



## Listening 6

*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 friend calling to cancel a lunch date
- a co-worker making excuses for being late
- a telemarketer selling a cleaning service
- a friend talking about a sale at a store
- oral instructions on how to write an essay
- safety steps in a workplace training video
- a group discussion about a class project
- a short presentation by a public health nurse



## Speaking 6

*I can...*

**Speak with some confidence in everyday conversations, and tell factual information in some detail about my needs and familiar topics that are personal to me. People may sometimes have trouble understanding me.**

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

- make suggestions or help plan an event
- express opinions about a service or product
- make excuses or apologies for being late
- call to book an appointment
- talk about work experience
- give instructions for using a bank machine
- express feelings or opinions about a situation



## Reading 6

*I can...*

**Understand reading material that is mostly concrete, factual, descriptive and relatively short. I usually get the main idea, key details and some indirect meanings.**

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

- a workplace announcement
- maps, directories, and website navigation menus
- a cover letter for a job application
- an application for a college course
- a short news item
- birth rate data presented in a table
- online readings about a familiar health problem



## Writing 6

*I can...*

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

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

- a memo congratulating or thanking someone
- an e-mail offering to help someone
- a letter to ask a company for a refund for a product that didn't work
- a job application form
- notes from a podcast or short presentation.
- notes from a website about a procedure
- a description of daily routine at work
- a comparison of 2 job applicants, products, or procedures