



Listening 8

I can...

Understand many different conversations, instructions and information when people speak clearly and at a normal rate.

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

- warnings about door-to-door salespeople and suggestions for the best ways to deal with them
- public announcements containing extended warnings and recommendations
- a co-worker discussing a colleague who suddenly left the company
- a formal farewell at a retirement party
- formal and informal condolences
- a discussion about a controversial social issue in a class debate
- a short presentation in the workplace or community



Speaking 8

I can...

Speak with confidence in daily social, educational, and work situations, and present concrete and abstract information on an expanded range of familiar topics. People can usually understand me.

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

- respond to a customer complaint, providing various suggestions to resolve it
- introduce guest speakers formally to a group
- reassure a customer that his/her order will arrive on time
- participate in a performance review with an employer
- research and present on a political process for a course
- give detailed, multistep instructions to a student on how to conduct a science experiment



Reading 8

I can...

Understand most longer moderately complex reading materials that are factual or abstract, descriptive, or have opinions, as well as explicit and implied meanings.

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

- general opinions in a blog
- responses to complaints or sympathy
- an online financial table which indicates the amount that a person is eligible to receive, or needs to pay
- instructions to program a small electronic item
- instructions to provide emergency aid
- letters to the editor expressing opinions about a controversial issue



Writing 8

I can...

Write clear, moderately complex texts about familiar, concrete, and some abstract topics related to personal interests and experience. The text may be moderately long.

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

- a memo clarifying a conflict
- a report documenting work done
- a memo indicating a problem
- a letter requesting a change
- detailed notes of a recipe
- a summary of the main ideas in a text
- express and analyze opinions on a familiar abstract topic