li>• K10. A wide range of alternative terms and structures which express standard, colloquial, formal and informal registers</li> </ul>
<p>2 Be able to communicate in extended written (.....) for different audiences and on a wide range of topics</p>	<p>2.1 Write:</p> <ul style="list-style-type: none"> <li>a. extended arguments which draw on factual information and supporting evidence</li> <li>b. detailed and extended plans or proposals</li> <li>c. detailed and extended instructions or advice</li> </ul> <p>2.2 Relay information from his/her own language into written (.....)</p> <p>2.3 Maintain written accuracy over extended passages of text</p>	<ul style="list-style-type: none"> <li>• K1. Vocabulary to deal with most matters within your area of work</li> <li>• K2. Current colloquialisms used in business and social contexts</li> <li>• K3. A wide range of less commonly-used technical terms relevant to your area of work</li> <li>• K4. Most ways to link ideas, make your argument easier to follow and help clarity, precision and fluency</li> <li>• K5. A wide range of different forms of address, leave taking and other polite conventions to suit different occasions and degrees of formality</li> <li>• K6. Ways to express all feelings</li> <li>• K7. All numerical terms and ways to discuss numerical data</li> <li>• K8. All verb forms in normal use</li> <li>• K9. All grammatical structures, except the most complex or obscure</li> <li>• K10. A wide range of alternative terms and structures which express standard, colloquial, formal and informal registers</li> </ul>

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p>3 Be able to use a broad range of general vocabulary and technical language</p>	<p>3.1 Use:</p> <ul style="list-style-type: none"> <li>a. a broad general vocabulary</li> <li>b. technical language related to his/her work</li> <li>c. a wide range of linking and sequencing words</li> <li>d. all pronouns</li> <li>g. the language of numerical data and statistical information</li> </ul>	<ul style="list-style-type: none"> <li>• K1. Vocabulary to deal with most matters within your area of work</li> <li>• K2. Current colloquialisms used in business and social contexts</li> <li>• K3. A wide range of less commonly-used technical terms relevant to your area of work</li> <li>• K4. Most ways to link ideas, make your argument easier to follow and help clarity, precision and fluency</li> <li>• K5. A wide range of different forms of address, leave taking and other polite conventions to suit different occasions and degrees of formality</li> <li>• K6. Ways to express all feelings</li> <li>• K7. All numerical terms and ways to discuss numerical data</li> </ul>
<p>4 Be able to use a broad range of grammatical forms</p>	<p>4.1 Use:</p> <ul style="list-style-type: none"> <li>a. all verb forms</li> <li>b. positive and negative ways of expressing intention, permission, possibility and obligation</li> <li>c. most commonly used grammatical structures</li> <li>d. alternative terms and structures which modify style and register for different audiences and contexts</li> </ul>	<ul style="list-style-type: none"> <li>• K8. All verb forms in normal use</li> <li>• K9. All grammatical structures, except the most complex or obscure</li> <li>• K10. A wide range of alternative terms and structures which express standard, colloquial, formal and informal registers</li> </ul>
<p>5 Be able to use reference sources</p>	<p>5.1 Use language reference sources effectively to clarify and confirm meaning of words in extended texts</p>	<ul style="list-style-type: none"> <li>• K12. How to make effective use of relevant language reference sources (e.g. bilingual and monolingual dictionaries, thesauruses, advanced grammar manuals, on-line resources).</li> </ul>

### Assessment of performance

Qualifications based on The UK Occupational Language Standards accredit candidates' ability to use their language skills for work. Assessment should therefore focus on the practical language skills and language knowledge they need to be able to carry out their work effectively. Assessment may take place through:

- direct observation of the candidate
- scrutiny of recorded or written material.

It may also be appropriate for **part** of the assessment to include witness testimony from others who either have the language skills to testify or who have seen the outcome of the candidate's language skills. Knowledge of grammar and vocabulary should mainly be assessed through practical use. However, a small amount of additional testing may be appropriate to ensure knowledge is secure.

### Simulation

#### In the workplace

Candidates may be working in environments which require confidentiality, or where the language assessed is not being used on a regular basis. Assessors may be language trainers not based in the workplace. It may therefore not be possible to assess candidates' competence through normal working practice. In these situations, assessment in a simulated environment is acceptable.

#### In the classroom

Language can occur naturally even though the environment may be simulated (e.g. set up by a trainer in the classroom). Simulations must be aligned to the potential or actual workplace environment. This will include social situations.

### Meeting individual needs

- It is important that where assessment is not taking place at work, simulations are relevant to the needs of the candidates, and their reason for learning the language.
- The four skills are assessed individually (though they may be linked), to allow candidates to achieve in different skills at different levels, or to take some skills and not others.
- Candidates with learning difficulties and/or disabilities are positively encouraged to make use of qualifications based on the UK Occupational Language Standards. Assessors will need to be flexible in their approach to assessment methods, to suit individual circumstances.
- Some candidates may be unable to follow/recognise all cultural conventions because of a disability. In these cases, a common sense approach is needed, and a discussion with the awarding body if in doubt.

- Building a portfolio allows candidates to take assessments when they are ready, and candidates will need different levels of support in order to reach the level.
- The key question for the assessor should always be:

**Would the candidate be able to use the language successfully in the workplace at the level required?**

### **Minimum evidence requirements**

Learning outcomes and assessment criteria for the NVQ units are based on the 2010 UK Occupational Language Standards performance criteria and Knowledge criteria. The UK Occupational Language Standards provide useful additional guidance, and should be used in conjunction with the qualification units.

### **All assessment criteria must be fully met.**

In practice, this means that all will have been fully covered at least once, and many much more, in order to cover an adequate range of use. Where assessment takes place through simulated assignments, it is good practice (and more efficient) for the skills to be linked together, as they might be in the workplace. A single situation might give rise to a number of linked tasks.

- **All** evidence for assessment criteria relating the performance criteria of the UKOLS must be gathered through the relevant skill for that unit (Understand, Speak/Sign, Read or Write).
- **At least one** example for each of the Assessment criteria relating to vocabulary and grammatical forms must be gathered through the relevant skill. However, as these derive from the Knowledge section of the UKOLS, which is common to all four skills, further examples may be gathered across other skills and, if appropriate, through questioning or testing.

### **Writing**

- As a general guide, evidence is likely to include a minimum of three pieces at entry level, four pieces at level 1, five pieces at level 2, six at level 3 and eight at level 4.
- In order to cover the assessment criteria fully, more than this may be needed.
- Evidence does not need to be handwritten, and for work purposes, it is expected that most would be word processed. If work has been redrafted with teacher support or correction to produce perfect copy, candidates should include worked versions in portfolios.

You should refer to the 'Admin Guide: Vocational Qualifications (A850)' for Notes on Preventing Computer-Assisted Malpractice.