

ALTE Framework for Cyngor Sir Ceredigion: Can-do Statements...

Level	Listening/Speaking	Reading	Writing
1	<ul style="list-style-type: none"> • Can pronounce place names and personal names correctly. • Can greet customers on a reception desk or on the telephone. • Can begin and end a conversation. 	<ul style="list-style-type: none"> • Can understand short reports on familiar matters, if these are expressed in simple language, such as elementary signs, simple instructions and agenda contents. 	<ul style="list-style-type: none"> • Can write personal names, place names, job titles and names of Council departments. • Can write a simple request to a colleague, such as "A has called, can you call back?".
2	<ul style="list-style-type: none"> • Can understand the essence of a conversation. • Can receive and understand simple messages following normal patterns, such as time and place of meeting, request to talk to someone. • Can pass on basic information and simple instructions. • Can begin and end conversations and meetings bilingually. 	<ul style="list-style-type: none"> • Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given. 	<ul style="list-style-type: none"> • Can write a short simple message on paper or by e-mail to a colleague within the Council or a known external contact.
3	<ul style="list-style-type: none"> • Can understand and participate in most day-to-day non-technical conversations in the office. • Can advise the public on general matters within own area of work, but must turn to English for technical or specialist terms. • Can contribute to meetings or presentations within own area of work, but must turn to English for technical or specialist terms. 	<ul style="list-style-type: none"> • Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work. 	<ul style="list-style-type: none"> • Can write informal messages and reports for internal use.
4	<ul style="list-style-type: none"> • Can contribute effectively to internal and external meetings in the context of the job area. • Can understand differences in language and dialect. • Can argue for or against a specific case. • Can chair meetings and answer questions confidently from the Chair. • Can give presentations fluently and confidently in the context of the job area. 	<ul style="list-style-type: none"> • Can understand correspondence and reports expressed in standard language. 	<ul style="list-style-type: none"> • Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.
5	<ul style="list-style-type: none"> • Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. 	<ul style="list-style-type: none"> • Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. 	<ul style="list-style-type: none"> • Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. • Can write detailed notes in a meeting whilst contributing fully.