



Competence goals

Read and write



Competence goals for reading and writing

Basic skills in reading and writing are a prerequisite for participating actively in and meeting the challenges of working life and community life today. The competence goals for reading and writing have been defined with a view to the needs for reading and writing competence that adults may have in various arenas. The starting point has been our knowledge of how reading and writing skills are normally developed, and the competence goals are meant to be guidelines in the development of reading and writing courses.

The framework – a tool in the training of basic skills for adults

Having sufficient basic skills is a decisive requirement for all other learning and competence development. For many adults the quality of the training opportunity and the way the training has been adapted will decide whether they can and wish to participate.

Level 1

Can read and write words and simple texts

The adult should be able to

- use basic strategies for decoding and spelling
- read and write short, familiar words fairly quickly
- read and write longer and unfamiliar words and short sentences by spending more time

Competence goals

Develop basic reading and writing strategies

At this level the adult should be able to

- recognise, read and write individual letters as representatives of language sounds
- split a word up into single sounds and join single sounds into words
- write words by means of analysis of sounds and pronunciation
- read and write longer words by focusing on the syllables of the word
- make use of reading aids when appropriate

Read and understand

At this level the adult should be able to

- read and understand short texts with frequent and familiar words
- find particular information in simple written material
- find specific names on a notice board
- read and understand simple instructions and user manuals when supported by illustrations
- read and understand ordinary public signs
- use a glossary to find words and spelling

Write and communicate

At this level the adult should be able to

- write short texts by means of handwriting, text messages or word processing programmes
- fill in a simple form
- write a list
- write a simple log

Level 2

Can read and write continuous texts with speed and fluency

The adult should be able to

- read and write by using automatic decoding and spelling skills
- make use of everyday texts and ordinary sources of information
- use personal reading and writing skills to perform simple, everyday tasks
- make use of strategies for active reading

Competence goals

Develop basic reading and writing strategies

At this level the adult should be able to

- read both frequent and unfamiliar words in an automatic way
- read sentences and get the implication without focusing too much on individual words
- manage both reading aloud and reading silently
- talk about the relationship between form and content of words
- recognise prefixes, roots and endings of words and know what these imply for the meaning of the word and the sentence
- identify the parts of compounds and the connection between these
- use knowledge of sentence structure and grammar when working with a text
- get an overview of texts by accounting for and summarising the content

Read and understand

At this level the adult should be able to

- read and understand well-structured texts about familiar topics in direct and clear language
- identify the main content of newspaper articles or texts about familiar topics
- read and understand notices, lists and other short information without help
- read and understand written messages
- read and follow simple written instructions and user manuals
- use a dictionary to find the meaning of unfamiliar words

Write and communicate

At this level the adult should be able to

- write fluently and at an even pace with functional handwriting and by means of word processing
- write simple instructions or messages for others
- organise texts with a heading, an introduction and a conclusion
- structure texts according to time sequences and themes and make a cohesion between sentences and paragraphs
- write short formal texts with factual information and reasoning
- have command of orthography, punctuation, a varied vocabulary and the use of various sentence constructions
- use spell check or a dictionary to check his/her own spelling

Level 3

Has good command of reading and writing as tools for work, leisure, development and learning

The adult should be able to

- read various types of text with good fluency and confidence
- write texts of various genres, express himself/herself accurately and in a varied and nuanced vocabulary
- adapt his/her reading and writing to various contexts and needs
- extract, adapt and convey information from various types of sources in a critical way

Competence goals

Develop basic reading and writing strategies

At this level the adult should be able to

- compare relevant experience and preliminary understanding with the content of a topical text
- pose relevant questions to a text
- identify various genres and literary effects
- organise the content of a text in various ways according to purpose
- use various reading techniques; skim, scan or read closely according to purpose
- reflect upon direct and indirect information in a text

Read and understand

At this level the adult should be able to

- read various documents, articles or professional texts and extract the information that is important for a particular purpose
- find specific information from various types of tables, graphs and digital texts
- sum up the main points from a text both during the reading process and afterwards
- understand the purpose of a text, including intentions that have not been clearly expressed
- assess and compare information, ideas and opinions from various sources
- judge whether the information given by one source is relevant and correct in relation to the task in question
- make profitable use of various dictionaries and encyclopaedias

Write and communicate

At this level the adult should be able to

- make a draft of a text
- write clear, detailed texts in connection with his/her professional work or his/her own interests
- write the minutes from a meeting
- write clear and concise instructions and explanations for others
- structure a text chronologically and thematically and make a cohesion between sentences and paragraphs
- write a text of high information value, structure the textual content and argue for something in simple terms
- relate critically to his/her own writing

Arenas for reading and writing

Level 1 Examples

In private and social life	In working life	In education and training
<p>Read and understand Can read street signs</p> <p>Can make sense of a bus timetable</p> <p>Can use a ticket machine for train tickets</p> <p>Can understand a simple menu in Norwegian</p> <p>Can read and understand a short message in bullet points from the children's school</p> <p>Write and communicate Can write a shopping list and a short memo</p> <p>Can fill personal information like name, address etc into a form</p> <p>Can write short messages to family members</p> <p>Can write a congratulation card with the familiar phrases</p> <p>Can write an SMS to a friend</p>	<p>Read and understand Can find specific company names on a notice board</p> <p>Can read and understand a short notice on a notice board</p> <p>Can understand the content of a short, point-by-point work instruction for a familiar task</p> <p>Can understand a short, point-by-point user manual supported by pictures or drawings</p> <p>Write and communicate Can write a shift schedule</p> <p>Can write a short and simple work log, e.g. a driver's log or a watch log</p> <p>Can fill in a simple order form for goods or services in connection with his/her own job</p>	<p>Read and understand Can read a school timetable</p> <p>Can find the title of audio books and CDs</p> <p>Can understand the content of a homework plan structured in points</p> <p>Can find his/her way in a digital audio book</p> <p>Can understand the content of a short, point-by-point message from the teacher</p> <p>Write and communicate Can write a short narrative about personal experience</p> <p>Can write a short log in connection with his/her own learning activities</p> <p>Can use a spell check or a dictionary to check his/her own writing</p> <p>Can write an SMS to another pupil</p> <p>can write a short message to the teacher</p>

Level 2 Examples

In private and social life	In working life	In education and training
<p>Read and understand Can identify the main content of a newspaper by reading headlines, introductions and captions</p> <p>Can understand written information about elections</p> <p>Can select TV programmes from a programme index</p> <p>Can help his/her own children in primary school read texts in connection with homework</p> <p>Write and communicate Can formulate a brief, written complaint that does not demand comprehensive reasoning</p> <p>Can write letters or e-mails to family and friends with a salutation and a closing phrase</p> <p>Can write short minutes from a neighbourhood committee meeting</p>	<p>Read and understand Can read and understand written work instructions</p> <p>Can understand a short security instruction</p> <p>Can understand point-by-point minutes from a job meeting</p> <p>Can find relevant information on a computer screen to order goods or services in connection with his/her own job</p> <p>Can understand short written messages from customers and suppliers</p> <p>Write and communicate Can fill in forms in connection with his/her own job</p> <p>Can make appointments or send messages via SMS or e-mail</p> <p>Can write information for his/her colleagues and his/her own superior</p> <p>Can write short commercial letters based on established templates</p> <p>Can take notes while talking to a customer on the phone</p>	<p>Read and understand Can find material for his/her own written tasks in a library or on the Internet</p> <p>Can understand the main content of a professional/technical text</p> <p>Can read excerpts from fictional texts and understand the main content</p> <p>Can find important information in maps, tables and graphs</p> <p>Write and communicate Can note down and explain essential vocabulary and terms in professional/technical texts</p> <p>Can take notes from a lesson or a lecture for use in his/her own learning activities</p> <p>Can structure a written assignment with an introduction, a presentation and a conclusion</p>

Level 3 Examples

In private and social life	In working life	In education and training
<p>Read and understand Can identify tendentious use of effects in a written political statement</p> <p>Can understand the reasoning in a newspaper entry and ask critical questions related to the text</p> <p>Can identify errors in the minutes from meetings in a voluntary organisation</p> <p>Can grasp all the details in the subtitles of foreign films</p> <p>Write and communicate Can write letters or e-mails that discuss problems or challenges of a personal nature</p> <p>Can write the minutes from negotiations in a voluntary organisation</p> <p>Can write readers' entries in a newspaper or take part in a discussion forum on the Internet</p>	<p>Read and understand Can read and sum up the content of job or security instructions</p> <p>Can locate relevant details in complicated user manuals</p> <p>Can find relevant information in job-related newspapers and professional magazines</p> <p>Can read the minutes from negotiations in working life and can understand the background reasoning</p> <p>Write and communicate Can write detailed and well-structured logs and minutes</p> <p>Can write clear and concise job instructions for other colleagues</p> <p>Can communicate in written form with customers and authorities and can adapt the structure and the vocabulary to the target group and the topic</p>	<p>Read and understand Can read and understand professional/technical literature and can summarise the content</p> <p>Can read fictional texts of various genres and be conscious of his/her own reactions and experiences as a reader</p> <p>Can locate relevant, written information for his/her own learning activities</p> <p>Write and communicate Can write an outline and a draft of a written assignment</p> <p>Can restructure his/her own written productions and be critical of his/her own texts</p> <p>Can write well-structured renderings of the content of fictional literature and discuss his/her own reactions as a reader</p>

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