

## **B1 (intermediate)**

What can a typical Intermediate student do when they reach the start of the B2 level?

I can understand extended speech, for example in following a discussion in a meeting, and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of any form of business communication. I can read e-mails and reports in which the writers adopt particular attitudes or viewpoints.

I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussions in familiar contexts, accounting for and sustaining my views.

I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. I can write clear, detailed texts on a wide range of subjects related to my interests. For example, I can write reasonably detailed e-mails, communications or report, passing on information or giving reasons in support of or against a particular point of view. I can write formal letters of complaint using a range of expressions appropriate to the audience.

### **EXIT LEVEL B2**

**Some examples of can do statements at this level. A full syllabus will be given to you at the start of the course.**

- I can make reasonably detailed statements describing my company, team and job role. I can talk in some detail about my skills and qualifications.
- I can provide advice and support in a business context. For example, I can produce a range of statements in support of an induction programme for a new employee.
- I can use a range of verbs, adverbs and adjectives to describe financial trends over time. I can make predictions about the future performance of my company, sector.

## **B2 (upper intermediate)**

What can a typical upper intermediate student do when they reach the start of the C1 level?

I can understand extended speech even when it is not clearly structured. I can understand the different forms of business communication without too much effort. I can understand long, complex texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my specific job role.

I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers. I can present clear, detailed descriptions of complex subjects integrating subthemes, developing particular points and finishing with an appropriate conclusion.

I can express myself in clear, well-structured texts, expressing points of view at some length. I can write about complex subjects, for example in an e-mail or report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.

## **EXIT LEVEL C1**

**Some examples of can do statements at this level. A full syllabus will be given to you at the start of the course.**

- I can produce a well-structured business report effectively using the passive voice.
- I can participate in a job interview and respond to a wide range of questions on my qualities and experience.
- I can explain the reasons and explanations for business plans/decisions.