

## Section 5: Types of discourse/texts for General, Academic and Employment contexts

What are the differences between general, academic and employment contexts / qualifications?



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NZCEL qualifications in Level 3, Level 4, and Level 5 enable language development in three settings, **academic**, **employment**, and **general**. Suggested examples of the types of discourse that can be taught and assessed at these different levels are tabled below.

- General
- Academic
- Employment

## General

Skills	Level 3	Level 4	Level 5
<b>Reading</b>	<ul style="list-style-type: none"> <li>• Personal narratives</li> <li>• Instructions and procedures</li> <li>• Short descriptive texts</li> <li>• Email and letters (for familiar purposes, e.g. invitations, requesting information)</li> <li>• Advertisements, flyers</li> <li>• Short news articles</li> </ul>	<p>All suggested texts from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• Opinion texts</li> <li>• Descriptive essays</li> <li>• Instructional guides</li> <li>• short fiction</li> <li>• informal reports</li> <li>• blog posts / online articles</li> <li>• extended news articles</li> </ul>	<p>All suggested texts from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• persuasive essays</li> <li>• formal letters</li> <li>• short novels</li> <li>• opinion columns</li> <li>• informative texts</li> <li>• instructional texts/manuals</li> </ul>
<b>Listening</b>	<ul style="list-style-type: none"> <li>• simple dialogues, daily interactions, meetings</li> <li>• basic instructions and procedures e.g. recipes, using an appliance</li> <li>• short descriptions</li> <li>• announcements</li> <li>• short talks, broadcasts</li> </ul>	<p>All suggested oral texts from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• interviews on a specific topic</li> <li>• detailed instructions</li> <li>• podcasts</li> <li>• radio shows, news reports</li> </ul>	<p>All suggested oral texts from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• speeches or debates</li> <li>• advanced instructions</li> <li>• documentaries</li> <li>• interview with experts</li> </ul>
<b>Speaking</b>	<ul style="list-style-type: none"> <li>• basic role plays of extended interactions (conversation with neighbours, government agencies, professionals, tradespeople)</li> <li>• simple descriptions (daily routine, a person, an event)</li> <li>• short presentations (e.g. about a favourite hobby, place, person, etc.)</li> </ul>	<p>All suggested activities from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• opinion sharing group discussions (agreeing or disagreeing on a topic)</li> <li>• debates on simple issues</li> <li>• interviews</li> <li>• short presentations on familiar and/or researched topics</li> </ul>	<p>All suggested activities from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• presentations on researched topics including questions and answers</li> <li>• role-plays in formal situations</li> <li>• storytelling with complex structures</li> <li>• debates</li> </ul>
<b>Writing</b>	<ul style="list-style-type: none"> <li>• simple personal narratives</li> <li>• basic instructions and procedures</li> <li>• short descriptions</li> <li>• informal emails/letters</li> <li>• personal blogs/diary entries</li> </ul>	<p>All suggested activities from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• essays (descriptive, opinion)</li> <li>• informal reports</li> </ul>	<p>All suggested activities from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• persuasive essays</li> <li>• formal letters/emails</li> </ul>

	<ul style="list-style-type: none"> <li>• opinion pieces</li> </ul>	<ul style="list-style-type: none"> <li>• writing blog posts on general topics</li> </ul>	<ul style="list-style-type: none"> <li>• extended reports on a specific topic</li> <li>• reviews (film or book reviews)</li> </ul>
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## Academic

Skills	Level 3	Level 4	Level 5
Reading	<ul style="list-style-type: none"> <li>• simple academic texts from textbooks on familiar topics</li> <li>• simple infographics/visuals with supporting texts (charts or tables)</li> <li>• summaries of articles (simpler versions of longer academic articles)</li> <li>• web-based materials</li> <li>• news articles on academic topics</li> </ul>	<p>All suggested texts from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• short academic texts explaining concepts or processes</li> <li>• short simple case studies related to academic fields</li> <li>• short research articles (simplified versions of research articles or abstracts with emphasis on main ideas and findings)</li> <li>• textbook articles/sections on a specific topic across different fields (e.g. basic economy, biology, etc.)</li> </ul>	<p>All suggested texts from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• academic journal articles</li> <li>• research papers / reports</li> <li>• textbook chapters</li> <li>• critical reviews</li> </ul>
Listening	<ul style="list-style-type: none"> <li>• academic lectures</li> <li>• academic discussions</li> <li>• talks / presentations</li> <li>• interviews</li> </ul>	<p>All suggested oral texts from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• panel discussions</li> <li>• documentaries</li> <li>• interviews with experts</li> </ul>	<p>All suggested texts from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• seminars / webinars</li> <li>• podcasts</li> <li>• panel debates</li> </ul>

<b>Speaking</b>	<ul style="list-style-type: none"> <li>• small group work</li> <li>• oral presentations</li> <li>• interactions or negotiations in academic settings (with tutors/advisors or other students)</li> <li>• describing visuals</li> </ul>	<p>All suggested activities from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• debates / defending an opinion</li> <li>• longer presentations with more detailed information followed by question and answers</li> </ul>	<p>All suggested activities from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• academic debates</li> <li>• presentation on research, explaining data and supporting arguments with evidence</li> </ul>
<b>Writing</b>	<ul style="list-style-type: none"> <li>• short paragraphs and essays</li> <li>• reports</li> <li>• summaries</li> <li>• reflective journals</li> <li>• note-taking</li> </ul>	<p>All suggested activities from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• structured essays</li> <li>• summarising academic articles</li> </ul>	<p>All suggested activities from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• persuasive essays</li> <li>• research summaries</li> <li>• formal academic reports on case studies</li> <li>• critical reviews</li> </ul>

## Employment

<b>Skills</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Reading</b>	<ul style="list-style-type: none"> <li>• job descriptions</li> <li>• workplace signs and notices</li> <li>• employee handbooks</li> <li>• emails/memos</li> <li>• manuals and instructions</li> <li>• news articles on employment related topics</li> </ul>	<p>All suggested texts from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• company policies</li> <li>• performance evaluations</li> <li>• workplace reports</li> </ul>	<p>All suggested texts from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• technical documents</li> <li>• industry reports</li> <li>• proposals and business plans</li> </ul>

<b>Listening</b>	<ul style="list-style-type: none"> <li>• workplace dialogues</li> <li>• training videos</li> <li>• announcements</li> <li>• team meetings</li> <li>• instructions</li> <li>• job interviews</li> <li>• client conversations</li> <li>• presentations</li> </ul>	<p>All suggested oral texts from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• team meetings</li> <li>• briefings</li> </ul>	<p>All suggested texts from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• professional webinars / seminars</li> <li>• workshops</li> <li>• conference calls</li> <li>• advanced presentations and pitches</li> </ul>
<b>Speaking</b>	<ul style="list-style-type: none"> <li>• workplace role-plays (interactions with clients, customers, colleagues)</li> <li>• job interviews</li> <li>• presentations</li> </ul>	<p>All suggested activities from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• team discussions</li> <li>• handling client inquiries (resolving issues, etc.)</li> </ul>	<p>All suggested activities from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• leading meetings (setting agendas, guiding discussions, etc.)</li> <li>• negotiating role-plays (contact negotiations, etc.)</li> <li>• advanced presentations and pitches</li> </ul>
<b>Writing</b>	<ul style="list-style-type: none"> <li>• CVs</li> <li>• Application letters</li> <li>• Procedures</li> <li>• Reports</li> <li>• Meeting minutes</li> <li>• Emails</li> <li>• Filling out forms</li> </ul>	<p>All suggested activities from Level 3 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• Formal emails</li> <li>• Report writing (sector analysis, project updates, etc.)</li> <li>• Meeting minutes</li> <li>• Blog posts (i.e. LinkedIn posts)</li> </ul>	<p>All suggested activities from Level 3 and 4 provided they are at the appropriate level and length, and may include:</p> <ul style="list-style-type: none"> <li>• Detailed reports</li> <li>• Proposals</li> <li>• Reviews (performance evaluations, etc.)</li> </ul>