

CEFR (Common European Framework)	Speaking	Listening	Reading	Writing	Proficiency
	These English language level descriptors follow the guidelines of the Common European Framework of Reference for Languages (CEFR) as much as the business context allows. Language descriptors are based on the "can do" approach by specifying what a learner is supposed to be able to do in reading, listening, speaking and writing at each level. CAN:				
C2 Mastery	<ul style="list-style-type: none"> Summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation; Express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations; Contribute to and facilitate high level complex group discussions, meetings, presentations. 	<ul style="list-style-type: none"> Understand with ease virtually everything heard or read; Obtain information from complex / specialized language. Cope with listening situations in which part of message is distorted. Understand accents / variations commonly used. 	<ul style="list-style-type: none"> Understand almost all general documentation at native speaker's level; Deal with unfamiliar texts & identify opinions, values; Perceive any textual material accurately and in full including complex ideas expressed in complex language. 	<ul style="list-style-type: none"> Make full & accurate notes; Produce written materials, correspondence to deal with specialized tasks; Produce documentation on job related topics Exchange correspondence & convey information, ideas & opinions using accurately structured language. 	Advanced Operational
C1 Proficient User [advanced]	<ul style="list-style-type: none"> Express him/herself fluently and spontaneously without much obvious searching for common and more idiomatic expressions; Use language flexibly and effectively for social, academic and professional purposes, using appropriate style and register; Contribute to complex group discussions, and take part in most meetings; Deliver prepared and short unscripted presentations. 	<ul style="list-style-type: none"> Understand a wide range of demanding, longer texts, and recognize implicit meaning; Obtain information from complex / technical language within own area of work; Cope with listening situations in which part of message is distorted; Understand accents / variations commonly used; <p>Developing reasonable level of competence in dealing with more technical language; Evolving strategies to cope with unfamiliar and idiomatic vocabulary.</p>	<ul style="list-style-type: none"> Understand almost all documentation at native speaker's level within own area of work; Deal with unfamiliar texts & identify opinions, values & work related tasks with some use of a dictionary; <p>Comprehension is mostly accurate including complex ideas expressed in complex technical language.</p>	<ul style="list-style-type: none"> Produce clear, well-structured, detailed text on complex & technical subjects, showing controlled use of organizational patterns, connectors and cohesive devices; Make full & accurate notes; Produce written materials, correspondence to deal with specialized / technical tasks. 	
B2 Vantage [upper-intermediate]	<ul style="list-style-type: none"> Interact with a degree of fluency and spontaneity, without strain for either party; Prepare & deliver complex work-related presentations; Take part in most business meetings contributing effectively to discussion within own area of work though still has some difficulty in participating in high level meetings; Assert & qualify own point of view in the process of decision making; Understand, interpret and explain statistical & numerical data, and make robust conclusions & recommendations. 	<ul style="list-style-type: none"> Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization; Understand main points of language intended for native speakers, understanding may be impeded by high incidence of unfamiliar idiomatic vocabulary; <p>Developing reasonable level of competence in dealing with more specialized language at normal speed.</p>	<ul style="list-style-type: none"> Understand regular business documents; Deal with unfamiliar texts and identify opinions, values and work related tasks with some use of a dictionary; Read independently for main idea with little loss of detail with adequate speed for work requirements; <p>Comprehension is generally accurate Developing strategies for deducing meaning of unfamiliar vocabulary.</p>	<ul style="list-style-type: none"> Produce correspondence, convey information, ideas and opinions to deal with work requirements using more accurately structured language; although more complex grammar is avoided or inaccurate; Produce clear, detailed text on a wide range of subjects Explain a viewpoint on a topical issue giving the advantages and independent disadvantages of various options. 	Standard Operational
B1 +	<ul style="list-style-type: none"> Interact with a degree of fluency and spontaneity that makes regular interaction with native speakers possible with some strain for both parties; Prepare & deliver work-related presentations; Take part in most business meetings Contribute effectively to discussion within own area of work though still has greater difficulty in participating in high level meetings; Prove own point of view in the process of decision making; Understand and explain statistical data, and make adequate conclusions / recommendations. 	<ul style="list-style-type: none"> Understand the main ideas of complex text including technical discussions in his/her field of specialization; Understand some main points of language intended for native speakers, understanding is likely to be impeded by high incidence of unfamiliar idiomatic vocabulary; <p>Showing signs of competence in dealing with more specialized language.</p>	<ul style="list-style-type: none"> Understand gist and content of regular business documents. Demonstrate a level of understanding with unfamiliar texts and identify opinions, values and work related tasks with some assistance and/or use of a dictionary; Read for main idea with some loss of detail with adequate speed for work requirements; <p>Has some success in deducing meaning of unfamiliar vocabulary.</p>	<ul style="list-style-type: none"> Produce more complex texts or which are familiar or of a work nature, Produce more complex factual reports and summaries. <p>Written tasks sometimes incomplete, but contain good examples of grammar, discourse markers etc.</p>	Basic Operational
B1 Threshold [intermediate]	<ul style="list-style-type: none"> Communicate at a basic level. Deal with most situations likely to arise in a work situation; Describe experiences and events, and briefly give reasons and explanations for opinions and plans; Take part in low level business meetings; and make simple presentations in their area of business 	<ul style="list-style-type: none"> Understand the main points of clear standard input on familiar matters regularly encountered in work. <p>Understanding may be impeded by high incidence of unfamiliar phrasal verbs, idiomatic and specific vocabulary. Developing strategies to cope with some unpredictable language situations provided delivery is below normal speed.</p>	<ul style="list-style-type: none"> Read for main ideas with little loss of detail and with adequate speed. Read and understand the gist of general work related documentation and obtain some specific information. Attempts to deduce meaning of unfamiliar vocabulary with some success. 	<ul style="list-style-type: none"> Produce simple connected text on topics which are familiar or of a work nature, but can have difficulties in writing more complex texts or reports. Produce short factual reports and summaries. <p>Written tasks often incomplete, missing key discourse markers and with frequent grammar errors.</p>	
A2 Waystage [Elementary]	<ul style="list-style-type: none"> Communicate in simple and routine tasks requiring a simple and direct response; Exchange information on work-related and routine matters; Describe in simple terms aspects of his/her job, working environment. 	<ul style="list-style-type: none"> Understand sentences and frequently used expressions related to work (e.g. basic personal and job information, tasks & responsibilities,) Understand slow clear speech; <p>Still developing strategies to cope with some unpredictable language situations provided delivery is below normal speed.</p>	<ul style="list-style-type: none"> Read short informal routine business correspondences and extract easily recognizable facts and data, (simple instructions, requests...) Read independently adapted work documentation for main idea but some comprehension of detail may be lost; <p>Relies on context to infer meaning.</p>	<ul style="list-style-type: none"> Write simple sentences using limited vocabulary following clearly structured settings; complete basic forms; Produce texts (faxes, short notes, and simple reports, messages) to deal with daily work activities using simple but complete sentences; <p>Written texts are poorly organized with significant grammatical and lexical errors.</p>	
A1 Breakthrough [Beginners]	<ul style="list-style-type: none"> Understand simple questions and statements, name everyday work objects/activities; Give basic personal/work details; Describe working routine / role / responsibilities; Interact in a simple way provided the other person talks slowly and clearly and is prepared to help; Survive in basic work situations (asking directions, clarifying numerical info, describing equipment / simple processes, etc) 	<ul style="list-style-type: none"> Understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of basic work needs; Understand the gist of conversations of a predictable nature within his/her own area of expertise provided speech is slow, repetition is possible. 	<ul style="list-style-type: none"> Read short everyday e-mail correspondence or work related documentation built on basic vocabulary; Extract easily recognizable facts & data (simple instructions, routine requests...); Understand most short text materials of a predictable nature within his/her own area of expertise, provided enough time is given. 	<ul style="list-style-type: none"> Write a short note of request to a colleague or a known contact (e.g. a simple routine requests and e-mails, including time, date and place.). <p>There are still significant gaps in writing skill at this level.</p>	