



## Listening 5

*I can...*

**Understand basic conversations, information and instructions when people speak clearly and at a slow to normal rate. Sometimes, I need to have things repeated in order to understand.**

Examples of types of communication I may be able to understand:

- a short description of what someone likes or dislikes
- a friend's offer to help
- a compliment from a friend or co-worker
- a short public announcement
- a short product demonstration
- some television commercials
- directions to locate something on a map
- basic instructions for a safety or security procedure
- a short news report



## Speaking 5

*I can...*

**Speak in short everyday conversations, and tell concrete information about my needs and topics that are familiar to me. People sometimes have trouble understanding me when I speak.**

Examples of types of communication I may be able to produce:

- say how I feel
- invite people and reply to invitations
- provide basic information when answering the phone
- ask a friend to help with a task
- give directions to a home or business
- plan a workplace event with co-workers
- tell about a news event or incident



## Reading 5

*I can...*

**Understand reading material that is mostly concrete, factual, descriptive, and relatively short. I usually get the main ideas, and some details and indirect meanings when the topic is somewhat familiar.**

Examples of types of communication I may be able to understand:

- an email invitation from a friend
- a directory, map, or website navigation menu
- a workplace email about a new company policy
- directions to get to a shopping mall
- a short news item
- a simple chart showing how a law is passed
- factual information about a college course



## Writing 5

*I can...*

**Write short, simple to somewhat complex texts about familiar, concrete topics related to daily life and experience. The text may also be somewhat short.**

Examples of types of communication I may be able to produce:

- a note to accept an invitation
- a letter about what is new in my life
- an email to an insurance company to cancel a policy
- notes from a live or pre-recorded telephone message
- notes about a product's features, prices, and retail locations from an advertising flyer
- a paragraph for a class newsletter about a new community service