

National Occupational Standards

Use Basic English for Employability - Variant I

Unit Code: MEP/N9991

Version: 1.0

NSQF Level: 2

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Description

This unit is about recognising and using basic, select words and phrases of English in selected, familiar contexts with no direct customer interface

Elements and Performance Criteria

Listen

To be competent, the user/individual on the job must be able to:

- PC1.** recognize familiar English words and very basic phrases concerning themselves and their family
- PC2.** recognize basic personal information from English Statements (e.g. name, age, place of residence, origin) when other people introduce themselves, provided that they speak slowly and clearly directly to him/her
- PC3.** recognise basic terminology and short phrases of English, commonly used in the selected themes and contexts, including the workplace

Speak

To be competent, the user/individual on the job must be able to:

- PC4.** speak to produce the letters of the alphabet correctly
- PC5.** use familiar everyday words and phrases of English intermittently, while speaking in mother tongue or local language on basic everyday themes and in limited, familiar contexts
- PC6.** ask and tell the day of the week, time of the day and date accurately in English
- PC7.** say yes, no, excuse me, please, thank you, sorry, as suitable to the requirement
- PC8.** ask basic questions in areas of immediate needs, using familiar everyday words and phrases of English, interspersed within mother tongue or the local language

Read

To be competent, the user/individual on the job must be able to:

- PC9.** read very basic words in English that have been taught with respect to selected themes and contexts, eg. Days of the week, direction, prices, timings.
- PC10.** read crucial health, safety, security signage, in English, at work and public places, or on gadgets and appliances, when accompanied by related images or graphics
- PC11.** read very basic registration forms in English recognizing fields that require very basic personal details: name, gender, date of birth, ID numbers, address, nationality, marital status

Write

To be competent, the user/individual on the job must be able to:

- PC12.** write very basic words in English that have been taught with respect to selected themes and contexts
- PC13.** write commonly used words for safety instructions in English
- PC14.** fill in very simple registration forms in English with very basic personal details: name, gender, date of birth, ID numbers, address, nationality, marital status

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** use of appropriate, professionally acceptable words and phrases, when interacting with others as per organisation hierarchy and protocol
- KU2.** importance of filling personal details on various forms accurately
- KU3.** key component of language Components: Reading, Writing, Listening, Speaking
- KU4.** the English Alphabet
- KU5.** English numbers in figures
- KU6.** English numbers from one to twenty in words
- KU7.** types and use of simple present and simple past tense
- KU8.** common words used in everyday and familiar contexts and select basic themes
Basic Themes: Greetings, Introductions, Professions, Time and Calendar, Weather and Seasons, Clothes, Food, Everyday Objects, Transport, Directions, Colours, Hobbies, Feelings and Emotions, Planning Ahead
Limited Familiar contexts: Family and Friends, Home and Neighbourhood, Market, Workplace, Travel
b. Limited Familiar contexts: Family and Friends, Home and Neighbourhood, Market, Workplace, Travel
nouns used to identify personal details
- KU9.** basic common pronouns, action words (verbs) and adjectives

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write letters of the English alphabet and simple words correctly
- GS2.** write simple words in English including names, other personal information, etc.
- GS3.** write numbers in figures in the Arabic Numeral script
- GS4.** write numbers up to 20 in words, in English
- GS5.** recognise English language alphabet and words
- GS6.** recognise numbers up to 100 in Arabic Numeral script
- GS7.** recognise numbers up to 20 written in words, in English
- GS8.** read basic English language phrases
- GS9.** state personal details in English accurately
- GS10.** use effective listening skills

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Listen</i>	6	15	-	-
PC1. recognize familiar English words and very basic phrases concerning themselves and their family	2	5	-	-
PC2. recognize basic personal information from English Statements (e.g. name, age, place of residence, origin) when other people introduce themselves, provided that they speak slowly and clearly directly to him/her	2	5	-	-
PC3. recognise basic terminology and short phrases of English, commonly used in the selected themes and contexts, including the workplace	2	5	-	-
<i>Speak</i>	7	31	-	-
PC4. speak to produce the letters of the alphabet correctly	2	5	-	-
PC5. use familiar everyday words and phrases of English intermittently, while speaking in mother tongue or local language on basic everyday themes and in limited, familiar contexts	2	8	-	-
PC6. ask and tell the day of the week, time of the day and date accurately in English	1	6	-	-
PC7. say yes, no, excuse me, please, thank you, sorry, as suitable to the requirement	1	6	-	-
PC8. ask basic questions in areas of immediate needs, using familiar everyday words and phrases of English, interspersed within mother tongue or the local language	1	6	-	-
<i>Read</i>	3	18	-	-
PC9. read very basic words in English that have been taught with respect to selected themes and contexts, eg. Days of the week, direction, prices, timings.	1	6	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read crucial health, safety, security signage, in English, at work and public places, or on gadgets and appliances, when accompanied by related images or graphics	1	6	-	-
PC11. read very basic registration forms in English recognizing fields that require very basic personal details: name, gender, date of birth, ID numbers, address, nationality, marital status	1	6	-	-
<i>Write</i>	4	16	-	-
PC12. write very basic words in English that have been taught with respect to selected themes and contexts	2	5	-	-
PC13. write commonly used words for safety instructions in English	1	6	-	-
PC14. fill in very simple registration forms in English with very basic personal details: name, gender, date of birth, ID numbers, address, nationality, marital status	1	5	-	-
NOS Total	20	80	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	MEP/N9991
NOS Name	Use Basic English for Employability - Variant I
Sector	Management
Sub-Sector	Professional Skills
Occupation	Generic
NSQF Level	2
Credits	TBD
Minimum Educational Qualification & Experience	
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021
Reference code on NQR	NA
NQR Version	NA
CCN Category	N/A