

		LISTENING	READING	WRITING	SPEAKING
	CEF -Profession-	take in / organize information	take in / organize information	letter / e-mail - minutes / report	discussion / telephone - presentation / meeting
C2	Chairing Negotiating Steering Influencing	Understand all aspects of own area of responsibility.	Understand comprehensive written accounts, e.g. factual material and specialist articles.	Independently write any type of correspondence. Produce comprehensive reports dealing with complex questions as well as minutes in varied styles for respective target groups.	Chair meetings / negotiations and react to unexpected situations. Handle different linguistic means flexibly and switch between languages without effort.
C1	Presenting Structuring Discussing Correcting	Understand presentations / reports / explanations in detail.	Easily understand complex specialist articles and technical instructions as well as detailed information from any area.	Formulate and answer complex letters, eg complaints to respective target groups. Produce reports or factual details with Increasing independence.	Speak about a wide spectrum of business-related and general topics. Deliver presentations addressed to a specific audience. Explain complex issues and demonstrate possible solutions.
B2.2	Solve Change Explain	Understand more complex information in meetings / presentations in general.	Understand the gist of comprehensive presentations / negotiations / contracts etc. with a company -specific content.	Produce texts on own specialist area. Describe visuals of medium difficulty.	Give own point of view and clarify misunderstandings, deal with objections. React to main aspects in meetings.
B2.1	Summarize	Follow complex information on own area of responsibility.	Understand job-related reports / documents.	Write standard letters independently. Reproduce content.	Sum up the main content of meetings / presentations. Describe and explain workflow / processes / tests / projects.
B1.2	Describe Compare Process	Take in standard information on own area of responsibility.	Understand information concerning work processes and product descriptions.	Write shorter texts on familiar topics including describing visuals.	Make arrangements / decisions using familiar language.
B1.1	Add Inquire	Follow main aspects of conversations.	Understand standard letters / texts.	Produce standard enquiries / offers.	Give information about own work / department / company / products and processes face-to-face or on the telephone.
A2	Answer	Understand simple information concerning persons / area of work.	Understand straightforward letters and standard texts (appointments / invitations). Understand short texts, instructions in familiar language (timetables, advertisements, brochures).	Produce short messages / faxes / e-mails with standard language. Take simple notes. Write simple texts using familiar language.	Ask and answer simple questions about own area of work using familiar language structures.
A1	Understand	Understand questions and instructions which are simply worded. .	Understand single words or whole sentences in simple sentence constructions. Understand information from signposts, notices, posters etc.	Fill out details of name / address / nationality etc.	Make short and simple statements concerning persons / areas of work using familiar language structures.