

English For Business Communications

8959-11-011 (Level 1)

8959-12-012 (Level 2)

8959-13-013 (Level 3)

Performance Codes

		Level 1	Level 2	Level 3
	Narrow fail	AA	AA	AA
	Insufficient work submitted	AB	AB	AB
	Failure to follow instructions	AC	AC	AC
	Questions misinterpreted	AI	AI	AI
	Communication weak	DJ	DJ	DJ
	Range of language limited	DK	DK	DK
	Language not appropriate to business content	DO	DO	DO
	Layout - memo	EE	EE	EE
	Layout - letter	EF	EF	EF
	Language - mechanics	EG	EG	EG
	Language – tone/fluency	EH	EH	EH
	Content – inappropriate	EI	EI	EI
	Content – incomplete	EJ	EJ	EJ
	Organisation	EK	EK	EK