

## Asset Languages - Languages for the World of Work: specification Preliminary



The following should be used as guidance on the content of Asset Languages Preliminary External Assessment and Teacher Assessment materials. Asset Languages for the World of Work tests focus on language taught and used within a general work context. The following shows how the functions listed in the general specifications can be used in the assessments. This list is not exhaustive but is designed to give an indication of the test content.

Learners should also be familiar with the functions and examples given in the Preliminary specifications.

Function	Example situations where functions might be used in the Applied context	Example key vocabulary and structures	Example language
<b>taking part in social situations</b>	<b>Productive and receptive.</b>		
	Introducing yourself to new colleagues and responding to their introductions. Introducing yourself in a formal meeting/start of a presentation/to a customer/client. Thanking a colleague/supervisor/manager/customer/client. Welcoming a foreign visitor. Apologising for late arrival.	Personal & job titles. Key tasks in a job role. Personal information, e.g. family, hobbies. Formal introductions.	<ul style="list-style-type: none"> <li>▪ Welcome to company x.</li> <li>▪ I work in the finance department.</li> <li>▪ I live in....</li> <li>▪ I am married.</li> <li>▪ I have two children.</li> <li>▪ I'm sorry I am late.</li> </ul>
<b>repairing communication</b>	<b>Productive and receptive.</b>		
	Checking instructions have been understood Asking for clarification Asking to repeat/speak more slowly Re-stating what has been said	Interrogatives. Dates & times. Letters of alphabet.	<ul style="list-style-type: none"> <li>▪ Is this correct?</li> <li>▪ Please speak more slowly.</li> <li>▪ Can you repeat that please?</li> <li>▪ How do you spell that?</li> </ul>

<b>giving information</b>	<b>Productive and receptive</b>		
	<p>Completing a simple form with personal details, e.g. a personnel form, membership form.</p> <p>Filling in a simple C.V.</p> <p>Handling straightforward client/customer enquiries.</p> <p>Giving simple factual information.</p>	<p>Common work schedules.</p> <p>Commonly occurring locations.</p> <p>Personal information.</p>	<ul style="list-style-type: none"> <li>▪ Our office is open from 8 am.</li> <li>▪ We are closed on Saturdays.</li> <li>▪ There is a car park in the centre.</li> </ul>
	<b>Receptive only</b>		
	<p>Explaining basic work schedules, daily routines, safety rules.</p>	<p>Commonly occurring work related services/products.</p> <p>Job titles &amp; departments.</p>	<ul style="list-style-type: none"> <li>▪ There is a fire drill on Tuesday at 11 am</li> </ul>
<b>asking questions</b>	<b>Productive and receptive</b>		
	<p>Finding out where things are.</p> <p>Finding out how to carry out tasks/procedures.</p> <p>Finding out about who does what in an organisation. Asking for information on basic safety at work.</p>	<p>Question words.</p> <p>Vocabulary for describing location, position, directions, cost, time.</p> <p>Everyday items in the work place.</p>	<ul style="list-style-type: none"> <li>▪ Where is the fire exit?</li> <li>▪ Do I have to wear a uniform?</li> <li>▪ What time does your office close?</li> <li>▪ What time can I leave?</li> </ul>
<b>describing</b>	<b>Productive and receptive</b>		
	<p>Describing a company e.g. size, products, and departments.</p> <p>Describing people, places and objects relevant to the workplace, e.g. lost property, a tourist destination.</p>	<p>Job titles</p> <p>Names of different departments.</p>	<ul style="list-style-type: none"> <li>▪ We have 6 departments</li> <li>▪ There are 50 employees</li> <li>▪ I work in Marketing.</li> </ul>

<b>describing</b>	Describing what your job is, including work routines, working hours.	Adjectives for describing people, places & objects. e.g. size, colour, shape, nationality.	<ul style="list-style-type: none"> <li>▪ (name of town) has a big cathedral and an important university.</li> <li>▪ I work from 9 to 5 from Monday to Friday.</li> <li>▪ Carlos is Spanish.</li> <li>▪ The Head Office is in Germany.</li> </ul>
<b>asking for and giving opinions</b>	<b>Productive and receptive</b>		
	Saying what you like/dislike about your job/place of work. Asking a colleague what s/he thinks.	Questions to elicit opinions. Phrases to express degrees of liking and disliking.	<ul style="list-style-type: none"> <li>▪ I like the boss.</li> <li>▪ I don't like the food in the canteen.</li> <li>▪ What do you think about the new office?</li> </ul>
<b>following / giving instructions</b>	<b>Productive and receptive</b>		
	Giving simple instructions about everyday work activities, e.g. job completion by a deadline. Asking for/understanding directions including receiving and giving simple phone and voicemail messages.	Vocabulary relevant to workplace, e.g. equipment, stationery. Dates & times. Phone related vocabulary & phrases. Vocabulary for location, position, directions.	<ul style="list-style-type: none"> <li>▪ One moment please</li> <li>▪ I need this report by Monday please.</li> <li>▪ Would you call Mr. X please?</li> </ul>

<b>following / giving instructions</b>	<b>Receptive only</b>		
	<p>Reading and following clear instructions about job-related tasks or equipment in the workplace.</p> <p>Reading and following clear instructions about simple, everyday Health &amp; Safety matters.</p> <p>Addresses.</p> <p>Understanding simple signs/notices found in the workplace.</p>		<ul style="list-style-type: none"> <li>▪ Where is the Head Office?</li> <li>▪ I need this report by Monday please.</li> <li>▪ Danger!</li> <li>▪ Out of Order.</li> </ul>
<b>asking for things</b>	<b>Productive and receptive</b>		
	<p>Requesting an item from a colleague/manager in order to carry out a task.</p> <p>Placing a simple order.</p> <p>Purchasing an item/service, e.g. tickets.</p>	<p>Vocabulary for key basic items in the workplace, e.g equipment, stationery.</p> <p>Vocabulary related to a particular service/item.</p> <p>Phrases for requests.</p>	<ul style="list-style-type: none"> <li>▪ Could you give me some more paper please?</li> <li>▪ Can I have the key to the office please?</li> <li>▪ I'd like two return tickets.</li> <li>▪ I want to order 50 boxes, ref. X22</li> </ul>
<b>expressing ability</b>	<b>Productive and receptive</b>		
	<p>Describing personal and work-related skills and abilities e.g. at a job interview.</p>	<p>Personal qualities &amp; skills.</p> <p>Structures for expressing ability.</p>	<ul style="list-style-type: none"> <li>▪ I speak three languages.</li> <li>▪ I can type.</li> <li>▪ I have a driving licence.</li> </ul>

<b>using numbers and expressing quantity</b>	<b>Productive and receptive</b>		
	Giving and receiving prices/phone numbers. Placing an order. Talking about costs and amounts.	Numbers & conventions involved, e.g. large numbers, units of currency, percentages, cardinal and ordinal numbers.  Plurals.	<ul style="list-style-type: none"> <li>▪ We'd like 100 units.</li> <li>▪ It costs £2.50.</li> </ul>
<b>expressing time</b>	<b>Productive and receptive</b>		
	Arranging an appointment. Discussing a basic production schedule, timetables, delivery dates.	Time expressions. Days & months. Numbers.	<ul style="list-style-type: none"> <li>▪ How about 3 o'clock on Friday afternoon?</li> <li>▪ The new system starts in May.</li> </ul>
<b>agreeing / disagreeing</b>	<b>Productive and receptive</b>		
	Talking to a customer/colleague.	Phrases to express agreement or disagreement.	<ul style="list-style-type: none"> <li>▪ I agree with you.</li> <li>▪ I'm sorry, I disagree.</li> </ul>
<b>comparing</b>	<b>Productive and receptive</b>		
	Comparing products & services/cost/size/quality/distance / places/transport.	Words to describe common products & services in the work environment.  Comparatives and superlatives.	<ul style="list-style-type: none"> <li>▪ The train is quicker.</li> <li>▪ This one is the cheapest.</li> <li>▪ The smaller box is more expensive.</li> </ul>

<b>giving reasons</b>	<b>Productive and receptive</b>		
	Dealing with a simple complaint. Explaining a delay. Simple explanation of choice, e.g. product/job/hotel/transport.	Linking words to express reasons, e.g. because	<ul style="list-style-type: none"> <li>▪ I'm sorry; it's late because I was ill.</li> <li>▪ I prefer this one (because) it's nearer.</li> </ul>
<b>expressing preferences</b>	<b>Productive and receptive</b>		
	Preferences about working hours & breaks, job role & tasks involved, product to be ordered, etc. Choices regarding food & drink.	Phrases to express choice/preference Comparatives and superlatives Food & drink. Leisure & sports services.	<ul style="list-style-type: none"> <li>▪ I'd like to start at 9.30 a.m.</li> <li>▪ I like swimming best.</li> <li>▪ I prefer the pasta please.</li> <li>▪ I don't want a return ticket.</li> </ul>
<b>making and responding to suggestions</b>	<b>Productive and receptive</b>		
	Suggestions about free time/leisure activities Making simple contributions to meetings.	Phrases for suggestions/offers Vocabulary for leisure activities. Vocabulary to describe quality	<ul style="list-style-type: none"> <li>▪ Shall we meet at 8.00 at the restaurant?</li> <li>▪ You did that very well.</li> <li>▪ It's an excellent system.</li> <li>▪ All three ideas are interesting.</li> </ul>
<b>expressing obligation and lack of obligation</b>	<b>Productive and receptive</b>		
	Asking about/explaining simple workplace rules and regulations, e.g. working hours/dress code	Expressing obligation and lack of obligation Working hours	<ul style="list-style-type: none"> <li>▪ You must/have to start at 9.00 a.m.</li> <li>▪ What do I have to do?</li> <li>▪ It's not necessary to do that now.</li> </ul>

<b>expressing feelings and emotions</b>	<b>Productive and receptive</b>		
	<p>Complaining and/or expressing satisfaction about a product/service/job.</p> <p>Apologising for poor service (e.g. late delivery/faulty product).</p>	<p>Simple phrases to convey complaint</p> <p>Simple structures for expressing apology</p> <p>Adjectives to describe feelings and emotions, e.g. happy, unhappy etc.</p>	<ul style="list-style-type: none"> <li>▪ I am not happy about this. This is a serious / big problem.</li> <li>▪ I am sorry for the problem / delay.</li> <li>▪ She is a good boss.</li> </ul>
<b>talking about the present</b>	<b>Productive and receptive</b>		
	<p>Describing daily routines.</p> <p>Describing simple work schedules.</p>	Vocabulary and structures to talk about systems and processes	<ul style="list-style-type: none"> <li>▪ We have a break at 10.30 and lunch is at 13.00.</li> <li>▪ The company produces 10,000 units per hour.</li> </ul>
<b>talking about time elapsed</b>	<b>Receptive only</b>		
	Asking about working experience	Structures to ask about time elapsed	<ul style="list-style-type: none"> <li>▪ How long have you been working here?</li> </ul>
	<b>Productive and receptive</b>		
	Talking about working experience	Vocabulary and structures to answer about time elapsed	<ul style="list-style-type: none"> <li>▪ For 3 months</li> <li>▪ Since February</li> </ul>
<b>talking about the future</b>	<b>Productive and receptive</b>		
	Describing personal plans, e.g. careers.	Vocabulary and structures to talk about future time	<ul style="list-style-type: none"> <li>▪ I will / I'm going to do it as soon as possible.</li> </ul>

<p><b>talking about the future</b></p>	<p>Describing company/organisation plans, e.g. new developments.</p> <p>Describing everyday diary arrangements.</p>		<ul style="list-style-type: none"> <li>▪ The new production system will start /starts next year.</li> <li>▪ The meeting is (going to be) in Room 1</li> </ul>
<p><b>talking about the past</b></p>	<p><b>Receptive only</b></p> <p>Describing an event in the past, e.g. a simple account of an accident at work, a situation giving rise to a complaint.</p> <p>Describing previous work experience.</p>	<p>Vocabulary and structures to talk about the past.</p>	<ul style="list-style-type: none"> <li>▪ He has had an accident. He fell (on the glass).</li> <li>▪ We sent the packet last week.</li> <li>▪ I've worked in 3 companies. I worked in Spain for 3 months.</li> </ul>