

Use Basic English for Employability - Variant II

Unit Code: MEP/N9992

Version: 1.0

NSQF Level: 3

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Description

This unit is about following and using basic English expressions, phrases and sentences to meet communication needs in a familiar, routine and defined contexts, with limited customer interface

Scope

This unit/tasks covers the following:

- Listening
- Speaking
- Reading
- Writing
- Grammar
- Basic Themes: Greetings, Introductions, Professions, Time and Calendar, Weather and Seasons, Clothes, Food, Everyday Objects, Transport, Directions, Colours, Hobbies, Feelings and Emotions, Planning, Entertainment, Festivals, Sports, talking on the Telephone, Etiquette in Public Places, Likes and Dislikes, Talking about the Past, Hygiene and Cleanliness, Environment, Technology
- Limited Familiar contexts: Family and Friends, Home and Neighbourhood, Market, Workplace, Travel, Study

Elements and Performance Criteria

Listen

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

- PC1.** follow English speech and questions that are very slowly and carefully articulated with long pauses for him/her to process meaning in areas of immediate priority (e.g. basic personal and family information, shopping, local geography, employment etc.)
- PC2.** follow and use some basic, formulaic English expressions used for requesting actions, expressing and acknowledging gratitude, agreeing and disagreeing, requesting and refusing
- PC3.** interpret correctly, figures, prices and times given slowly and clearly in an announcement by loudspeaker, e.g. in a promotional announcement, or at a railway station or in a shop
- PC4.** interpret correctly predictable instructions, repetitive information, in particular if the conditions of listening are good
- PC5.** interpret correctly standard recorded messages, if messages are pronounced slowly and / or clearly, are illustrated or doubled by the paper and repeated, respectively

Speak

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

- PC6.** converse with others on basic everyday themes, in limited, familiar contexts, using English language words and phrases with support from the other person through repetition, slowing pace and assisting in formulation
- PC7.** describe himself/herself (e.g. interests, likes and dislikes, goals and desires), using basic English words and formulaic expressions, provided he/she can prepare in advance, in predictable situations
- PC8.** use and interpret basic numbers in English, in everyday conversations
- PC9.** apply very basic principles of word order in short English statements
- PC10.** speak over the phone in an audible manner, using appropriate greetings, opening and closing statements in English

Read

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

- PC11.** read very short and simple English texts, picking up familiar names and basic phrases one at a time and re-reading as required, to follow key theme and message
- PC12.** recognize names, the most common words or expressions in simple situations of the everyday life: signs, handwritten indications doubled by icons, prices, schedules
- PC13.** spot and interpret correctly quantified data, proper nouns and other very simple information in a short text
- PC14.** interpret correctly texts constituted by one or two sentences, containing familiar words and expressions (postcard or instructions)

Write

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

- PC15.** write short, simple sentences in English on predictable topics
- PC16.** write short phrases and messages for immediate communication needs eg. lunch break, do not disturb, counter closed, do not touch, call at 9xxxxxxxxxxx (Phone number), etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- 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.** English numbers from one to hundred in words
- KU4.** common words used in everyday and familiar contexts and select basic themesa. Basic Themes: Greetings, Introductions, Professions, Time and Calendar, Weather and Seasons, Clothes, Food, Everyday Objects, Transport, Directions, Colours, Hobbies, Feelings and Emotions, Planning, Entertainment, Festivals, Sports, talking on the Telephone, Etiquette in Public Places, Likes and Dislikes, Talking about the Past, Hygiene and Cleanliness, Environment, Technologyb. Limited Familiar contexts: Family and Friends, Home and Neighbourhood, Market, Workplace, Travel, Study
- KU5.** nouns used to identify personal details
- KU6.** commonly used pronouns, verbs, adjectives and comparative adjectives
- KU7.** how to create questions using question tags
- KU8.** use and examples of conjunctions, modal verbs
- KU9.** common prepositions and their correct use
- KU10.** articles (a/an/the) and their correct use
- KU11.** common opening and closing phrases in telephonic communication
- KU12.** communication etiquette in public places and its importance

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 phrases and short sentences in English

- GS3.** write numbers in figures in the Arabic Numeral script
- GS4.** write numbers up to 100 in words, in English
- GS5.** recognise English language alphabets and words
- GS6.** recognise numbers in Arabic Numeral script
- GS7.** recognise numbers up to 100 written in words, in English
- GS8.** read basic English language phrases and basic sentences
- GS9.** use effective listening skills
- GS10.** speak over the phone in an audible manner with the correct pitch

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Listen</i>	3	26	-	-
PC1. follow English speech and questions that are very slowly and carefully articulated with long pauses for him/her to process meaning in areas of immediate priority (e.g. basic personal and family information, shopping, local geography, employment etc.)	-	6	-	-
PC2. follow and use some basic, formulaic English expressions used for requesting actions, expressing and acknowledging gratitude, agreeing and disagreeing, requesting and refusing	-	6	-	-
PC3. interpret correctly, figures, prices and times given slowly and clearly in an announcement by loudspeaker, e.g. in a promotional announcement, or at a railway station or in a shop	-	6	-	-
PC4. interpret correctly predictable instructions, repetitive information, in particular if the conditions of listening are good	2	4	-	-
PC5. interpret correctly standard recorded messages, if messages are pronounced slowly and / or clearly, are illustrated or doubled by the paper and repeated, respectively	1	4	-	-
<i>Speak</i>	10	25	-	-
PC6. converse with others on basic everyday themes, in limited, familiar contexts, using English language words and phrases with support from the other person through repetition, slowing pace and assisting in formulation	2	6	-	-
PC7. describe himself/herself (e.g. interests, likes and dislikes, goals and desires), using basic English words and formulaic expressions, provided he/she can prepare in advance, in predictable situations	2	5	-	-
PC8. use and interpret basic numbers in English, in everyday conversations	2	5	-	-
PC9. apply very basic principles of word order in short English statements	2	5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. speak over the phone in an audible manner, using appropriate greetings, opening and closing statements in English	2	4	-	-
<i>Read</i>	8	16	-	-
PC11. read very short and simple English texts, picking up familiar names and basic phrases one at a time and re-reading as required, to follow key theme and message	2	4	-	-
PC12. recognize names, the most common words or expressions in simple situations of the everyday life: signs, handwritten indications doubled by icons, prices, schedules	2	4	-	-
PC13. spot and interpret correctly quantified data, proper nouns and other very simple information in a short text	2	4	-	-
PC14. interpret correctly texts constituted by one or two sentences, containing familiar words and expressions (postcard or instructions)	2	4	-	-
<i>Write</i>	4	8	-	-
PC15. write short, simple sentences in English on predictable topics	2	4	-	-
PC16. write short phrases and messages for immediate communication needs eg. lunch break, do not disturb, counter closed, do not touch, call at 9xxxxxxxxxxx (Phone number), etc.	2	4	-	-
NOS Total	25	75	-	-

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N9992
NOS Name	Use Basic English for Employability - Variant II
Sector	Management
Sub-Sector	Professional Skills
Occupation	Generic
NSQF Level	3
Credits	TBD
Minimum Educational Qualification & Experience	
Version	1.0
Next Review Date	24/09/2021
CCN Category	N/A