

English for Office Skills

8960-11-011 (Level 1)

8960-12-012 (Level 2)

Performance Codes

AA	Narrow fail	AA
AB	Insufficient work submitted	AB
AC	Failure to follow instructions	AC
AF	Proof-reading	AF
AS	Spelling	AS
AT	Punctuation	AT
AV	Vocabulary	AV
BD	Grammar	BD
DN	Comprehension inadequate	DN
DP	Listening	DP
DQ	Reading	DQ