

BUSINESS LANGUAGE TRAINING LANGUAGE LEVELS CHART

LEVELS	Fluency	Pronunciation	Listening Comprehension	Reading Comprehension	Writing	Vocabulary	Grammar
Advanced 5	You have complete confidence in all situations.	You have the ability to use native speech patterns.	You can understand 95% of all speech.	Most written material is accessible to you. Very obscure references may cause you problems.	You have a near native ability to produce accurate and stylistically appropriate texts.	You are rarely unable to find the appropriate word.	You are distinguishable from a native speaker only by rare grammatical errors.
	Your use of language is subtle and flexible. You can contribute to complex business discussions.	You may have a very slight "foreign" accent. No mispronunciations.	You can understand all media, speeches, presentations in detail. You will miss only occasional nuance.	You may have difficulty with very technical material eg. legal contracts, technical specifications, etc.	You can present & debate arguments on complex matters in written form. You make few mistakes.	You display a very wide lexical range and are able to use specialist vocabulary precisely.	You may show grammatical errors when under pressure but otherwise this is rare.
Operational 4	You can communicate fluently but may hesitate when arguing complex points.	Your pronunciation is generally very accurate. No conspicuous mispronunciations.	You can follow any conversation. Speed & dialect may still pose a problem for you.	You can interpret implied meaning and style correctly.	You can compose texts on most topics with style & nuance.	You have a good all-round vocabulary base with depth of idioms & colloquialisms.	You can use most complex structures correctly and with ease.
	You can communicate fluently on familiar topics and can argue with some efficiency.	Good, with few problems. Your intonation may still sound non-native.	You can follow most conversations. Speed & idioms can still be a problem for you.	You can understand most texts without a dictionary.	You can compose texts on most topics with increasing clarity.	You have a broad business & general vocabulary range.	You use all basic structures correctly & with ease but may stumble on more complex concepts.
Threshold 3	You can speak with some fluency & spontaneity on familiar topics. You are beginning to express more complex ideas.	Overall quite proficient. Occasional mispronunciations which do not interfere with other people's understanding of you.	You can follow formal & informal speech. Unknown subjects are often problematic.	You can understand the gist of most texts with occasional help from a dictionary.	You can compose texts on most subjects with the help of a dictionary.	Your range of specialist vocabulary is widening & colloquial language is becoming more familiar.	You can use most basic structures correctly and are beginning to incorporate more sophisticated structures.
	You are able to present and argue opinions with some fluency. You are more hesitant in less routine situations.	Good but difficulties still arise when vocabulary is unfamiliar to you.	You can obtain information about key work tasks by listening. You can now extract detail as well as gist from a broadcast.	You are able to extract information about key work tasks through reading. You are able to deduce meaning from texts.	You can produce written texts to fulfil routine work requirements (eg. form faxes, routine letters).	You are developing a useful & active basic business and technical vocabulary.	You can use basic structures correctly and are now aware of more complex grammatical points.
	You have some spontaneity in basic speech. Concepts are simple and speech often repetitive.	Reasonable when topics are familiar. Your intonation is still irregular due to a lack of fluency.	You can understand the gist of sustained flow of language on familiar topics. You will miss idiomatic & colloquial meanings.	You can understand the gist of most texts with a dictionary. Complex structures are still problematic for you.	You can write simple texts on familiar topics.	Your range of familiar topics is good and now includes some specialist areas.	You know all basic grammatical structures and can use many of them correctly.
Survival 2	You can speak about familiar topics & use basic structures with some ease, although your speech is still halting.	You are developing an ear for the language but may distort sounds and stress when speed is required.	You can understand the gist of simple speech on familiar topics.	You can understand straightforward written material on familiar topics and are beginning to learn how to decipher.	You can write simple sentences with some spelling mistakes.	You have a sound vocabulary base on selected everyday topics.	You know most basic grammatical structures & are often able to correct yourself.
	You can use limited vocabulary in most simple structures. Slow & hesitant with many mistakes.	Your pronunciation & intonation are affected by lack of fluency. Your accent requires concentrated listening.	You can recognise familiar topics & respond if speed is slow and simple.	You can understand simple written messages.	You can write words, phrases & simple sentences but with many spelling mistakes.	You have a small vocabulary base on selected everyday topics.	You have a few basic grammatical structures but make many mistakes.
Beginner 1	You can speak using words and fixed phrases.	Frequent errors make understanding difficult. You have a marked "foreign" accent.	You can recognise the language and understand isolated words.	You are unable to decipher basic text.	You are unable to use basic written forms.	You can use a core of basic words.	You have a very limited knowledge of grammar.
0	Beginner	Beginner	Beginner	Beginner	Beginner	Beginner	Beginner