

# ALTE Can do Statements

ENGLISH

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*Statements Filtered by Area, Skill and Level*

**Social and tourist**

**LS Listening / speaking**

**Level A1**

**Social and tourist Listening / speaking Day-to-day survival 3**

- 36 CAN ask simple questions of a factual nature and understand the answers provided these are expressed in simple language (for example, 'Where is the dining-room?' 'It's on the first floor', etc.).
- 37 CAN make simple complaints, for example 'The water is cold'.

**Social and tourist Listening / speaking Day-to-day survival 5**

- 66 CAN understand straightforward explanations of, for example, the members of the host family and the layout of the house.
- 69 CAN take part in a conversation of a basic factual nature on a predictable topic, i.e. her/his home country, family, school, etc.

**Social and tourist Listening / speaking Health**

- 105 CAN answer straightforward questions such as 'Does that hurt?' and understand simple instructions such as 'Take these three times a day'.

**Social and tourist Listening / speaking Travel**

- 114 CAN understand simple directions, e.g. 'turn left at the end of the road'.

**Level A2**

**Social and tourist Listening / speaking Day-to-day survival 1**

- 3 CAN ask for what is required, if it is something which the shopkeeper can readily understand.
- 4 CAN, where appropriate, bargain in the market place to a minimal extent, with the help of body language (fingers, nod/shake of head, etc.).
- 7 CAN exchange basic information, related to place in the queue, etc., with other customers.
- 2 CAN go to a counter service shop and ask for what (s)he wants where goods are on display. CAN ask for prices and quantities. CAN understand prices when quoted.

**Social and tourist Listening / speaking Day-to-day survival 2**

- 20 CAN express an opinion about food.
- 21 CAN make simple complaints, for example, 'The food is cold'.
- 19 CAN ask simple questions about the menu and understand simple answers.
- 18 CAN get the attention of staff in an appropriate way and order a meal in a restaurant.
- 22 CAN go to a self-service establishment or similar establishment and order what (s)he wants.

**Social and tourist Listening / speaking Day-to-day survival 3**

- 35 CAN book a room (face-to-face) in a hotel, bed and breakfast, etc.
- 40 CAN make a complaint about simple matters, for example 'The light in my room doesn't work.'

**Social and tourist Listening / speaking Day-to-day survival 5**

- 75 CAN express opinions in a limited way. CAN take part in 'small talk' with peers.
- 68 CAN understand, and ask questions about, house rules/conventions, such as the time of meals. IS LIKELY to need explanation with demonstration and/or access to a dictionary for matters such as, for example, how to turn the hot water boiler on.
- 70 CAN ask questions about and understand the answers relating to most routine matters that are likely to arise when settling into a host family.

**Social and tourist Listening / speaking Day-to-day survival 6**

### **Statements Filtered by Area, Skill and Level**

87 CAN ask for simple post office services (e.g. 'I want to send this to Oman', 'One first class stamp, please').

85 CAN ask to change money at a bank (e.g. 'Can I change these here?').

#### **Social and tourist Listening / speaking Emergencies**

130 CAN call an emergency number, give location and ask for relevant service.

#### **Social and tourist Listening / speaking Health**

101 CAN indicate the nature of a problem to a health professional, perhaps using gestures and body language.

102 CAN understand simple questions and instructions, e.g. 'take this to a pharmacy', 'stay in bed'.

100 CAN ask (face-to-face) for a medical appointment and understand the reply.

#### **Social and tourist Listening / speaking Personal contacts (at a distance)**

515 CAN understand a simple phone message and confirm details of the message.

187 CAN participate in a simple phone conversation with a known person on a predictable topic, e.g. travel arrangements.

#### **Social and tourist Listening / speaking Sightseeing**

140 CAN give simple explanations about familiar places.

139 CAN ask simple questions for further information, for example 'When was it built?'

137 CAN ask for and understand the required information from a tourist office, provided this is of a familiar, non-specialised nature.

135 CAN understand the outline of simple information given on a guided tour in a predictable situation, for example 'This is Buckingham Palace, where the Queen lives'.

#### **Social and tourist Listening / speaking Travel**

113 CAN go to a travel information centre at, for example, a railway/bus station and ask for information as to how to get from A to B. CAN ask to book tickets.

117 CAN give and understand straightforward directions, provided that these are not lengthy and/or complex.

112 CAN, on arrival in a foreign country, answer routine questions such as 'How long are you staying?' and respond appropriately to instructions such as 'Open your suitcase', etc.

### **Level Beg**

#### **Social and tourist Listening / speaking Day-to-day survival 2**

17 CAN go to a self-service or fast food establishment and order a meal, especially where the food on offer is either visually illustrated or can be pointed to.

#### **Social and tourist Listening / speaking Day-to-day survival 5**

67 CAN ask simple questions of a factual nature, for example 'Where is the bathroom?'

#### **Social and tourist Listening / speaking Personal contacts (at a distance)**

186 CAN understand simple phone messages, e.g. 'We're arriving tomorrow at half past four'.

### **Level B1**

#### **Social and tourist Listening / speaking Day-to-day survival 1**

5 CAN go to a counter service shop and ask for most of what (s)he wants.

6 CAN bargain in the market place where what is purchased is a relatively straightforward item and where the transaction is restricted to the exchange of the item for cash.

503 CAN understand where the shopkeeper explains the difference between two or more products all serving the same basic purpose.

#### **Social and tourist Listening / speaking Day-to-day survival 2**

28 CAN compliment restaurant staff effectively about food and/or service.

### ***Statements Filtered by Area, Skill and Level***

- 23 CAN ask basic questions about the food and understand most explanations that are likely to be given in such establishments (e.g. when a vegetarian or someone keeping dietary laws or forbidden certain foods for medical reasons has to check the contents of a dish).
- 25 CAN make a complaint about straightforward matters, for example, the service or the bill.
- 24 CAN order a meal in a restaurant. CAN ask basic questions about the food in relation to the menu, and about the services available (e.g. use of credit cards, availability of high-chairs or half-portions for children).

#### **Social and tourist Listening / speaking Day-to-day survival 3**

- 41 CAN establish to his/her own satisfaction that the accommodation on offer fulfils all his/her needs.
- 39 CAN deal with most situations likely to arise in a hotel, such as messages, ordering, etc.
- 38 CAN book a room in a hotel over the phone.

#### **Social and tourist Listening / speaking Day-to-day survival 4**

- 53 CAN understand the basics of renting a room/flat/house, for example the cost per week, simple rules for the use of a shared kitchen etc.
- 58 CAN establish to his/her own satisfaction that the accommodation on offer fulfils all his/her needs.
- 55 CAN make a simple complaint, for example 'The cooker is broken. Can you replace it?'
- 56 CAN understand the main points in a tenancy agreement if explained in everyday language.

#### **Social and tourist Listening / speaking Day-to-day survival 5**

- 71 CAN take part in a routine conversation on predictable topics.
- 73 CAN express opinions on abstract/cultural matters in a limited way.

#### **Social and tourist Listening / speaking Day-to-day survival 6**

- 86 CAN ask to open an account at a bank provided that the procedure is straightforward.

#### **Social and tourist Listening / speaking Emergencies**

- 131 CAN indicate nature of problem and understand simple instructions and questions.

#### **Social and tourist Listening / speaking Health**

- 106 CAN explain her/his symptoms in straightforward everyday language at a chemist's, hospital, doctor's or dentist's.
- 103 CAN ask over the phone for a medical appointment and understand the reply.
- 107 CAN ask for advice and understand the answer, provided this is given in everyday language.

#### **Social and tourist Listening / speaking Sightseeing**

- 136 CAN give simple information to a visitor about familiar places, for example her/his own school, city etc. CAN answer simple, predictable questions.
- 138 CAN understand the general outline of a guided tour where the type of place visited (cathedral, art gallery etc.) is familiar.
- 141 CAN understand most of what is said on most guided tours.
- 142 CAN ask for clarification and further explanation, and is likely to understand the answer.

#### **Social and tourist Listening / speaking Socialising**

- 154 CAN express likes and dislikes in familiar contexts using simple language such as "I (don't) like...".
- 156 CAN participate in a conversation in a casual or semi-formal situation for a short time.
- 155 CAN contribute to a simple conversation of a routine nature.

#### **Social and tourist Listening / speaking Travel**

### **Statements Filtered by Area, Skill and Level**

- 116 CAN deal with most routine situations likely to arise when either making travel arrangements through a travel agent or when actually travelling (e.g. buying tickets, checking in at an airport).
- 121 CAN understand public announcements at airports, stations and on planes, buses and trains.
- 115 CAN go to a rental firm and ask to hire a car, boat etc. CAN understand basic information such as cost per hour/day.

### **Level B2**

#### **Social and tourist Listening / speaking Day-to-day survival 1**

- 10 CAN ask effectively for refund or exchange of faulty or unwanted goods.
- 9 CAN bargain for what (s)he wants and reach an agreement.

#### **Social and tourist Listening / speaking Day-to-day survival 2**

- 505 CAN understand explanations of how a particular dish is cooked.
- 26 CAN order a meal and ask for clarification about dishes on the menu. CAN maintain an interaction related to the nature and quality of the food. CAN understand most explanations of what is on the menu, but will require a dictionary for culinary terms.
- 27 CAN complain effectively about most situations that are likely to arise in a restaurant.

#### **Social and tourist Listening / speaking Day-to-day survival 3**

- 42 CAN argue/complain effectively about most problem areas that are likely to occur.

#### **Social and tourist Listening / speaking Day-to-day survival 4**

- 54 CAN understand the main points of a tenancy agreement, for example deposits, payment of bills etc., and ask straightforward questions about such matters.
- 57 CAN argue/complain effectively about most problem areas that are likely to occur.
- 501 Can state requirements, e.g. installing a telephone.

#### **Social and tourist Listening / speaking Day-to-day survival 5**

- 77 CAN pick up nuances of meaning/opinion.
- 79 CAN maintain casual conversations/discussions with only the occasional, minor lapse of appropriacy/understanding.
- 74 CAN keep up a conversation on a fairly wide range of topics, e.g. personal and professional experiences, events currently in the news.

#### **Social and tourist Listening / speaking Day-to-day survival 6**

- 88 CAN understand (for example) routine explanations such as when statements will be issued, notice of withdrawal required on certain kinds of account etc. provided that the explanation is given simply.
- 89 CAN explain in simple language problems such as the late arrival of overseas funds.
- 90 CAN ask questions related to different types of post office services and understand answers if sympathetically expressed.

#### **Social and tourist Listening / speaking Emergencies**

- 132 CAN give a report of an emergency incident, e.g. describe the circumstances of a theft to the police, give details of vehicle breakdown.

#### **Social and tourist Listening / speaking Personal contacts (at a distance)**

- 188 CAN participate in casual conversation over the phone with a known person on a variety of topics.

#### **Social and tourist Listening / speaking Socialising**

- 159 CAN keep up a casual conversation for a reasonable period of time, provided that this is of a mainly predictable nature.
- 509 CAN express opinions on abstract/cultural matters, and defend them.
- 167 CAN participate in casual conversations/discussions with only the occasional, minor lapse of appropriacy/understanding.

### ***Statements Filtered by Area, Skill and Level***

- 162 CAN express opinions in a limited way.
- 160 CAN express opinions on abstract/cultural matters in a limited way.
- 157 CAN talk simply about cultural topics, for example music. CAN state opinions.
- 161 CAN keep up a conversation on a fairly wide range of topics, e.g. personal and professional experiences, events currently in the news.

#### **Social and tourist Listening / speaking Travel**

- 118 CAN deal with most aspects of hiring a car/boat etc..
- 120 CAN deal with most situations likely to arise when hiring a car/boat etc.
- 119 CAN deal with all kinds of travel arrangements and travelling.

### ***Level C1***

#### **Social and tourist Listening / speaking Day-to-day survival 5**

- 76 CAN keep up conversations of a casual nature for an extended period of time and discuss abstract/ cultural topics with a good degree of fluency and range of expression.

#### **Social and tourist Listening / speaking Day-to-day survival 6**

- 91 CAN deal effectively with most routine transactions in a bank or post office.

#### **Social and tourist Listening / speaking Health**

- 108 CAN enquire effectively about health services provided, entitlements and procedures involved.

#### **Social and tourist Listening / speaking Sightseeing**

- 143 CAN show visitors round and give a detailed description of a place.

#### **Social and tourist Listening / speaking Socialising**

- 165 CAN pick up nuances of meaning/opinion.
- 164 CAN keep up conversations of a casual nature for an extended period of time and discuss abstract/ cultural topics with a good degree of fluency and range of expression.
- 510 CAN talk about complex or sensitive issues without awkwardness.
- 511 CAN participate in casual conversations with appropriacy and good understanding of humour, irony and implicit cultural references.

### ***Level C2***

#### **Social and tourist Listening / speaking Day-to-day survival 1**

- 504 CAN deal with complex or sensitive transactions, for example the export of an antique.

#### **Social and tourist Listening / speaking Day-to-day survival 4**

- 59 CAN understand a tenancy agreement in detail, e.g. technical details and their legal implications.

#### **Social and tourist Listening / speaking Health**

- 507 CAN describe non-visible symptoms such as different kinds of pain, for example 'dull', 'stabbing', 'throbbing' etc.

#### **Social and tourist Listening / speaking Travel**

- 508 CAN understand detailed, complex conditions of hire, e.g. conditions relating to break-down or theft of a hired car.

*Statements Filtered by Area, Skill and Level*

**Social and tourist**

**R Reading**

**Level A1**

**Social and tourist Reading Day-to-day survival 1**

- 12 CAN understand store guides (information on which floors departments are on) and directions (e.g. to where to find lifts).

**Social and tourist Reading Day-to-day survival 2**

- 29 CAN understand most descriptions of common dishes that are predictably available in self-service and fast food establishments, especially where such establishments are internationally known (e.g. MacDonalds).

**Social and tourist Reading Day-to-day survival 3**

- 44 CAN understand basic hotel rules and signs, for example 'Dining-room'. CAN understand basic hotel information, for example, times when meals are served.

**Social and tourist Reading Sightseeing**

- 146 CAN understand key points, such as dates, departure times and costs, in a brochure or leaflet in a tourist information centre.

**Level A2**

**Social and tourist Reading Day-to-day survival 1**

- 13 CAN understand product labels at the level of 'Tissues', 'Toothpaste', etc.

- 14 CAN understand most straightforward labels, for example, on cans of food.

- 11 CAN understand price labels and a range of advertisements such as 'Special Offer' in a department store or counter service shop.

**Social and tourist Reading Day-to-day survival 2**

- 30 CAN deal with the orientation of a normal menu.

- 32 CAN understand bills, e.g. whether service is included.

- 34 CAN understand most of what is on a standard menu, especially in restaurants where, by their nature, the menu is to a large extent predictable.

**Social and tourist Reading Day-to-day survival 3**

- 43 CAN understand a simple letter as to the (non-)availability of a hotel room.

- 46 CAN understand advertisements and brochures for hotels.

**Social and tourist Reading Day-to-day survival 4**

- 61 CAN locate accommodation advertisements in newspapers and on notice boards and understand prices, contact names and numbers and locations.

- 60 CAN extract basic information from a tenancy agreement, for example cost per week.

**Social and tourist Reading Day-to-day survival 6**

- 94 CAN, with the help of bank personnel, complete a form, e.g. for the purpose of opening an account.

- 92 CAN understand where to go in a bank or post office by reading the signs e.g. 'Queue here', 'Foreign Exchange'.

**Social and tourist Reading Emergencies**

- 133 CAN understand notices describing emergency services and how to call them.

**Social and tourist Reading Health**

- 111 CAN extract basic information from the labels of off-the-shelf medicines, for example 'Not to be taken if driving', etc.

- 110 CAN understand basic instructions such as 'To be taken after meals'.

## ***Statements Filtered by Area, Skill and Level***

### **Social and tourist Reading                      Personal contacts (at a distance)**

- 190 CAN understand opinions simply expressed, for example 'I don't like football.'
- 191 CAN understand a letter which describes people or events.
- 192 CAN understand ideas and opinions if they are stated simply.

### **Social and tourist Reading                      Sightseeing**

- 150 CAN understand the general meaning of a description of a place tourists visit, e.g. a castle.
- 149 CAN understand the main points of information given on posters.
- 148 CAN understand a brochure/leaflet supplied by a tourist information centre.
- 147 CAN understand what the principal attractions of a city, area etc. are, as described in a brochure or leaflet.
- 145 CAN understand public signs.

### **Social and tourist Reading                      The media / cultural events**

- 178 CAN identify the sections of a newspaper.
- 179 CAN understand a programme of events in relation to dates, times, venues, etc.
- 180 CAN understand the general meaning of a newspaper report of events, where the topic is known and there is a high level of predictability.
- 183 CAN understand the general meaning of an article expressing a point of view.
- 177 CAN identify topics of TV programmes, etc., especially if helped by visual clues.

### **Social and tourist Reading                      Travel**

- 125 CAN understand information given in brochures and maps.
- 122 CAN understand simple forms, for example landing-cards, required for entry into a foreign country.
- 123 CAN, when travelling by car, understand most common road signs, for example 'Road closed'.
- 124 CAN understand timetables, flight arrival and departure screens, etc.

## ***Level Beg***

### **Social and tourist Reading                      Day-to-day survival 2**

- 31 CAN understand common terms, for example 'chicken', on a standard menu.

### **Social and tourist Reading                      Personal contacts (at a distance)**

- 189 CAN understand simple information, for example, from a prospective pen friend (e.g. 'My name is Anita. I'm 16 and I go to school at ...').

## ***Level B1***

### **Social and tourist Reading                      Day-to-day survival 1**

- 15 CAN follow simple instructions given on packaging (e.g. cooking instructions on a packet of pasta).

### **Social and tourist Reading                      Day-to-day survival 2**

- 33 CAN understand a fairly wide range of items on a standard restaurant menu.

### **Social and tourist Reading                      Day-to-day survival 3**

- 47 CAN understand simple literature found in hotels on tours, etc.

- 45 CAN understand routine letters from a hotel.

### **Social and tourist Reading                      Day-to-day survival 4**

### ***Statements Filtered by Area, Skill and Level***

63 CAN understand the main points of a tenancy agreement, provided that this is written in everyday language.

**Social and tourist Reading Day-to-day survival 6**

95 CAN distinguish between personal and promotional mail from banks.

93 CAN understand messages on automatic cash machines.

**Social and tourist Reading Health**

109 CAN identify an off-the-shelf medicine suitable for common complaints (for example a sore throat, a headache etc.) as sold by a chemist.

**Social and tourist Reading Personal contacts (at a distance)**

193 CAN understand a letter expressing personal opinions.

**Social and tourist Reading Sightseeing**

152 CAN read descriptive notes on museum exhibits, and explanatory boards in exhibitions.

151 CAN understand most tourist brochures, guidebooks etc.

**Social and tourist Reading The media / cultural events**

182 CAN understand a factual article or report in a newspaper/magazine.

184 CAN understand most articles and reports of a 'general' nature.

**Social and tourist Reading Travel**

128 CAN understand information given in guide books.

### ***Level B2***

**Social and tourist Reading Day-to-day survival 1**

16 CAN understand operating instructions on appliances, e.g. an electric razor.

**Social and tourist Reading Day-to-day survival 6**

96 CAN get the general meaning of straightforward bank literature, for example a leaflet explaining the difference between various kinds of account.

97 CAN understand most routine bank literature and written communications received from a bank.

**Social and tourist Reading Emergencies**

134 CAN read, understand and give approval to a police statement.

**Social and tourist Reading Personal contacts (at a distance)**

194 CAN understand what is said in a personal letter, even where colloquial language is used.

**Social and tourist Reading The media / cultural events**

181 CAN understand opinions where these are simply expressed.

514 CAN read the media for information quickly and with good understanding.

**Social and tourist Reading Travel**

126 CAN understand the main points of a car rental agreement.

### ***Level C1***

**Social and tourist Reading Day-to-day survival 4**

62 CAN deal with accommodation advertisements and understand most of the abbreviations and terms used.

**Social and tourist Reading The media / cultural events**

*Statements Filtered by Area, Skill and Level*

513 CAN understand complex opinions/arguments as expressed in serious newspapers.

**Level C2**

**Social and tourist Reading Day-to-day survival 2**

502 CAN understand a restaurant menu including a wide range of culinary terms.

**Social and tourist Reading Day-to-day survival 4**

537 CAN understand a tenancy agreement in detail, e.g. technical details and their legal implications.

**Social and tourist Reading Travel**

127 CAN understand a car rental agreement in detail.

*Statements Filtered by Area, Skill and Level*

**Social and tourist**

**W Writing**

**Level A1**

**Social and tourist Writing Day-to-day survival 5**

- 81 CAN leave a simple message for host family saying, for example, where (s)he has gone, what time (s)he will be back (e.g. 'Gone to school: back at 5 p.m.).

**Level A2**

**Social and tourist Writing Day-to-day survival 3**

- 49 CAN register at a hotel (form-filling).  
51 CAN complete most forms related to personal information.

**Social and tourist Writing Day-to-day survival 4**

- 64 CAN complete most forms related to personal information.

**Social and tourist Writing Day-to-day survival 5**

- 82 CAN write a short, simple letter introducing her/himself to a host/exchange family containing basic, factual information such as name, age etc.  
83 CAN write a note of thanks or congratulations.

**Social and tourist Writing Day-to-day survival 6**

- 99 CAN fill in a post office form (e.g. for sending a letter recorded delivery).  
98 CAN fill in personal details on forms, e.g. to join a bank.

**Social and tourist Writing Personal contacts (at a distance)**

- 199 CAN express opinions in predictable language.  
195 CAN write simple letters of the 'Thank you' type.  
196 CAN convey personal information of a routine nature to, for example, a pen friend, and CAN express opinions of the 'I don't like..' type.

**Level B1**

**Social and tourist Writing Day-to-day survival 3**

- 50 CAN write to a hotel in order to confirm accommodation, etc.  
48 CAN write a simple fax or letter enquiring as to the availability of accommodation, provided this is restricted to the booking of a room and similar matters.

**Social and tourist Writing Day-to-day survival 5**

- 84 CAN write letters on a limited range of predictable topics related to personal experience.

**Social and tourist Writing Personal contacts (at a distance)**

- 200 CAN write letters of a generally routine nature.  
197 CAN write simple letters relating facts and events.

**Social and tourist Writing Travel**

- 129 CAN complete standard forms such as landing-cards required when travelling.

**Level B2**

**Social and tourist Writing Day-to-day survival 3**

- 52 CAN write most letters that (s)he will need in order to find satisfactory hotel or B & B accommodation.

***Statements Filtered by Area, Skill and Level***

**Social and tourist Writing Day-to-day survival 4**

65 CAN write most letters that (s)he will need in order to find satisfactory accommodation.

**Social and tourist Writing Personal contacts (at a distance)**

198 CAN write letters of thanks, sympathy and congratulations.

201 CAN express opinions and give reasons.

202 CAN write letters on most subjects. Such difficulties as the reader may experience are likely to be at the level of vocabulary.

***Level C1***

**Social and tourist Writing Day-to-day survival 3**

506 CAN enquire about the availability of services, for example facilities for the disabled, or the provision of a special diet.

**Social and tourist Writing Personal contacts (at a distance)**

516 CAN write letters on any subject with good expression and accuracy.

*Statements Filtered by Area, Skill and Level*

**Study**

**LS Listening / speaking**

**Level A1**

**Study Listening / speaking Lectures, talks, presentations and demonstrations 1**

315 CAN ask very simple questions for information, such as 'What is this?'. CAN understand 1 or 2 word answers.

**Level A2**

**Study Listening / speaking Lectures, talks, presentations and demonstrations 1**

316 CAN understand some parts of a lecture, if the speaker makes careful adjustments for non-native speakers.

318 CAN understand the general meaning of a lecture, demonstration or presentation on a familiar or predictable topic, where message is clearly expressed in simple language.

314 CAN follow a very simple presentation or demonstration, provided that it is illustrated with concrete examples or diagrams, there is repetition and the field is familiar.

**Study Listening / speaking Lectures, talks, presentations and demonstrations 2**

523 CAN understand and answer simple predictable questions.

**Study Listening / speaking Management of study**

402 CAN understand basic instructions on class times, dates and room numbers, and on assignments to be carried out.

**Study Listening / speaking Seminars and tutorials**

340 CAN express simple opinions using expressions such as 'I don't agree'.

339 CAN ask simple questions and understand simple answers.

342 CAN present her/his opinion, if listeners are patient.

**Level B1**

**Study Listening / speaking Lectures, talks, presentations and demonstrations 2**

331 CAN give a short, simple presentation or demonstration on a familiar topic.

**Study Listening / speaking Management of study**

403 CAN check instructions with teacher or lecturer by virtually repeating them.

404 CAN understand instructions on classes and assignments given by teacher or lecturer.

**Study Listening / speaking Seminars and tutorials**

343 CAN ask for clarification, but this needs to be given sympathetically in order for it to be understood.

341 CAN take some part in a seminar or tutorial, and follow argumentation/discussion if the points are made in relatively simple language and/or repeated, opportunity given for clarification etc.

344 CAN follow argumentation or discussion on a familiar or predictable topic.

338 CAN take a limited part in a seminar or tutorial, provided that this is conducted sympathetically, using simple language.

**Level B2**

**Study Listening / speaking Lectures, talks, presentations and demonstrations 1**

321 CAN ask questions, for example for reasons, clarification etc.

**Study Listening / speaking Lectures, talks, presentations and demonstrations 2**

332 CAN give a clear presentation on a familiar topic, and CAN answer predictable or factual questions.

### ***Statements Filtered by Area, Skill and Level***

**Study**                    **Listening / speaking**    **Management of study**

405    CAN check that all instructions are understood.

**Study**                    **Listening / speaking**    **Seminars and tutorials**

348    CAN distinguish main themes from irrelevancies and asides.

345    CAN present her/his own opinion, and justify opinions.

### **Level C1**

**Study**                    **Listening / speaking**    **Lectures, talks, presentations and demonstrations 1**

320    CAN follow much of what is said in a lecture, presentation or demonstration.

325    CAN ask detailed questions.

326    CAN make decisions about what to note down and what to omit as the lecture proceeds.

**Study**                    **Listening / speaking**    **Lectures, talks, presentations and demonstrations 2**

337    CAN rebut criticisms without causing offence.

**Study**                    **Listening / speaking**    **Management of study**

406    CAN make all necessary arrangements regarding practical arrangements for study in or out of classroom with teachers, lecturers, lab and library staff, etc.

**Study**                    **Listening / speaking**    **Seminars and tutorials**

524    CAN follow the development of a discussion during a seminar.

349    CAN make critical remarks / express disagreement without causing offence.

525    CAN follow up questions by probing for more detail. CAN reformulate questions if misunderstood.

### **Level C2**

**Study**                    **Listening / speaking**    **Lectures, talks, presentations and demonstrations 1**

323    CAN get the point of jokes or allusions with cultural content.

322    CAN follow a lecture, presentation or demonstration with good understanding

324    CAN cope with a variety of accents.

520    CAN follow abstract argumentation, for example the balancing of alternatives and the drawing of a conclusion.

521    CAN make appropriate inferences when links or implications are not made explicit.

**Study**                    **Listening / speaking**    **Lectures, talks, presentations and demonstrations 2**

333    CAN give an effective presentation or demonstration.

334    CAN answer unpredictable questions of a factual nature.

336    CAN generally handle questions confidently.

335    CAN give coherent explanations of a theoretical nature.

**Study**                    **Listening / speaking**    **Seminars and tutorials**

527    CAN deal with hostile questioning confidently. CAN get and hold on to his/her turn to speak.

347    CAN take an active part in most kinds of seminars or tutorials. IS LIKELY to understand cultural references.

350    CAN rebut counter-arguments.

526    CAN understand jokes, colloquial asides and cultural allusions.

*Statements Filtered by Area, Skill and Level*

**Study**

**R Reading**

**Level A1**

**Study Reading Textbooks, articles, etc.**

355 CAN understand the general meaning of a simplified textbook or article, reading very slowly.

**Level A2**

**Study Reading Textbooks, articles, etc.**

357 CAN understand simple textbooks, articles etc., understanding most key points. CAN follow simple argumentation.

**Level B1**

**Study Reading Management of study**

408 CAN read simple notes written by teachers and lecturers, giving instructions on assignments, equipment, reading lists, tutorial times, etc.

407 CAN read basic details of arrangements such as lecture, class and exam times, dates and room numbers from classroom boards or notice boards.

**Study Reading Reference skills**

384 CAN assess whether a textbook or article is within the required topic area.

386 CAN understand basic instructions and messages on e.g. computer library catalogues, with some help.

391 CAN access most sources of information, such as dictionaries.

**Study Reading Textbooks, articles, etc.**

356 CAN understand simple visuals on familiar topics, e.g. a weather map, if not much explanatory text is involved.

359 CAN understand, given sufficient time, most information of a factual nature that (s)he is likely to come across during the course of study.

**Level B2**

**Study Reading Reference skills**

389 CAN use a bilingual dictionary and establish the first language equivalent of concrete words.

383 CAN make limited use of sources of information, such as bilingual dictionaries, computers etc.

385 CAN begin to cross-reference within a dictionary.

388 CAN follow central ideas in abstracts.

**Level C1**

**Study Reading Management of study**

409 CAN read all information related to practical arrangements for study which teachers or lecturers are likely to write.

**Study Reading Reference skills**

534 CAN assess the comparative relevance of two or more textbooks or articles within the same field.

392 CAN scan articles, textbooks etc. in own or related areas of study to form reliable judgements as to their relevance / usefulness, at a moderate speed.

387 CAN assess the relevance of most textbooks and articles within own subject area of study.

390 CAN use computer catalogues etc. to search for material.

**Study Reading Textbooks, articles, etc.**

363 CAN scan texts for relevant information, and grasp main topic of text.

*Statements Filtered by Area, Skill and Level*

362 CAN handle most textbooks, articles etc., within own area of expertise.

**Level C2**

<b>Study</b>	<b>Reading</b>	<b>Reference skills</b>
393	CAN access all sources of information quickly and reliably.	
394	CAN assess appropriacy of source material quickly and reliably.	
395	CAN make full and effective use of dictionaries for productive and receptive purposes. CAN interpret multiple entries and understand cultural nuances.	
<b>Study</b>	<b>Reading</b>	<b>Textbooks, articles, etc.</b>
528	CAN read quickly enough to cope with the demands of an academic course.	
360	CAN understand abstract concepts and argumentation.	
529	CAN use appropriate strategies for efficient reading (skimming, scanning, etc.)	
530	CAN understand, cultural, literary or historical allusions.	
531	CAN scan texts for relevant information, and grasp main topic of text, reading almost as quickly as a native speaker.	

## *Statements Filtered by Area, Skill and Level*

### **Study**

#### **W Writing**

##### **Level A2**

**Study Writing Seminars and tutorials**

351 CAN write down some information, provided that this is more or less dictated (for example, further reading matter) and time is given for writing.

**Study Writing Textbooks, articles, etc.**

364 CAN make simple notes from written sources.

##### **Level B1**

**Study Writing Essays**

370 CAN write a simple narrative or description, for example, 'My last holiday', with some inaccuracies in vocabulary and grammar.

**Study Writing Lectures, talks, presentations and demonstrations 1**

327 CAN write down some information at a lecture, if this is more or less dictated (for example further reading matter) or written on the board.

**Study Writing Management of study**

411 CAN note down times, dates and places given by teachers and lecturers.

410 CAN copy times, dates and places from notices on classroom board or notice board.

**Study Writing Reference skills**

396 CAN make simple notes from written sources.

**Study Writing Textbooks, articles, etc.**

365 CAN make notes from simple sources that will be of some limited use for essay or revision purposes.

##### **Level B2**

**Study Writing Essays**

372 CAN present arguments, using a limited range of expression (vocabulary, grammatical structures).

**Study Writing Lectures, talks, presentations and demonstrations 1**

328 CAN begin to make notes in second/foreign language that will be of some limited use for essay or revision purposes.

**Study Writing Management of study**

413 CAN cope with writing down changes to arrangements given by teachers and lecturers.

**Study Writing Reference skills**

398 CAN make simple notes that will be of reasonable use for essay or revision purposes, capturing most salient points.

397 CAN make notes from simple sources that will be of some limited use for essay or revision purposes.

**Study Writing Seminars and tutorials**

352 CAN make notes that will be of some limited use for essay or revision purposes, but IS UNLIKELY to be able to take notes accurately unless time is given to write them down.

**Study Writing Textbooks, articles, etc.**

366 CAN make simple notes that are of reasonable use for essay or revision purposes, capturing most important points.

##### **Level C1**

### **Statements Filtered by Area, Skill and Level**

<b>Study</b>	<b>Writing</b>	<b>Accounts</b>
378	CAN write a simple account of an experiment (methods, materials).	
<b>Study</b>	<b>Writing</b>	<b>Essays</b>
373	CAN write an essay with only occasional difficulties for the reader, whose message can be followed throughout.	
<b>Study</b>	<b>Writing</b>	<b>Lectures, talks, presentations and demonstrations 1</b>
329	CAN make notes that will be of reasonable use for essay or revision purposes.	
<b>Study</b>	<b>Writing</b>	<b>Management of study</b>
412	CAN write down details of all standard arrangements for assignments to be handed in, etc., as given verbally or in notices by teachers and lecturers.	
<b>Study</b>	<b>Writing</b>	<b>Reference skills</b>
401	CAN select the most salient and relevant ideas and represent them clearly and briefly.	
<b>Study</b>	<b>Writing</b>	<b>Seminars and tutorials</b>
353	CAN make notes that are of reasonable use for essay or revision purposes.	
<b>Study</b>	<b>Writing</b>	<b>Textbooks, articles, etc.</b>
367	CAN make useful notes from written sources, capturing abstract concepts and relationships between ideas.	
369	CAN select the most salient and relevant ideas and represent them clearly and briefly.	

### **Level C2**

<b>Study</b>	<b>Writing</b>	<b>Accounts</b>
379	CAN write an account of an experiment and demonstrate basic understanding of work done. CAN explain results in practical terms.	
380	CAN write an account of an experiment with only occasional errors, and support conclusions adequately.	
382	CAN display sensitivity to the conventions of presentation and 'politeness' (impersonal style, appropriate use of modality to reflect the degree of confidence with which the conclusions are presented).	
533	CAN use conventional report structure.	
381	CAN write a fully adequate account of an experiment, present a theoretical background and draw conclusions.	
<b>Study</b>	<b>Writing</b>	<b>Essays</b>
377	CAN produce text which is proof-read and laid out in accordance with relevant conventions.	
371	CAN write an 'academic' essay which can be followed most of the time.	
374	CAN write an essay that shows an ability to communicate with few difficulties for the reader. The essay shows a good organizational structure, which enables the message to be followed without much effort.	
376	CAN write with an understanding of the style and content appropriate to the task.	
375	CAN present and support arguments well. IS UNLIKELY to make more than occasional errors of grammar, vocabulary or punctuation.	
<b>Study</b>	<b>Writing</b>	<b>Lectures, talks, presentations and demonstrations 1</b>
330	CAN make accurate and complete notes during the course of a lecture, which meet requirements.	
522	CAN maintain concentration during a long lecture.	
<b>Study</b>	<b>Writing</b>	<b>Reference skills</b>
535	CAN make notes selectively, abbreviating sentences successfully.	
399	CAN make useful notes from written sources, capturing abstract concepts and relationships between ideas.	

*Statements Filtered by Area, Skill and Level*

400 CAN paraphrase and summarize effectively.

**Study**                    **Writing**                    **Seminars and tutorials**

354 CAN make accurate and complete notes during the course of a seminar or tutorial.

**Study**                    **Writing**                    **Textbooks, articles, etc.**

368 CAN paraphrase or summarize effectively.

532 CAN make notes selectively, abbreviating sentences successfully.

*Statements Filtered by Area, Skill and Level*

**Work**

**LS      Listening / speaking**

**Level A1**

**Work                  Listening / speaking    Work-related services 1**

204    CAN understand simple replies, for example 'Yes. We will deliver on Friday.'

**Level A2**

**Work                  Listening / speaking    Formal presentations and demonstrations**

258    CAN understand the general meaning of a presentation made at a conference if language is simple and backed up by visuals or video.

259    CAN ask for clarification, and understand simple replies.

**Work                  Listening / speaking    Meetings and seminars**

245    CAN express opinions in simple terms, for example, 'I don't agree', provided that the question/issue has been put clearly and simply.

**Work                  Listening / speaking    Telephone**

310    CAN receive simple messages.

309    CAN make an outgoing call and pass on simple, prepared messages, for example 'Mr X's flight is late; he will arrive this afternoon'.

**Work                  Listening / speaking    Work-related services 1**

203    CAN state simple requirements within own job area, for example 'I want to order 25 of ....'.

207    CAN exchange opinions on familiar, predictable matters, for example, involving straightforward discussions of the 'This is better because...' type.

**Work                  Listening / speaking    Work-related services 2**

222    CAN pass on messages of a routine kind.

219    CAN offer some help to a client/customer, for example, 'I'll give you our new catalogue'.

218    CAN take and pass on simple messages of a routine kind, for example 'Fri. Mtg. 10 a.m.'

217    CAN understand simple instructions such as 'Send this letter to Ms X'.

**Level B1**

**Work                  Listening / speaking    Formal presentations and demonstrations**

257    CAN follow a simple presentation/demonstration and understand explanations with reference to a product or topic within own area of expertise.

264    CAN understand a presentation made at a conference.

**Work                  Listening / speaking    Telephone**

311    CAN take more complex messages, provided that the caller dictates these clearly and sympathetically.

**Work                  Listening / speaking    Work-related services 1**

205    CAN ask questions of a fact-finding nature, for example establishing what is wrong with a machine, and understand simple replies.

206    CAN state routine requirements within own area of work (e.g. asking for typing to be done).

**Work                  Listening / speaking    Work-related services 2**

224    CAN offer advice to clients within own job area on simple matters (e.g. 'This model will give you better copies, but it is more expensive').

229    CAN summarize a letter received in his/her first language for someone who does not understand that language.

## **Statements Filtered by Area, Skill and Level**

- 223 CAN take a routine order, provided that this is restricted to matters such as quantity, delivery date, etc.
- 221 CAN greet a visitor and engage in a limited conversation for a short period of time, for example enquiring about a visitor's journey, hotel etc. CAN deal with predictable requests from a visitor, for example 'Can you arrange a taxi for the airport?'

### **Level B2**

**Work** Listening / speaking Formal presentations and demonstrations

- 261 CAN give a simple, prepared presentation/demonstration on a familiar topic, for example a product, and answer most questions of a factual nature about it. CAN answer predictable questions.
- 262 CAN both follow and give a presentation/demonstration of a practical nature.
- 260 CAN follow a presentation/demonstration concerning a physical object, e.g. a product. CAN ask for factual information and understand the answer.

**Work** Listening / speaking Meetings and seminars

- 246 CAN make a limited contribution to meetings on practical matters, for example problem-solving, where the level of language employed is relatively simple.
- 247 CAN express her/his own opinion, and present arguments to a limited extent.
- 249 CAN understand most of what takes place.
- 244 CAN take part in a routine meeting or seminar on familiar topics, exchanging factual information through question and answer or through receiving instructions.

**Work** Listening / speaking Telephone

- 312 CAN take or leave routine messages, ask for clarification or elaboration where these are not expressed clearly, with only occasional misunderstanding of facts.

**Work** Listening / speaking Work-related services 1

- 209 CAN put her/his point across persuasively when talking, for example about a familiar product.

**Work** Listening / speaking Work-related services 2

- 225 CAN take dictation provided that the dictation is delivered clearly, at a reasonable pace and the opportunity is given to check what has been dictated. IS LIKELY to have to check some of the vocabulary dictated.
- 232 CAN take dictation on most matters likely to arise within own area of expertise, but IS LIKELY to need to refer to a dictionary to check spelling etc.
- 226 CAN take and pass on most messages that are likely to require attention during a normal working day.

### **Level C1**

**Work** Listening / speaking Formal presentations and demonstrations

- 517 CAN deal with unpredictable questions.

**Work** Listening / speaking Meetings and seminars

- 248 CAN contribute effectively to meetings and seminars within own area of work.
- 251 CAN follow discussion and argument with only occasional need for clarification. MAY NOT always know appropriate technical terms, but possesses good compensation strategies to overcome inadequacies.

**Work** Listening / speaking Telephone

- 313 CAN use the telephone for most purposes.

**Work** Listening / speaking Work-related services 1

- 211 CAN argue his/her case effectively, justifying, if necessary, a need for service and specifying needs precisely.
- 538 When making requests, CAN deal with unpredictable replies and difficulties.
- 208 CAN give detailed information and state detailed requirements within familiar area of work.

**Work** Listening / speaking Work-related services 2

### *Statements Filtered by Area, Skill and Level*

- 227 CAN give detailed information and deal with most routine problems that are likely to arise.
- 228 CAN take dictation on most matters likely to arise at work.
- 230 CAN engage in an extended conversation with a visitor on matters within her/his authority/competence.
- 231 CAN answer questions outside own immediate area of work.

### **Level C2**

- Work**                    **Listening / speaking**    **Formal presentations and demonstrations**
- 263 CAN both follow and give a presentation, demonstration or explanation of, for example, a product or system, dealing with information of a complex nature.
- Work**                    **Listening / speaking**    **Meetings and seminars**
- 250 CAN argue effectively for or against a case, and has sufficient language to be able to talk about/discuss most aspects of her/his work.
- Work**                    **Listening / speaking**    **Telephone**
- 519 CAN use the telephone confidently, even if the line is bad or the caller has a non-standard accent.
- Work**                    **Listening / speaking**    **Work-related services 1**
- 210 CAN ask questions outside own immediate area of work (e.g. asking for external legal or financial advice).
- Work**                    **Listening / speaking**    **Work-related services 2**
- 233 CAN advise on/handle complex, delicate or contentious issues, e.g. legal or financial situations.

*Statements Filtered by Area, Skill and Level*

**Work**

**R Reading**

**Level A2**

**Work Reading Instructions and guidelines**

- 302 CAN understand instructions, given some means of checking understanding, as long as they are simple, brief and illustrated in some way.
- 301 CAN understand instructions of the type given on fax machines and photocopiers and straightforward instructions in a manual where these are illustrated by diagrams etc., the equipment/product is familiar and understanding does not rely on comprehension of a continuous text.
- 300 CAN understand standard notices at work, for example safety instructions, where these are expressed in the form of a command.

**Work Reading Publicly available information**

- 294 CAN understand a short product description within own work area, provided that this is expressed in simple language and does not contain unpredictable detail.

**Work Reading Reports (of substantial length and formality)**

- 282 CAN understand a short report on a familiar matter, provided that it is clearly expressed in simple language, the contents are predictable, and enough time is given.
- 283 CAN understand most short reports of a predictable nature that (s)he is likely to meet, provided enough time is given.

**Level B1**

**Work Reading Correspondence**

- 270 CAN understand and act on a standard letter, for example an order, within own work area.
- 271 CAN recognize and understand at least partially the general meaning of a non-routine letter within own work area.
- 269 CAN identify standard types of letters such as orders, complaints, appointments, enquiries, etc., and pass these on to the appropriate person for action.

**Work Reading Instructions and guidelines**

- 304 CAN understand instructions, procedures etc. within own job area.
- 303 CAN understand instructions, for example in a manual, in the form of a continuous text, provided that (s)he is familiar with the type of product, equipment etc. being explained.

**Work Reading Publicly available information**

- 293 CAN get basic, factual information in his/her own area of expertise, e.g. in a manual.
- 296 CAN understand a factual article or press release within own area of expertise, provided that the language used is straightforward and the facts presented do not, for example, overthrow an accepted hypothesis or involve argumentation of an unfamiliar kind.
- 297 CAN understand the general meaning of a theoretical article within own work area.
- 292 CAN understand basic, factual information within own work area, for example from plans and diagrams.

**Level B2**

**Work Reading Correspondence**

- 273 CAN understand the general meaning of non-routine letters, and understand most of the content.
- 274 CAN understand most correspondence likely to be received.

**Work Reading Publicly available information**

- 295 CAN understand most factual product literature within own work area.

**Work Reading Reports (of substantial length and formality)**

- 284 CAN understand the general meaning of reports dealing with, for example, conditions and advice.

### *Statements Filtered by Area, Skill and Level*

285 CAN understand the general meaning of a report even if the topic is not entirely predictable.

#### **Level C1**

<b>Work</b>	<b>Reading</b>	<b>Correspondence</b>
518	CAN understand correspondence expressed in non-standard language.	
<b>Work</b>	<b>Reading</b>	<b>Instructions and guidelines</b>
539	CAN understand instructions giving detailed warnings, advice, conditions etc.	
305	CAN understand the intention of instructions etc. outside own immediate job area.	
<b>Work</b>	<b>Reading</b>	<b>Publicly available information</b>
298	CAN understand at least the general meaning of more complex articles without serious misunderstanding.	
<b>Work</b>	<b>Reading</b>	<b>Reports (of substantial length and formality)</b>
286	CAN, within a reasonably short time, understand most reports that (s)he is likely to come across.	

#### **Level C2**

<b>Work</b>	<b>Reading</b>	<b>Correspondence</b>
275	CAN understand correspondence, including letters etc. of a specialist nature, for example those dealing with legal points, contracts and similar specialist letters.	
<b>Work</b>	<b>Reading</b>	<b>Publicly available information</b>
299	CAN understand most articles likely to be encountered during the course of her/his work, including complex ideas expressed in complex language.	
<b>Work</b>	<b>Reading</b>	<b>Reports (of substantial length and formality)</b>
287	CAN understand the reports that (s)he is likely to come across, including the finer points, implications etc. of a complex report.	

*Statements Filtered by Area, Skill and Level*

**Work**

**W Writing**

**Level A1**

**Work Writing Correspondence**

276 CAN leave a simple message giving information on e.g. where he/she has gone, what time he/she will be back.

**Work Writing Work-related services 1**

212 CAN write a simple routine request to a colleague, of the 'Can I have 20 X, please?' type.

**Level A2**

**Work Writing Formal presentations and demonstrations**

265 CAN make notes at a presentation/demonstration where the subject matter is either familiar and predictable or the presenter allows for clarification and note-taking.

**Work Writing Work-related services 1**

213 CAN write a short, comprehensible note of request to a colleague or known contact in another company.

**Work Writing Work-related services 2**

240 CAN make notes for his/her own purposes.

234 CAN note down simple, predictable instructions/requests, for example the quantity required by a client, delivery date etc.

**Level B1**

**Work Writing Correspondence**

277 CAN write straightforward, routine letters of a factual nature, for example a letter of enquiry; but her/his work will require to be checked.

**Work Writing Work-related services 1**

214 CAN write requests for goods, services, etc. on a range of routine matters, but MAY need to get these checked.

**Work Writing Work-related services 2**

239 CAN note down simple, predictable instructions if asked directly to do so, and given time to do so before the meeting proceeds.

235 CAN record a routine order with little risk of inaccuracy, provided that the opportunity is given to check the order against the client's wishes.

**Level B2**

**Work Writing Correspondence**

278 CAN write a non-routine letter where this is restricted to matters of fact.

**Work Writing Formal presentations and demonstrations**

267 CAN make notes on most matters likely to arise during a presentation/demonstration within own area of expertise.

**Work Writing Instructions and guidelines**

306 CAN write a continuous set of instructions, for example a section of an operating manual, provided that they are simple and of limited length. WILL need to have work checked.

307 CAN draft a set of straightforward instructions, regulations etc.

**Work Writing Meetings and seminars**

254 CAN make notes on most matters likely to arise within own area of expertise.

255 CAN make notes that are useful to both her/himself and to colleagues.

### **Statements Filtered by Area, Skill and Level**

252	CAN make reasonably accurate notes at a meeting or seminar where the subject matter is familiar and predictable.
<b>Work</b>	<b>Writing</b> <b>Reports (of substantial length and formality)</b>
288	CAN write a report of a factual nature, but if the report is for external consumption her/his work will require checking and correcting.
289	CAN write a simple report of a factual nature and begin to evaluate, advise etc.
<b>Work</b>	<b>Writing</b> <b>Work-related services 2</b>
238	CAN make notes that are useful both to her/himself and to colleagues.
540	CAN make notes while a customer/client is talking.
237	CAN make notes on most matters likely to arise within own field.

### **Level C1**

<b>Work</b>	<b>Writing</b> <b>Correspondence</b>
280	CAN write most letters (s)he is likely to be asked to do; such errors as occur will not prevent understanding of the message. (Letter types are, for example: enquiry, request, application, complaint, apology, giving advice, asking for and giving information).
<b>Work</b>	<b>Writing</b> <b>Meetings and seminars</b>
253	CAN make notes on unfamiliar matters.
<b>Work</b>	<b>Writing</b> <b>Reports (of substantial length and formality)</b>
290	CAN write a report that communicates the desired message. WILL need more time to write the report than a native speaker would.
<b>Work</b>	<b>Writing</b> <b>Work-related services 1</b>
216	CAN handle a wide range of routine and non-routine situations in which professional services are requested from colleagues or external contacts.
215	CAN deal with all routine requests for goods or services.
<b>Work</b>	<b>Writing</b> <b>Work-related services 2</b>
242	CAN take reasonably accurate notes during meetings.

### **Level C2**

<b>Work</b>	<b>Writing</b> <b>Correspondence</b>
281	CAN write any type of letter necessary in the course of his/her work.
<b>Work</b>	<b>Writing</b> <b>Formal presentations and demonstrations</b>
268	CAN make notes that are useful to both her/himself and to colleagues, even where the subject matter is complex and/or unfamiliar.
<b>Work</b>	<b>Writing</b> <b>Instructions and guidelines</b>
308	CAN write a set of instructions with clarity and precision, addressing the reader effectively.
<b>Work</b>	<b>Writing</b> <b>Meetings and seminars</b>
256	CAN make full and accurate notes and continue to participate in a meeting or seminar.
<b>Work</b>	<b>Writing</b> <b>Reports (of substantial length and formality)</b>
291	CAN write quite lengthy reports with only the occasional, minor error, and without taking much longer than a native speaker.
<b>Work</b>	<b>Writing</b> <b>Work-related services 2</b>
243	CAN make full and accurate notes on all routine meetings.