

| Level                      | Level Descriptor  | Listening  | Speaking   | Reading   | Writing  |
|----------------------------|---|--|--|---|--|
| <b>C2<br/>Proficiency</b>  | <i>You can understand and use complex and specialised language. You can deal with all work situations both within and outside your area of professional expertise, e.g.:</i><br>- understand/create organisational policies<br>- present arguments and contribute to debates<br>- deal with unexpected or controversial issues  | <b>Listen to complex and specialist language in all work contexts</b><br><br>Understand complex and specialised presentations or talks.<br>Understand complex and specialised group discussions. | <b>Speak using complex and specialist language in all work contexts</b><br><br>Deliver complex, specialised and unscripted talks.<br>Take part in complex and specialised group discussions. | <b>Read complex and specialist text on all work topics</b><br><br>Understand complex and specialised reports, discussion papers and correspondence. | <b>Write complex and specialist text on all work topics</b><br><br>Write complex and specialised reports, specifications and correspondence. |
| <b>C1<br/>Advanced</b>     | <i>You can understand complex language and express yourself fluently. You can deal confidently with most work situations, e.g.:</i><br>- initiate and maintain working relationships<br>- undertake complex negotiations<br>- provide complex reports, proposals  | <b>Listen to complex language in a wide range of work contexts</b><br><br>Understand complex presentations or talks.<br>Understand complex discussions.  | <b>Speak using complex language in a wide range of work contexts</b><br><br>Deliver complex, prepared talks.<br>Take part in complex discussions and meetings.                               | <b>Read complex text on a wide range of work topics</b><br><br>Understand complex reports, proposals and correspondence.                            | <b>Write complex text on a wide range of work topics</b><br><br>Write complex reports, proposals and correspondence.                         |
| <b>B2<br/>Operational</b>  | <i>You can understand and use varied language. You can deal with a range of work tasks, e.g.:</i><br>- maintain working relationships<br>- undertake straightforward negotiations<br>- provide short reports, proposals   | <b>Listen to varied language in a typical range of work contexts</b><br><br>Understand varied accounts, reports and instructions.<br>Understand varied discussions.                              | <b>Speak using varied language in a typical range of work contexts</b><br><br>Give varied accounts, reports and instructions.<br>Take part in varied discussions.                            | <b>Read varied text on a typical range of work topics</b><br><br>Understand varied articles, reports and correspondence.                            | <b>Write varied text on a typical range of work topics</b><br><br>Write varied summaries, reports and correspondence.                        |
| <b>B1<br/>Intermediate</b> | <i>You can understand and use routine language, with some less familiar elements. You can deal with everyday work tasks, e.g.:</i><br>- arrange travel, accommodation<br>- understand routine technical specifications<br>- write standard letters, e.g. orders   | <b>Listen to routine language in everyday work contexts</b><br><br>Extract information from routine statements, descriptions or explanations.<br>Understand routine conversations.               | <b>Speak using routine language in everyday work contexts</b><br><br>Give routine descriptions and explanations.<br>Take part in routine conversations and meetings.                         | <b>Read routine text on everyday work topics</b><br><br>Extract information from routine notices, reports and correspondence.                       | <b>Write routine text on everyday work topics</b><br><br>Create routine records, reports and correspondence.                                 |
| <b>A2<br/>Foundation</b>   | <i>You can understand and use simple, common language. You can deal with familiar work tasks in predictable contexts, e.g.:</i><br>- follow/give simple directions, instructions<br>- provide product names, prices, delivery dates<br>- use/respond to common telephone phrases  | <b>Listen to simple language in familiar work contexts</b><br><br>Extract information from simple statements or descriptions.<br>Follow simple, predictable conversations.                       | <b>Speak using simple language in familiar work contexts</b><br><br>Give simple, prepared statements or descriptions.<br>Take part in simple, predictable conversations.                     | <b>Read simple text on familiar work topics</b><br><br>Extract information from signs, notices and simple correspondence.                           | <b>Write simple text on familiar work topics.</b><br><br>Complete forms and create simple correspondence.                                    |
| <b>A1<br/>Elementary</b>   | <i>You can understand and use a limited range of words and basic key phrases. You can deal with a limited number of familiar work tasks in highly predictable contexts, e.g.:</i><br>- introduce yourself, give your job title<br>- understand basic signs, e.g. entrance, exit<br>- note appointment details, e.g. time, place | <b>Listen to basic words and phrases in familiar work contexts</b><br><br>Extract information from basic statements.<br>Follow basic conversations.  | <b>Speak using basic words and phrases in familiar work contexts</b><br><br>Provide basic personal and work-related information.<br>Take part in basic conversations.                        | <b>Read basic words and phrases in familiar work contexts</b><br><br>Extract information from basic signs, instructions and notes.                  | <b>Write basic text on familiar topics.</b><br><br>Complete basic forms and write brief notes.   |

Based on *Common European Framework of Reference for Languages (CEFR)*. Each of the levels is subdivided into 3 performance areas (lower, mid, upper).