

Levels Chart

Level	Business Functions	General Functions (Common European Framework)
False Beginner/ Complete Beginner	Studied the target language to a basic level at some point in the past but have not used the language for some length of time. Can understand and/or use basic greetings and random words or expressions.	
	No knowledge of the target language	
Elementary	A1 Able to survive in a limited range of travel, hotel, restaurant and shopping related situations <ul style="list-style-type: none"> Can use basic greetings and pleasantries Can understand simple sentences spoken slowly and clearly Can identify yourself Can fill in basic forms 	<ul style="list-style-type: none"> Can understand and use familiar everyday expressions and very basic phrases related to familiar topics Can introduce yourself and others and can ask and answer questions about personal details such as where home, family and possessions Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help
	A2 Able to survive in simple and familiar situations provided you are dealing with a sympathetic native speaker <ul style="list-style-type: none"> Can find out times, directions, costs, telephone numbers Can understand simple notices and signs Can state your business and leave short messages 	<ul style="list-style-type: none"> Can understand sentences and frequently used expressions related to areas of immediate relevance (e.g. personal and family information, shopping, employment) Can communicate in simple and routine tasks requiring an exchange of information on familiar matters. Can simply describe aspects of your background, immediate environment and matters in areas of immediate need
Intermediate	B1 Able to cope in most routine business or everyday situations provided you are dealing with a sympathetic native speaker <ul style="list-style-type: none"> Can understand and write everyday business correspondence Can handle customer queries Can talk about your life, work and company in general terms 	<ul style="list-style-type: none"> Can understand the main points of clear standard input on familiar matters regularly encountered Can deal with most situations likely to arise whilst travelling Can produce simple connected text on topics which are familiar Can describe experiences and events, hopes & ambitions and briefly give reasons for opinions and plans
	B2 Able to cope well in most routine business situations <ul style="list-style-type: none"> Can write short reports, letters and emails in both formal and informal language Can participate in routine business conversations Can understand and produce job specific material and standard business correspondence 	<ul style="list-style-type: none"> Can understand the main ideas of complex text, including technical discussions in your field Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers possible without difficulty Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue
Advanced	C1 Able to do business successfully and confidently with native speakers or work alongside them on joint projects <ul style="list-style-type: none"> Can make comprehensive presentations and speeches Can write lucid letters and reports Can follow formal meetings well enough to interject, make contributions and ask for clarification 	<ul style="list-style-type: none"> Can understand a wide range of long and demanding texts Can express yourself spontaneously without much obvious searching for expressions Can use language flexibly and effectively for all purposes Can produce clear, well-structured, detailed text on complex subjects
	C2 Able to play a full part in all aspects of business with native speakers <ul style="list-style-type: none"> Can defend your views under pressure Can handle unexpected, awkward, sensitive confrontational or embarrassing situations Can chair a meeting 	<ul style="list-style-type: none"> Can understand with ease virtually everything heard or read Can summarise information from different spoken and written sources Can express yourself spontaneously, fluently and precisely, even in more complex situations