

# Levels Chart

Level	Productive Skills: speaking and writing	Receptive Skills: listening and reading
<p><b>B1+</b> <b>Upper Working Knowledge</b></p> <p>Able to cope in most routine business or everyday situations provided you are dealing with a sympathetic native speaker</p>		<p>Can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc.</p>
<p><b>B1</b> <b>Working Knowledge</b></p> <p>If the learner can <b>easily</b> do most of the following, mark as <b>B1+</b></p>	<p>Can talk about your life, work and company in general terms</p> <p>Can write simple connected text on topics which are familiar or of personal interest.</p> <p>Can write personal letters describing experiences and impressions.</p>	<p>Understands 40-60% of everything spoken clearly at a moderately graded pace.</p> <p>Can understand the gist and specific information in texts that consist mainly of high frequency every day or job-related language.</p>
<p><b>A2+</b> <b>Upper Survival</b></p> <p>Able to survive in simple and familiar situations provided you are dealing with a sympathetic native speaker</p>		<p>Can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance</p>
<p><b>A2</b> <b>Survival</b></p> <p>If the learner can <b>easily</b> do most of the following, mark as <b>A2+</b></p>	<p>Can find out times, directions, costs, telephone numbers</p> <p>Can state business and leave short messages</p> <p>Can write short, simple notes and messages or personal letters</p>	<p>Can catch the main point in short, clear, simple messages and announcements.</p> <p>Can understand up to 40% of everything spoken slowly with repetition.</p> <p>Can read very short, simple texts; such as, such as advertisements, prospectuses, menus and timetables and can understand short simple personal letters.</p>
<p><b>A1+</b> <b>Upper Elementary</b></p> <p>Able to survive in a limited range of travel, hotel, restaurant and shopping related situations</p>		<p>Can recognise familiar words and very basic phrases concerning self, family and immediate concrete surroundings when people speak slowly and clearly.</p>
<p><b>A1</b> <b>Elementary</b></p> <p>If the learner can <b>easily</b> do most of the following, mark as <b>A1+</b></p>	<p>Can use basic greetings and pleasantries</p> <p>Can write a short, simple texts</p> <p>Can fill in forms with personal details, for example entering name, nationality and address</p>	<p>Understands 10 to 20% of everything spoken slowly with repetition.</p> <p>Can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.</p>
<p><b>False Beginner</b></p>	<p>Studied the target language to a basic level in the past, but have not used the language for some length of time. Can understand and/or use the basic greetings and a small amount of lexis/expressions</p>	
<p><b>Complete Beginner</b></p>	<p>No knowledge of the target language</p>	

# Levels Chart

Level	Productive Skills: speaking and writing	Receptive Skills: listening and reading
<p><b>C2+</b> <b>Upper Management+</b></p> <p><b>C2</b> <b>Upper Management</b></p> <p>If the learner can <b>easily</b> do most of the following, mark as <b>C2+</b></p>	<p>Able to play a full part in all aspects of business with native speakers</p> <p>Can defend own views under pressure</p> <p>Can handle unexpected, awkward, sensitive confrontational or embarrassing situations</p> <p>Can chair a meeting</p>	<p>Can understand any kind of spoken language</p> <p>Can understand 90-100% of everything spoken at native speaker speed.</p> <p>Can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.</p>
<p><b>C1+</b> <b>Management</b></p> <p><b>C1</b> <b>Lower Management</b></p> <p>If the learner can <b>easily</b> do most of the following, mark as <b>C1+</b></p>	<p>Able to do business successfully and confidently with native speakers or work alongside them on joint projects</p> <p>Can make comprehensive presentations and speeches</p> <p>Can follow formal meetings well enough to interject, make contributions and ask for clarification</p> <p>Can write about complex subjects in a letter, an essay or a report</p>	<p>Can understand extended speech even when it is not clearly structured</p> <p>Can understand 80-90% of everything spoken at native speaker speed.</p> <p>Can understand long and complex factual and literary texts</p> <p>Can understand specialised articles and longer technical instructions</p>
<p><b>B2+</b> <b>Operational</b></p> <p><b>B2</b> <b>Lower Management</b></p> <p>If the learner can <b>easily</b> do most of the following, mark as <b>B2+</b></p>	<p>Able to cope well in most routine business situations</p> <p>Can participate in routine business conversations</p> <p>Can interact with a degree of fluency and spontaneity with native speakers</p> <p>Can take an active part in discussion in familiar contexts</p> <p>Can present clear, detailed descriptions on a wide range of subjects</p> <p>Can explain a viewpoint and can argue the advantages and disadvantages of various options.</p> <p>Can write clear, detailed text on a wide range of subjects</p>	<p>Can understand extended speech and follow even complex lines of argument provided the topic is reasonably familiar</p> <p>Can understand 60-80% of everything spoken at native speaker speed.</p> <p>Can read articles and reports in which particular attitudes or viewpoints are adopted by the author</p> <p>Can understand contemporary literary prose.</p>