

Guide to Levels of Language Skill

		LISTENING	SPEAKING	READING	WRITING
Survival Knowledge is limited to the recognition and production of isolated words, particles or sentences. Two way communication is achieved, although the language is limited to routine activities <i>Estimated hours for module: 80-90</i>	0	<i>No measurable knowledge</i>			
	0.5	Able to understand frequently repeated isolated words or sentences.	Able to produce key isolated words or sentences.	Able to recognise some isolated items (words or parts of words, sentences, etc.) but not necessarily in a connected sense.	Able to write isolated words or key sentences.
	1	Able to understand simple utterances and obtain limited information from simple announcements, messages and broadcasts at reduced speed. Able to understand frequently used, job related terms.	Able to convey simple information and ideas, with restricted vocabulary at reduced speed. Able to respond but sometimes unable to continue.	Able to identify key points in a simple written article from a magazine or brochure (i.e. key words and headings) but not get the overall sense of long texts.	Able to fill in standard forms and write very simple notes.
Internal Operational Reliable communication is possible, although there may be hesitation in ad-hoc situations. Reliable communication with the ability to interact in a considerable number of ad-hoc situations with some degree of improvisation. <i>Estimated hours for module: 110-120</i>	1.5	Able to get the overall gist of speech on routine topics at reduced speed. Obtain specific information from well enunciated announcements and broadcasts spoken at reduced speed. Follow clearly enunciated instructions such as directions.	Able to start and carry on a conversation with a sympathetic native speaker in the right social register. Give and seek simple information to use in a routine work and social context such as the weekly diary. Interact with the need to ask for clarification.	Able to read and understand a list of simple instructions notices and signs. Obtain information from simple texts on both work and general subjects with some clarification.	Able to write information in list form rather than whole sentences, such as a list of instructions. Produce short pieces of continuous text in order to report events or simple operations with some inaccuracies.
	2	Able to comprehend some complex language relevant to the client's job. Understand the gist of a conversation between native speakers on general matters even if some of the language is unfamiliar or there are "gaps" in comprehension.	Able to give comprehensive information about herself/himself and some information about her/his work. Able to deliver simple well rehearsed presentations.	Able to comprehend a limited amount of more complex language or vocabulary related to the student's work.	Able to construct simple letters, notes, messages and instructions using set phrases for everyday use.
External Operational Reliable communication in a wide range of formal and informal situations. Reliable communication at a semi-professional level. <i>Estimated hours for module: 110-130</i>	2.5	Able to understand conversations between native speakers speaking on most topics at normal speed. Obtain information from announcements, broadcasts and messages at normal speed.	Able to sustain conversations in most social and some elementary business situations at near normal speed. Give and seek instruction and guidance to accomplish key work tasks.	Able to deal with texts of both a general and work related nature at high level with the help of a dictionary. Understand reports, sales literature, main ideas from newspaper/magazine articles.	Able to produce writing of varying length and for different purposes with some inaccuracies but no misunderstandings (everyday business correspondence, reports, faxes).
	3	Able to report in detail, summarise and explain news items, interviews and documentaries containing argument and discussion. Extract information from a wide range of sources. Attend work related seminars.	Able to conduct practically any conversation. Able to take part in informal and formal group discussions. Able to deliver prepared presentations.	Able to extract detailed information about complex work tasks from all texts like work manuals etc.	Able to deal with internal office correspondence with external contacts.
Managerial Reliable communication at a professional level. Reliable communication at both social and professional levels with virtually the ease of a native speaker. <i>Estimated hours for module: 130-150</i>	3.5	Able to cope with all spoken language live or broadcast. Follow lessons, discussions and debates with relative ease and identify the attitude and emotions of the speaker as well as understand humour and sarcasm to a considerable degree.	Able to take a constructive part in group communication with few errors. Adapt to different social registers, like in meetings and negotiations. Make comprehensive presentations and speeches to native speakers, and respond to resulting questions spontaneously.	Able to reliably deal with all written work within his own occupational field like reports, all correspondence, manuals, etc., though may not be aware of all nuances of style.	Able to produce and exchange complex business and personal correspondence, compile reports and technical texts within a defined framework.
	4	Able to handle a wide range of accents and idioms. Follow complex lines of reasoning. Understand jokes or sarcasm of some complexity.	Able to establish formal and friendly relationships and deal with stressful or delicate situations with almost the ease of a native speaker. Use a wide variety of idioms and express different sentiments with ease. Deliver unscripted presentations and debate complex lines of reasoning and argument.	Able to read and understand different types of texts. Read "between the lines" to draw inferences and conclusions where opinions are hinted at rather than stated.	Able to express views, opinions and arguments clearly and without ambiguity on a range of familiar and unfamiliar subjects. Write for different audiences showing sensitivity to the situation.