

	<b>1</b> <b>SURVIVAL</b> 60 Hours	<b>2</b> <b>FUNCTIONING</b> 90 Hours (150 total)	<b>3</b> <b>CONVERSATIONAL</b> 90 Hours (240 total)	<b>4</b> <b>BUSINESS EFFECTIVENESS</b> 90 Hours (330 total)	<b>5</b> <b>IDIOMATIC</b> 60 Hours (390 total)
<b>Speaking</b>	<b>Basic survival language</b> and able to communicate in practical situations.	<b>Basic functional language</b> is used with some fluency and confidence. Can provide and ask for routine information. Can establish contact with others in routine environments. Able to express basic ideas on familiar topics.	Able to <b>interact with individuals as well as groups and develop relationships in the target language</b> . Able to give advice and begin to be spontaneous in the target language. Unable to express complex ideas or abstract concepts. Extended use of the target language is tiring.	Able to <b>express reasonably complex ideas</b> such as explaining the reasoning behind a decision and is able to respond to different lines of argument. Can maintain relationships in the target language and hold a sustained conversation on the telephone. <b>Is comfortable contributing to discussions in meetings and delivering prepared presentations.</b>	Can <b>express complex ideas and abstract concepts</b> . Comfortable using the target language in unpredictable situations and able to argue a case. Contributes in group discussions and speaks comfortably on the telephone. Can give presentations and field questions. <b>Use of the target language is approaching that of a native speaker.</b>
<b>Writing</b>	Can complete some <b>basic written tasks</b> such as filling in forms and other predictable day-to-day activities.	<b>Simple letters and short messages</b> and emails on routine subjects, using set phrases and structures.	<b>Business letters and straightforward reports</b> , expressing a variety of factual requirements.	Comfortable producing <b>letters with some degree of appropriate style</b> .	Able to produce most <b>written material a native speaker would produce in a professional context</b> .  Able to present an argument and produce specialized reports and complex correspondence.
<b>Understanding</b>	<b>Understands in predictable situations</b> but has difficulty otherwise.	<b>Able to elicit general information from familiar situations</b> ; also some specific information such as instructions and directions.	<b>Basic functional language and ideas</b> from a variety of sources in the workplace. Can hold a simple conversation on the telephone.	Able to <b>understand most spoken language used in everyday situations and in the workplace</b> . Able to identify varying opinions and ideas.	Able to <b>follow native speakers in group situations and extract complex ideas</b> .
<b>Reading</b>	Can identify easily <b>recognizable information</b> .	Can identify easily recognizable information in <b>simple, familiar texts such as letters and memos</b> .	Can <b>extract essential information from authentic material</b> .	Able to <b>extract information from documents</b> relating to <b>complex work tasks</b> .	Able to read and extract complex information in the target language at a <b>level approaching that of a native</b> .
<b>Accuracy</b>	<b>Limited to basic communicative structures</b> .	Makes frequent mistakes but <b>able to get the general message across</b> .	<b>Improved accuracy and use of grammar</b> . Uses formal/informal registers when appropriate.	<b>Aware of the range of grammatical forms</b> in the target language, despite making mistakes.	<b>Grammatical mistakes are kept to a minimum</b> . <b>Learner is comfortable using idiomatic language</b> .