

## ALTE Language Framework: Can- do Statements

Level	Listening / Speaking	Reading	Writing
1	<ul style="list-style-type: none"> <li>• Can pronounce place names and personal names correctly.</li> <li>• Can greet customers on a reception desk or on the telephone.</li> <li>• Can begin and end a conversation.</li> </ul>	<ul style="list-style-type: none"> <li>• Can understand short reports on familiar matters i.e simple instructions and agenda contents.</li> </ul>	<ul style="list-style-type: none"> <li>• Can write personal names, place names, job titles and names of departments.</li> <li>• Can write a simple request to a colleague, such as 'A has called, can you call back?'</li> </ul>
2	<ul style="list-style-type: none"> <li>• Can understand the essence of a conversation.</li> <li>• Can receive and understand simple messages following normal patterns, such as time and place of meeting, request to talk to someone.</li> <li>• Can pass on basic information and simple instructions.</li> <li>• Can begin and end conversations and meetings bilingually.</li> </ul>	<ul style="list-style-type: none"> <li>• Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given.</li> </ul>	<ul style="list-style-type: none"> <li>• Can write a short simple message to a colleague or known external contact.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Can understand and participate in most day to day non-technical conversations in the office.</li> <li>• Can advise the public on general matters within own area of work, but must turn to English for technical or specialist terms.</li> </ul>	<ul style="list-style-type: none"> <li>• Can understand most reports, documents and correspondence he/she is likely to encounter during work.</li> </ul>	<ul style="list-style-type: none"> <li>• Can write informal messages and reports for internal use.</li> </ul>
4	<ul style="list-style-type: none"> <li>• Can contribute effectively to internal and external meetings in the context of the job area.</li> <li>• Can understand the differences in language and dialect.</li> <li>• Can argue for or against a specific case.</li> <li>• Can chair meetings and answer questions confidently from the Chair.</li> <li>• Can give presentations fluently and confidently in the context of the job area.</li> </ul>	<ul style="list-style-type: none"> <li>• Can understand correspondence and reports expressed in standard language.</li> </ul>	<ul style="list-style-type: none"> <li>• Can write business correspondence, short reports and information literature with editorial assistance.</li> </ul>
5	<ul style="list-style-type: none"> <li>• Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts and terminology.</li> </ul>	<ul style="list-style-type: none"> <li>• Can write business correspondence , short reports and information literature to an acceptance with the assistance of language tools.</li> <li>• Can write detailed notes in a meeting whilst contributing fully.</li> </ul>