

Common European Framework	k	EF Language level	Reading	Writing	Listening	Speaking			
						Obtaining information	Giving Information	Meetings	Social
Upper Advanced	C2	16	Can use a decision matrix to arrive at a decision; identify benefits and drawbacks of investments; read proposals on new innovations	Can write a report; write a visualization script; research a topic and write a summary about it	Can listen to a talk about controversial topic; recognize pros and cons in a debate; identify legitimate and illegitimate investments	Can obtain information on any subject in any context in a fully appropriate manner	Can identify problems and give suitable solutions; evaluate an idea and give feedback appropriately; answer questions during an interview	Can conduct a formal meeting effortlessly; construct a timeline of events	Can respond to a topic with conviction; give opinion on a range of social issues; offer advice to someone experiencing a problem
		15	Can read an article and critique on it; identify key features of successful websites	Can summarize what someone has said; make predictions about future strategies	Can synthesize different accounts of the same event; understand indirect communication	Can obtain information using appropriate language with very few mistakes; extract information on a specific topic	Can give suggestions based on analysis of a topic	Can manipulate language effectively in order to argue and convince; use different communication strategies; put forward an argument against a suggested plan of action	Can use turn-taking to participate in a conversation
Advanced	C1	14	Can identify inconsistencies in an advert; extract information from an article	Can participate in a discussions and write a summary; write a speech for a special occasion	Can understand a detailed presentation; compare the benefits of two systems; analyze the qualities of a speech	Can ask for an account of a recent talk; ask for an explanation of an analysis	Can read a survey and answer questions about it; create and deliver a speech for a special occasion	Can give a presentation on threats to the business; deliver an interesting speech	Can use innuendo and implied meaning
		13	Can identify details about future trends; understand an article on a controversial topic	Can make recommendations based on research; complete tables of information; write clear goals to reach your potential	Can understand descriptions; listen to reports on global trade issues; listen to people talk about reasons for doing something	Can ask for information to address a specific issue	Can summarize opinions from a focus group discussion; identify problems and offer solutions; explain the advantages of your products or services to potential clients	Can put forward a case for a new product or service; explain why something did not meet your expectations; offer advice and motivation to a colleague	Can talk about future plans
		12	Can recognize customs and etiquette in other countries; read a business report on company restructuring; read and understand about making difficult decisions	Can write a polite email declining an invitation; write a business report; write about leadership qualities	Can listen to a discussion and make deductions; understand complex company structure; recognize a person's ability	Can ask people to give their view on a topic; ask people to help in a project	Can give advice to a colleague; engage listeners; report on a work-related seminar	Can express opinions on complex issues; give a business presentation	Can respond appropriately to various types of behaviour; keep a conversation going using informal expressions
Upper Intermediate	B2	11	Can read instructions; determine which product is most suitable from a product description	Can write up findings of a survey; write about your past and present strategies	Can listen to opinions; understand a presentation on specific topics; listen to strong opinions; use more active listening strategies	Can obtain information with a good range of grammar and vocabulary	Can listen to and summarize a presentation; explain how your products or services work	Can paraphrase ideas and concepts to confirm understanding; give a presentation on a specific topic; deal with communication breakdowns	Can converse on a range of subjects
		10	Can identify a product or service based on its strong points	Can write a formal request; write a description of trends shown in a graph	Can understand people describing an event; recognize the features of an effective presentation	Can ask people to confirm understanding; interview people on a specific topic	Can discuss trends and their effects on business	Can listen to a presentation and summarize the main points; draw conclusions from facts and figures; participate in a brainstorming session	Can talk in detail about non-work related topics at business event
		9	Can understand tips on doing business in other countries	Can write a business proposal; write guidelines, write an email with the appropriate register	Can identify different negotiation styles; identify reasons behind changes	Can ask questions with a fair command of grammar and vocabulary; arrange a meeting	Can give information on how to manage people; state your case	Can follow a presentation; answer questions and participate actively in discussions	Can give compliments and be polite at a business event; respond to inquiries
Intermediate	B1	8	Can read about trends in the world; research advice on how to do something	Can write an email confirmation; write an account of the important milestones in your working life	Can understand advice; understand people talking about cultural differences	Can ask for opinions and explanations or clarifications	Can describe products or services your company provides	Can present reasons and give justifications of a proposal; express your opinions	Can express your views on various topics of a proposal; express your opinions
		7	Can evaluate a specific program	Can write rules and instructions; write about experiences in your working life	Can understand presentations about future innovations; understand basic company information	Can ask questions to get relevant information on a range of topics	Can give your opinion; talk about your work experiences	Can agree and disagree politely	Can express opinions about your likes and dislikes; respond appropriately in discussions
		6	Can understand more detailed texts and correspondence	Can describe something that has gone wrong	Can follow instructions	Can obtain information on familiar subjects	Can have basic discussions on familiar topics	Can give basic suggestions	Can give compliments; change the topic of conversation
Elementary	A2	5	Can understand basic descriptions of familiar products and services	Can write basic descriptions of your company's products or services	Can understand the main points of an information report; understand questions about work activity	Can ask questions to get basic information; ask questions about past events	Can describe a past event; identify and describe basic problems	Can explain the main details of a project or graph	Can listen to and engage in a small talk; make polite requests
		4	Can understand written descriptions of daily routine	Can write a short e-mail	Can understand people describing their jobs	Can ask simple questions about personal details and daily routines	Can complete a survey about your daily work routines	Can explain the general points of a project	Can take part in a simple conversation
		3	Can understand short text	Can write a short message	Can understand months of the year, days of the week and times of the day	Can ask for items on a list	Can describe your average work day	Can give your opinion using simple sentences	Can answer basic question about yourself
Beginner	A1	2	Can understand very simple sentences	Can fill out a form asking for basic personal details	Can understand words, phrases and very simple sentences	Can ask questions about daily routine; make basic requests	Can use words and phrases to describe everyday routines	Can give a simple job description	Can greet people and make introductions
		1	Can understand a few common words	Can write a few common words	Can understand very simple, short sentences when spoken slowly	Can make very simple requests	Can answer basic questions	Can give your name and job title	Can say a few disconnected words