



Republic of Rwanda  
Ministry of Education



**RTB** | RWANDA  
TVET BOARD

ENGLISH

**CCMEN502**

Use upper-intermediate English at the workplace

### Competence

**RQF Level:** 5

**Learning Hours**



30

**Credits:** 3

**Sector:** All

**Trade:** All

**Module Type:** Complementary

**Curriculum:** All TVET Certificate 5

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<b>Purpose Statement</b>	This module describes the skills, knowledge and attitudes to be acquired by level five learner in English Language according to RQF so that he/ she can maintain communication in upper-intermediate English professionally. Learner will be able to talk about daily activities; describe objects, place and people. Also, learner will be able to form new words used at the workplace and write essays for professional purposes.					
<b>Delivery modality</b>	<b>Training delivery</b>		<b>100%</b>	<b>Assessment</b>		<b>Total 100%</b>
	Theoretical content		30%	Formative assessment	30%	100%
	Practical work:		70%		70%	
	• Group work and presentation	40%				
	• Individual Work and presentation	30%				
			Summative Assessment			N/A

### Elements of Competency and Performance Criteria

<b>Elements of competency</b>	<b>Performance criteria</b>
Talk about daily activities	1.1. Ongoing activities and habits are correctly discussed based on appropriate tenses and sequence adverbs
	1.2. Daily schedule is effectively planned based on appropriate adverbs
	1.3. Hobbies and interests are appropriately discussed based on appropriate verbs
Describe objects, place and people	2.1. Objects are properly described based on descriptive adjectives
	2.2. People are efficiently described using adjectives of appearance
	2.3. A well- structured descriptive paragraph is properly composed based on its format
Form new words used at the workplace	3.1. New words are appropriately formed based on affixations
	3.2. New words are effectively formed based on compounding
	3.3. New words are correctly formed based on conversion

Write essays for professional purposes	4.1. Introductory paragraph is well composed based on its structure
	4.2. Ideas in essay are correctly connected using linking words
	4.3. Body and concluding paragraphs are well written based on their structure
	4.4. Essay is effectively written based on its format

## Course content

<b>Learning outcomes</b>	<b>At the end of the module the learner will be able to:</b> <ol style="list-style-type: none"> <li>1. Talk about daily activities</li> <li>2. Describe objects, place and people</li> <li>3. Form new words used at the workplace</li> <li>4. Write essays for professional purposes</li> </ol>
<b>Learning outcome 1:</b>  <b>Talk about daily routine activities</b>	<b>Learning hours: 8</b>

### Indicative content

Dialogue on Setting daily activities

- **Discussing ongoing activities**

- ✓ Present tenses
  - ✚ Simple present
  - ✚ Present continuous
  - ✚ Present perfect
  - ✚ Present perfect continuous
- ✓ Sequence adverbs
- ✓ Punctuations
- ✓ Compound sentences
- ✓ Complex sentences

- **Planning a day schedule**

- ✓ Adverbs of time
- ✓ Adverbs of frequency
- ✓ Prepositions of time

- **Discussing Hobbies and interests**

- ✓ **Stative verbs**

- ✚ adore
- ✚ appear
- ✚ appreciate
- ✚ believe
- ✚ disagree
- ✚ dislike
- ✚ doubt
- ✚ feel

- ✚ hate
- ✚ like
- ✚ seem
- ✚ love
- ✚ resemble
- ✚ satisfy

✓ **Language used to discuss hobbies**

- ✚ Gerunds
- ✚ Question tags
- ✚ Action verbs
- ✚ Intonation

✓ **Active and Passive voice**

**Resources required for the learning outcome**

Equipment	White board, chalkboard, flipchart, pen, pieces of pieces of paper.
Materials	Markers, pieces of chalk
Tools	Presentations recording , reference, books, trainee manual, lesson plan, scenarios
Facilitation techniques	Demonstration, individual and group work, practical exercise, group discussion
Formative assessment methods	Oral assessment

**Learning outcome 2:**

**Describe objects, place and people**

**Learning hours: 7**

**Indicative content**

Text about description of objects, place, and people

• **Describing objects using descriptive adjectives**

- ✓ Adjectives of Size and shape
- ✓ Adjective of colour
- ✓ adjectives of origin
- ✓ adjectives of material
- ✓ Comparative adjectives
- ✓ Position of descriptive adjectives
- ✓ Order of descriptive adjectives

- **Describing people' appearance using adjective of appearance**

- ✓ Positive
- ✓ Neutral and Negative
- ✓ Adjective of quality
- ✓ Formation of adjectives
- ✓ Articulation of English silent letters

- **Writing a well-structured descriptive paragraph**

- ✓ Topic sentence
- ✓ Relevant supporting sentences
- ✓ Closing or transition sentence

### Resources required for the indicative content

Equipment	White board, chalkboard, flipchart, pen, pieces of paper.
Materials	Markers, pieces of chalk
Tools	Recording, reference ,books, trainee manual, lesson plan, radio
Facilitation techniques	Demonstration, individual and group work, practical exercise, group discussion
Formative assessment methods	Written assessment , oral assessment

### Learning outcome 3: Form new words used at the workplace

Learning hours: 7

### Indicative content

Text about words formation

- **Forming new words using affixations**

- ✓ Prefixes
- ✓ Suffixes
- ✓ Infixes
- ✓ Articulation of Single vowel sounds

- **Forming new words by compounding**

- ✓ Native
- ✓ Borrowed
- ✓ Articulation of Diphthongs

- **Forming new words by conversion**

- ✓ Verbs as nouns
- ✓ Verbs as adjectives
- ✓ phrasal verbs as nouns
- ✓ words stress

### Resources required for the indicative content

Equipment	White board, chalkboard, flipchart, pen, pieces of paper.
Materials	Markers, pieces of chalk
Tools	Recording, reference ,books, trainee manual, lesson plan, radio
Facilitation techniques	Demonstration, individual and group work, practical exercise individualized ,group discussion and role playing
Formative assessment methods	Written assessment, oral assessment

### Learning outcome 4: Write essays for professional purpose

Learning hours: 8

### Indicative content

- **Writing a well-structured introductory paragraph**
  - ✓ Purpose
  - ✓ Thesis statement
- **Connecting ideas with linking words**
  - ✓ Subordinators
  - ✓ Words used to start introduction
  - ✓ Words used to connect new idea
  - ✓ Words used to conclude
- **Writing a well structured body and concluding**
  - ✓ Topic sentence
  - ✓ Supporting sentences
  - ✓ Concluding sentence

- **Writing a well structure essay**

- ✓ Introductory paragraph
- ✓ Body paragraph
- ✓ Concluding paragraph

### Resources required for the indicative content

Equipment	White board, chalkboard, radio, computer laptop
Materials	Markers, pieces of chalk, flipchart, pen, pieces of paper.
Tools	Reference books, trainee manual
Facilitation techniques	Demonstration, individual and group work, practical exercise ,group discussion
Formative assessment methods	Written assessment



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