

	A	No ability whatsoever or knowledge limited to isolated words and/or phrases.
<b>Functional</b>	<b>1</b>	Can greet people and introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows, and the things he/she has. Can understand dates and numbers, and give basic information for a registration form. Can express simple needs and interact in a simple way, if the other person talks slowly and clearly and provides help, for example by repeating what he/she says. Can ask for and give directions, and order a meal.
	<b>2</b>	Can understand and pass on simple messages. Can deal with simple, straightforward information, and maintain simple face-to-face conversations, using at least one form of the present, past and future tenses. Can give a simple description or presentation about people, daily routines (at home and at work), likes/dislikes, etc. in a series of simple phrases and sentences. Can ask for and understand information to satisfy routine needs –for example when shopping or making travel and hotel arrangements, and when coping with ordinary problems over the telephone.
<b>Intermediate</b>	<b>3</b>	Can follow the general meaning of a conversation about familiar subjects. Can initiate, sustain, and close a conversation, covering a range of circumstances and topics, albeit with some errors. Can participate in guided discussions –e.g., can give professional instructions, explain a simple problem and give a solution, take visitors around their premises, offices or factories, or report on the status of a project. Can extend and politely reply to invitations, offer congratulations, and express preferences, agreement or disagreement or make complaints.
	<b>4</b>	Can understand information on familiar topics in contextualized settings and carry out sustained conversation with others on an expanding variety of general topics. Can purchase and describe familiar equipment, negotiate an agreement or terms of employment, establish professional contacts, deal with official procedures (visas, customs), give advice and make suggestions, for example, concerning health and safety.
<b>Upper Intermediate</b>	<b>5</b>	Can carry out conversations using a number of strategies appropriate to a range of circumstances and topics, and while limited vocabulary still necessitates hesitation and wordiness, can produce connected speech for simple narration and descriptions. Can ask and answer predictable questions in the workplace. Can describe and give straightforward instructions for work processes and are comfortable in ordinary social and professional situations –including participating in discussions and meetings, and interrupting for explanations or to express their opinions about a project. Can discuss the quality of a product or service. Can express hypotheses and their consequences. Can understand and use all basic sentence structures and some more sophisticated ones, with the appropriate verb constructions.
	<b>6</b>	Can communicate competently and comfortably in many professional and personal contexts, and can find different ways of formulating what he/she want to express. Can manage communication adequately even in socially or lexically demanding situations –by asking for repetition or consulting a dictionary. Can participate easily in conversations with several native speakers, follow the general meaning of a meeting and ask for explanations when needed, deal with more demanding situations such as consulting a lawyer, accountant, or other professional, discuss a project and express demands, opinions or ideas. Can hold long telephone conversations, make travel arrangements and deal with unexpected problems.
<b>Advanced</b>	<b>7</b>	Can produce, initiate, and sustain spontaneous language interactions, although wordy when necessary. Can express opinions and defend their ideas during a discussion and understand some idiomatic expressions used by native speakers. Can function in situations such as managing an office –e.g., can settle a disagreement and use appropriate vocabulary to deal with most professional situations. Can present and summarize ideas to a group, with some assistance. Can use the language in more complex, cognitively demanding situations, and can use it as a means for learning in other personal, academic or professional areas.
	<b>8</b>	Can communicate effectively and appropriately even in demanding communicative tasks and situations, like conducting a meeting. Can participate easily in social and professional conversations. Can deal comfortably with most subjects over the telephone. Can receive business people, give a report or make a professional presentation in an open meeting, and make sales presentations. Can speak easily and with different shades of meaning, and can comprehend speech with ease, even on demanding subjects.
<b>Professional</b>	<b>9</b>	Can communicate effectively with various audiences on a wide range of familiar and new topics to meet most personal, academic and professional demands. Can participate confidently and effectively in discussions and meetings. Can express opinions and defend their ideas during discussion with several people. Can organize work over the telephone. Can give clear, detailed descriptions and presentations, and use appropriate expressions to give style when speaking on a wide range of often-complex subjects.
	<b>10</b>	Can develop ideas, in speech, clearly and coherently. Can communicate at an exceptional level of language proficiency, approaching that of an educated or well-read native speaker, in situations specific to their field. Can comprehend speech at a very high analytical and critical level. Can understand and use cultural references in a way that evidences a deep comprehension of the society in which the language is spoken. Can communicate naturally and effectively in most formal and informal conversations on practical, social, academic, professional, and abstract topics –including many, which presume considerable experience in public speaking and critical listening. Can explain in detail and hypothesize on concrete and abstract topics, using extended discourse. Can express and support views on controversial matters with a certain sensitivity. Can prepare complex reports on work-related topics.
	N	Native proficiency or a level of proficiency indistinguishable from that of an educated native speaker.