

European Language Portfolio Biography Progress and Achievement pages

Tick and date boxes as appropriate

CEFR	Listening	I am working towards this	I have achieved this now
A1	I can understand basic greetings and phrases e.g. 'hello', 'good morning', 'excuse me', 'sorry', 'thank you'.		
	I can understand simple questions about myself when people speak slowly and clearly.		
	I can understand very simple information concerning numbers and time, e.g. days of the week, months of the year, numbers, prices and times.		
	I can understand short simple instructions and directions given in clear slow speech.		
	I can understand very short dialogues when people speak slowly and clearly.		
	I can understand simple words concerning myself, my family, my immediate environment when people speak slowly and clearly.		
A2	I can understand simple phrases, questions and information relating to basic personal needs, e.g. shopping, eating out, going to the doctor.		
	I can understand everyday words and phrases relating to areas of personal interest, e.g. social life, holidays.		
	I can understand basic information about people, their family, home, work and hobbies.		
	I can identify the topic of conversation around me when people speak slowly and clearly.		
	I can grasp the essential elements of clear, short, simple messages and recorded announcements, e.g. on the telephone, at the railway station.		
	I can follow simple directions, e.g. how to get from X to Y on foot or by public transport.		
	I can identify the main topic of TV news items reporting events, accidents etc if there are accompanying pictures.		
	I can follow simple instructions and descriptions of operations related to my work, if they are supported by practical demonstration.		

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CEFR	Listening	I am working towards this	I have achieved this now
B1	I can understand straightforward factual information about everyday, study or work-related topics, identifying both general meaning and specific details, provided that speech is clear and in a familiar accent.		
	I can follow the gist of everyday conversation and short narratives on familiar topics when delivered in clear standard speech.		
	I can catch the main elements of many radio or TV news bulletins, and recorded audio material on topics of personal and professional interest delivered in relatively slow, clear standard speech.		
	I can understand detailed directions, instructions and messages relating to everyday personal and work matters (e.g. travel arrangements, answering machines).		
	I can work out the meaning of unknown words from a familiar context.		
	I can understand the main points of a conversation or short presentation in clear standard speech on matters regularly encountered at work.		
	I can understand specific details and general information from routine telephone calls.		
B2	I can understand standard spoken language on both familiar and unfamiliar topics in everyday situations.		
	I can identify information, ideas and opinions in extended speech and follow complex lines of argument, provided the topic is reasonably familiar and/or related to my work and delivered in standard spoken language.		
	I can follow lively conversations with several fast speakers, although I may have a problem joining in.		
	I can grasp the overall meaning of most radio programmes and audio material delivered in standard speech and identify the speaker's mood, tone etc.		
	I can grasp the overall meaning of most films, TV news programmes, documentaries, interviews, chat shows in standard speech.		

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CEFR	Listening	I am working towards this	I have achieved this now
C1	I can follow most talks, discussions and debates related to my area of work or study with relative ease.		
	I can follow extended speech even when it is not clearly structured and when links between ideas are only implied and not signalled explicitly.		
	I can easily follow complex interactions between third parties in group discussion and debate, including those on abstract and unfamiliar topics.		
	I can recognise a wide range of idiomatic expressions and colloquialisms and appreciate different styles and degrees of formality.		
	I can understand complex technical information, such as operating instructions, specifications for familiar products and services.		
	I can understand complex work-related procedures, e.g. recruitment policy, equal opportunities policy.		
	I can understand a wide range of recorded and broadcast audio material, including some non-standard usage and identify finer points of detail including implicit attitudes and relationships between speakers.		
C2	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.		
	I can follow specialised lectures and presentations employing a high degree of colloquialism, regional usage or unfamiliar terminology.		
	I can understand all complex technical instructions regarding a product or equipment.		
	I can understand any native speaker, given an opportunity to adjust to non-standard accent or dialect.		

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CEFR	Reading	I am working towards this	I have achieved this now
A1	I can understand simple forms well enough to give basic personal details, e.g. name, address, date of birth.		
	I can pick out familiar names, words and phrases in very short simple texts.		
	I can understand very short simple greetings and messages, e.g. on birthday cards, party invitations or text messages.		
	I can pick out the information I need from catalogues, lists and posters, e.g. football league tables, film showing times.		
	I can understand words and very short phrases on common public notices, e.g. 'No smoking', 'Private'.		
	I can understand common commands, e.g. computer commands 'print', 'save', 'copy'.		
	I can follow instructions that have clear pictures and few words.		
	I can follow short simple written directions, e.g. to go from X to Y.		
A2	I can understand short simple messages and texts containing basic everyday vocabulary relating to areas of personal relevance or interest or to my job.		
	I can understand basic information in simple standard letters, documentation and faxes, e.g. hotel reservations, bills, invoices.		
	I can understand short simple messages about my work or my interests, e.g. e-mails, webchats, postcards or notes.		
	I can skim simple everyday materials for specific predictable information, e.g. use a directory to find a service, find the prices of secondhand items in classified newspaper adverts, use a menu.		
	I can understand everyday signs and public notices, e.g. on the street, in shops, hotels, railway stations.		
	I can identify key information in short newspaper/magazine reports recounting stories or events.		
	I can follow clear, simple, step-by-step instructions, e.g. for using a telephone, taking out cash or buying a drink from a machine.		

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CEFR	Reading	I am working towards this	I have achieved this now
B1	I can read straightforward factual texts on subjects related to my interests or work with a reasonable level of understanding.		
	I can find and understand relevant information in everyday and work-related material, e.g. brochures, short official documents, short reports, job adverts.		
	I can follow the plot of clearly structured narratives and modern literary texts.		
	I can skim short texts (e.g. news summaries) and find relevant facts and information, e.g. who has done what and where.		
	I can scan longer texts in order to locate specific factual information.		
	I can understand standard business letters.		
	I can identify the main conclusions in clearly written argumentative texts.		
	I can follow clear, routine instructions, e.g. for a game, recipe, using equipment, or installing computer software.		
B2	I can read correspondence relating to my field of interest and readily grasp the essential meaning.		
	I can understand in detail texts directly related to my specialist personal or work interests.		
	I can understand articles on a range of specialised topics using a dictionary and other appropriate reference resources.		
	I can quickly grasp the content and relevance of news items, articles and reports on a variety of topics connected with my interests or my job, and decide if a closer reading is worthwhile.		
	I can read and understand articles and reports in which writers express opinions or viewpoints, e.g. arts reviews, political commentary, evaluations.		
	I can understand lengthy instructions (e.g. in a user manual for a TV or technical equipment), used in my work, as long as I can reread difficult sections.		
	I can quickly look through a manual (e.g. for a computer programme) and find and understand the relevant explanations and help for a specific problem.		

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CEFR	Reading	I am working towards this	I have achieved this now
C1	I can read contemporary literary texts with ease.		
	I can understand any correspondence given the occasional use of a dictionary.		
	I can understand long complex instructions, e.g. for the use of a new piece of equipment, even if these are not related to my job or field of interest, provided I have enough time to reread them.		
	I can extract information, ideas and opinions from highly specialised texts in my own field, e.g. research reports.		
C2	I can understand and interpret critically virtually all forms of the written language including abstract, structurally complex, or highly colloquial literary and non-literary writings.		
	I can understand complex factual documents such as technical manuals and legal contracts.		
	I can understand a wide range of long and complex texts, appreciating subtle distinctions of style and implicit as well as explicit meaning.		

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CEFR	Spoken interaction	I am working towards this	I have achieved this now
A1	I can make basic introduction, e.g. say who I am, ask someone's name and introduce someone.		
	I can use basic greetings and courtesy phrases, e.g. 'please', 'thank you', 'how are you?', 'I'm fine'.		
	I can make simple purchases, using pointing and gestures to support what I say.		
	I can ask and answer very simple questions about my place of work or study, my job, my family or interests, if I can take my time and get help from the person I am talking to.		
	I can reply to simple direct questions about personal details if these are spoken very slowly and clearly in standard language.		
	I can indicate that I understand or do not understand.		
A2	I can ask and answer simple questions about familiar topics and routine activities, e.g. weather, family, interests, times of working day, location of company departments.		
	I can address people in both informal and formal ways.		
	I can make and respond to invitations, suggestions, apologies and requests for permission.		
	I can carry out simple transactions, e.g. in shops, post offices, railway stations and order something to eat or drink.		
	I can make simple plans with people, e.g. what to do, where to go and when to meet.		
	I can express what I feel in simple terms, and express thanks.		
	I can handle simple phone calls, e.g. say who is calling, ask to speak to someone, give my number, answer a call, take a simple message.		
	I can ask for and provide simple, practical information, e.g. directions, times, dates, quantities, job roles, basic safety at work.		
	I can give or follow simple instructions, e.g. explain how to get somewhere or how to do something.		
	I can show that I am following what people say, and can get help if I cannot understand.		

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CEFR	Spoken interaction	I am working towards this	I have achieved this now
B1	I can start, maintain and close simple face-to-face conversation on topics that are familiar, of personal interest or related to everyday work, with generally appropriate use of formal or informal language.		
	I can handle most practical tasks in everyday situations, e.g. making telephone enquiries, asking for a refund, negotiating purchase.		
	I can express and respond to feelings and attitudes, e.g. surprise, happiness, sadness, interest, uncertainty, indifference.		
	I can agree and disagree politely, exchange personal opinions, discuss what to do next, compare and contrast alternatives.		
	I can cope linguistically with unexpected events e.g. needing a dentist/ doctor or getting a breakdown service.		
	I can ask for and give detailed practical instructions and directions.		
	I can repeat back what is said to check if I have understood.		
B2	I can participate fully in conversations on general topics with a degree of fluency and naturalness, and appropriate use of formal or informal language.		
	I can express my ideas and opinions clearly and precisely, and can present and respond to complex lines of reasoning convincingly, providing relevant explanations, arguments and comments.		
	I can cope linguistically with potentially complex problems in routine situations, e.g. complaints about goods and services.		
	I can exchange detailed factual information on matters related to my study, work or interests.		
C1	I can join in most lively conversations with several fast speakers, even if the subject is not very familiar.		
	I can participate effectively in extended discussions and debates on complex topics of personal, professional, social or cultural interest.		
	I can argue a formal position convincingly, responding to questions and comments and answering complex lines of counter argument fluently, spontaneously and appropriately.		
	I can participate fully in an interview, as either interviewer or interviewee, fluently expanding and developing the point under discussion, and handling interjections well.		

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CEFR	Spoken interaction	I am working towards this	I have achieved this now
C2	I can hold my own in formal discussions of complex issues, arguing articulately and persuasively and without being at a disadvantage compared with native speakers.		
	I have a good command of idiomatic expressions and colloquialisms with an awareness of implied meaning and meaning by association.		
	I can express myself naturally and effortlessly; I need only to pause occasionally in order to select precisely the right words.		

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CEFR	Spoken production	I am working towards this	I have achieved this now
A1	I can introduce myself and say what I do very briefly and simply using set phrases.		
	I can give basic information about myself, e.g. age, address, job title, company name, family, interests.		
	I can give very short rehearsed statements, e.g. to introduce a speaker, propose a toast.		
A2	I can use simple words and phrases to describe people I know.		
	I can give short simple descriptions of events or tell a simple story.		
	I can simply describe my educational background, my present or most recent job.		
	I can give a short rehearsed presentation on a familiar subject in my area of work or study.		
	I can explain what I like or dislike about something.		
B1	I can give straightforward descriptions on familiar subjects related to my work, study or interests.		
	I can describe dreams, hopes and ambitions.		
	I can explain and give reasons for my plans, intentions and actions.		
	Given time to prepare, I can present my work colleagues, my work place and its organisation and conduct a short guided tour of my place of work.		
	I can explain simply how to use a piece of equipment or a machine.		
	I can give a short and straightforward prepared presentation on a chosen topic in my academic or professional field in a reasonably clear and precise manner.		

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CEFR	Spoken production	I am working towards this	I have achieved this now
B2	I can give clear, detailed descriptions on a range of subjects related to personal, cultural, social or work issues.		
	I can develop a clear coherent argument, linking ideas logically and expanding and supporting my points with appropriate examples.		
	I can explain a viewpoint on a topical issue or work proposal giving advantages and disadvantages of various options.		
	I can give a clear, systematically developed presentation on a topic in my area of work, study or special interest, highlighting significant points and relevant supporting detail.		
	I can in detail describe technical equipment or work routines in my place of work.		
	If I do not know a word or expression I can find another way of saying what I mean.		
C1	I can give clear detailed descriptions of complex subjects in my area of work, study or special interest.		
	I can elaborate a detailed argument or narrative, integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.		
	I can give a clear, well-structured presentation on a complex subject in my area of work, study or special interest, expanding and supporting points of view with appropriate reasons and examples.		
C2	I can present a complex topic confidently and articulately to an audience unfamiliar with it, structuring and adapting the talk flexibly to meet the audience's needs.		
	I can substitute an equivalent term for a word I cannot recall without distracting the listener.		

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CEFR	Writing	I am working towards this	I have achieved this now
A1	I can write a greeting card or simple postcard.		
	I can fill in a simple form or questionnaire with my personal details, e.g. date of birth, address, nationality.		
	I can order material, tools and other things on a pre-printed order form.		
A2	I can write about aspects of my everyday life (e.g. family, job, studies or interests, holidays) in simple linked sentences.		
	I can write very short basic descriptions of events and activities.		
	I can write very basic standard letters requesting information, e.g. about hotel accommodation.		
	I can write a simple note or letter to a friend or colleague to accept or offer an invitation, thank someone or apologise.		
	I can place simple orders and using set expressions ask about quality, price, delivery dates etc.		
	I can fill in a questionnaire giving an account of my educational background, my job, my interests and my specific skills.		
B1	I can write simple, clear instructions about work routines or how a machine works.		
	I can write my CV in summary form.		
	I can describe an event, e.g. a recent business trip or holiday.		
	I can write messages and very brief reports in a standard format communicating enquiries and factual information, explaining problems.		
	I can write standard letters giving or requesting detailed information. e.g. replying to an advertisement, applying for a job.		
	I can write personal letters giving news, describing experiences and impressions, and expressing feelings.		

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CEFR	Writing	I am working towards this	I have achieved this now
B2	I can write clear, detailed text on a range of subjects relating to my personal interests, work or studies.		
	I can write summaries of articles on topics of general interest, or related to my job or studies, and summarise information from different sources and media.		
	I can write about my place of work, different job roles of staff and the functions of different departments.		
	I can write a short review of a film, play or book.		
	I can write an essay or report which develops an argument, giving reasons to support or negate a point of view, weighing pros and cons.		
	I can write letters and e-mails which are more or less formal, according to how well I know the person I am writing to.		
	I can write letters highlighting the personal significance of events and experiences and expressing a variety of views and feelings.		
C1	I can write fluently and accurately on a wide range of topics related to my job, studies or personal interests, varying my vocabulary and style according to the context.		
	I can write clear, well-structured texts on complex subjects in my area of work, study or special interest, underlining the relevant issues, developing a well-supported argument at some length.		
	I can write accurate formal letters that I could confidently send, without getting another person to check the language.		
	I can write detailed letters, e-mails etc, choosing phrases that subtly reflect my mood, e.g. humour, annoyance, irony, affection.		
	I can write clear, detailed descriptions and imaginative texts in an assured, personal, natural style appropriate to the reader in mind.		
C2	I can write a well-structured review of a paper or a project giving reasons for my opinion.		
	I can produce clear, smoothly-flowing, complex reports, articles or essays which present a case or elaborate an argument.		
	I can write clear, well-structured complex letters in an appropriate style, e.g. applications or requests, proposals to clients.		

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