

## Asset Languages for the World of Work - Preliminary Content Specification

Asset World of Work assessments focus on language taught and used within a general work context. The following list of language functions gives some examples of the types of language structures and vocabulary that could be used in the assessments. It is not an exhaustive list but is designed to give an indication of the World of Work test content.

Asset World of Work assessments are available at both Preliminary and Intermediate stages. This content specification focuses on Preliminary only. At the Intermediate stage, similar functions are assessed and build on Preliminary by broadening the range of language structures used.

Language functions	Examples of language
taking part in social situations	<ul style="list-style-type: none"> <li>▪ Good Morning, I am .....</li> <li>▪ How are you?</li> </ul>
repairing communication	<ul style="list-style-type: none"> <li>▪ I don't understand</li> <li>▪ Please repeat that</li> </ul>
giving information	<ul style="list-style-type: none"> <li>▪ Our office is open from 8am</li> <li>▪ We are closed on Saturdays</li> </ul>
asking / answering questions	<ul style="list-style-type: none"> <li>▪ Where is the entrance/exit?</li> <li>▪ How much does it cost?</li> </ul>
describing	<ul style="list-style-type: none"> <li>▪ The office is very warm today</li> <li>▪ Carlos is Spanish</li> </ul>
asking for and giving opinions	<ul style="list-style-type: none"> <li>▪ Do you like the new office?</li> <li>▪ I don't like the food in the canteen</li> </ul>
following / giving instructions	<ul style="list-style-type: none"> <li>▪ Reception is on the ground floor</li> <li>▪ Out of order</li> </ul>
asking for things	<ul style="list-style-type: none"> <li>▪ I would like two tickets</li> <li>▪ Do you have a double room?</li> </ul>
expressing ability	<ul style="list-style-type: none"> <li>▪ I speak three languages</li> <li>▪ I can type</li> </ul>
using numbers and expressing quantity	<ul style="list-style-type: none"> <li>▪ It costs 20 Euros</li> <li>▪ There are a lot of new customers</li> </ul>
expressing time	<ul style="list-style-type: none"> <li>▪ The meeting is on Friday at 3 o'clock</li> <li>▪ The new manager starts in May</li> </ul>
agreeing / disagreeing	<ul style="list-style-type: none"> <li>▪ That's right</li> <li>▪ That is not correct</li> </ul>
comparing	<ul style="list-style-type: none"> <li>▪ The train is quicker</li> <li>▪ This hotel is the cheapest</li> </ul>
giving reasons	<ul style="list-style-type: none"> <li>▪ John is not in the office because he is ill</li> <li>▪ I like my job because it's interesting</li> </ul>
expressing preferences	<ul style="list-style-type: none"> <li>▪ I would like to go home at 6pm</li> <li>▪ I don't want a single room</li> </ul>
making and responding to suggestions	<ul style="list-style-type: none"> <li>▪ Let's meet at 10am</li> <li>▪ That's fine/That's okay</li> </ul>
expressing obligation and lack of obligation	<ul style="list-style-type: none"> <li>▪ You must start at 9am</li> <li>▪ You don't have to wear a uniform</li> </ul>
expressing feelings and emotions	<ul style="list-style-type: none"> <li>▪ Thanks for your help</li> <li>▪ I'm sorry</li> </ul>