



	simple conversation	basic efficiency	operational level	management level
oral comprehension	Understanding simple sentences and conversing about usual information with sympathetic native speaker.	Understanding statements, questions, and basic indications, obtaining basic information used on a daily basis, speaking on the phone, and describing work-related situations.	Using in a certain and creative manner acquired words and structures in the most diverse situations.	Understanding conversations relayed between two or more native speakers at normal pace, soliciting information and details from unsympathetic speaker.
written comprehension	Obtaining simple information related to time and space, names, understanding simplified texts, signs, and notices.	Understanding routine business letters, faxes, emails.	Following the course of a meeting, well enough to make appropriate contributions, get the gist of newspaper articles and job-specific material.	Make comprehensive presentations and short speeches, defend one's point of view under pressure.
conversation	Be able to pronounce all the sounds of the native speakers, identify oneself and state one's simple business, make simple phone calls, exchange basic information.	Participate in general and social conversation in a group situation with native speakers.	Talk about one's life, work, and company, make short work-related presentations and announcements, sustain general conversation with sympathetic native speaker.	Conduct effective negotiations, be persuasive in one's explanations and decision announcements.
vocabulary	Filling out forms with personal information, understand target language names, positions, institutions, and commercials.	All basic fields of everyday vocabulary covered in conversational patterns and expressions.	Introduction to more typical language particularly useful for presentations and meetings.	Understanding newspapers and magazines easily, enriching specialist and general vocabulary, including idiomatic language.
grammar and spelling	Simple sentence structure, varied contexts, and politeness idioms, the present tense of some basic verbs, familiarization to gender and number, pronouns, markers for requests, offers, expressing opinion and preferences.	Consolidation of present tense, notions of past and futurity, introduction to basic subordinated phrases, markers for introductions, invitations, agreement and disagreement, complaints and apologies.	Revision and consolidation of main structures and functions, elimination of typical errors, discourse features.	Revision and consolidation of always more complex structures, language registers, and types of discourse.