



# What level are you?

Are you able to...

LISTENING and SPEAKING	READING	WRITING
<b>L1 – Pre Entry</b>		
<ul style="list-style-type: none"> <li>• Pronounce place names and personal names correctly.</li> <li>• Greet customers at reception or on the phone.</li> <li>• Open and close a conversation.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand short text about a familiar topic when it is communicated in plain language, e.g. basic signs, simple instructions, includes agendas.</li> </ul>	<ul style="list-style-type: none"> <li>• Write personal names, place names, job titles and names of council departments.</li> </ul>
<b>L2 - Entry</b>		
<ul style="list-style-type: none"> <li>• Understand the core conversation.</li> <li>• Receive and understand simple messages on normal patterns, e.g. time and place of a meeting, request to talk with someone.</li> <li>• Convey basic information and simple instructions.</li> <li>• Open and close conversations and meetings bilingually.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand most short reports and instructions within the expertise of work, if there is sufficient time allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Produce a simple short message on paper or email for a colleague within the Council or a familiar colleague outside the Council.</li> </ul>
<b>L3 – Foundation</b>		
<ul style="list-style-type: none"> <li>• Understand and participate in most normal day-to-day conversations in the office.</li> <li>• Offer advice to the general public on issues relating to the post. Referring to specialised or technical terms in English.</li> <li>• Contribute to a meeting or a presentation on general issues relating to the post; referring to specialised or technical terms in English.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand most of the reports, documents and correspondence that would be expected to be discussed in the normal course of work.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare informal messages and reports for internal use.</li> </ul>
<b>L4 – Intermediate</b>		
<ul style="list-style-type: none"> <li>• Contribute effectively in internal and external meetings in the context of the work subject.</li> <li>• Understand differences in tone and dialect.</li> <li>• Argue for and against a particular case.</li> <li>• Chair meetings and answer questions confidently.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand formal correspondence and reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Produce business correspondence, short reports, e-mails and promotional literature with editing assistance.</li> </ul>
<b>L5 – Advanced / Proficiency</b>		
<ul style="list-style-type: none"> <li>• Contribute fluently and confidently with regard to all aspects of daily work, including negotiating and advising on technical, specialised or sensitive areas.</li> <li>• Contribute to meetings and provide presentations fluently and confidently.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand reports, documents and articles linked to the normal course of work, including complex concepts expressed in convoluted language.</li> </ul>	<ul style="list-style-type: none"> <li>• Produce business correspondence, short reports, e-mails and promotional literature to an acceptable level with the aid of standard language tools.</li> <li>• Draw up detailed notes while taking a full part in the meeting.</li> </ul>