

Level Profile	Functional Level	Listening / Comprehension	Speaking	Reading	Writing	Vocabulary	Grammar	Pronunciation
1 Beginners	Basic competence allowing simple interaction in familiar situations, e.g. message-taking and business travel arrangements	Able to understand short & simple sentences spoken at slow speed	Able to ask for and provide simple information e.g. personal details, directions, day-to-day requirements	Able to read short simple passages and obtain simple details from text	Able to reproduce standard format information. Able to construct short simple phrases but with errors	General vocabulary of around 500 words with perhaps some specialised/technical words. Active vocabulary probably smaller	Knowledge of basic grammatical structures and tenses, but very limited accuracy in use	Strong interference from mother tongue when speaking new language which hinders overall communication
	2							
3 Upper Beginner	Ability to handle a wider range of routine business communication and “survive” in unfamiliar contexts	Able to understand most direct, everyday speech at slow speed and to obtain basic information from third party sources	Able to handle daily activities, make social contact and fulfil routine work requirements	Able to handle simple general texts and obtain information from more complex texts from familiar sources	Able to provide written information to deal with routine activities and to produce notes and messages in less familiar contexts	General vocabulary expanded to around 1,500 words with basic specialised/technical terminology established	Most essential grammar established, but frequent errors in use	Speech shows greater awareness of new language patterns. Hindrance to communication reduced but still problematic
	4							
5 Intermediate	Competence in most everyday business situations although fluency and accuracy may be affected in unfamiliar contexts.	Able to understand general speech at normal speed with effort and obtain information from a variety of sources	Able to handle most functions in appropriate form and contribute to discussions with some difficulty	Able to read general texts without difficulty and obtain information from complex texts from a variety of sources	Able to produce more complex texts to fulfil broader range of requirements with limitations in style	Everyday vocabulary known. Ability to find alternatives where words unknown. Some knowledge of colloquialisms and idioms with specialised/technical terminology broadly adequate	Fewer errors in grammar and forms leading to greater fluency	Interference from mother tongue still noticeable but no longer a serious hindrance to communication
	6							
7 Upper Intermediate	Ability to communicate effectively in a broad range of tasks although conscious effort still required in more complex situations.	Able to understand general speech with ease and obtain information from complex/technical sources with only limited loss of comprehension	Able to communicate in all contexts with accuracy including business discussions and dealing with complex work tasks	Able to read most texts and obtain information from even complex texts without loss of comprehension.	Able to produce complex and technical texts with good accuracy and select appropriate styles	Wide general vocabulary and familiarity with most common idioms and colloquialisms. Relevant specialist/technical terminology used correctly	Errors in grammar and form found only in more complex language	General fluency in new language speech patterns present. Some mother tongue pronunciation occurs but rarely hinders communication
	8							
9 Advanced	Fluent communication in all business contexts with near native speaker confidence.	Able to understand all but the most complicated or specialised speech or where other noise interference impairs comprehensibility	Able to approach native speakers in nearly all contexts and to handle sustained speech tasks e.g. business negotiation and formal presentations	Able to understand nearly all texts at native speaker level with only cultural and literary references causing difficulty	Able to produce accurate and stylistically appropriate texts with near native ability	Very wide general vocabulary range with accurate use of specialist/technical terminology	Only rare errors of grammar shown in near native accuracy	Accurate pronunciation rarely showing mother tongue interference
	10							