

CAN-DO LEVELS TABLE

The descriptions below are intended to serve as guidelines to understanding the competence reflected by the corresponding scores and apply in most cases. The levels (0 to 3+) have been developed from the scale used by the *Foreign Service Institute* and the *Inter-Agency Language Roundtable*.

PART 1: LISTENING SECTION

+

PART 2: READING SECTION

| Listening Score | Listening | Speaking | Reading Score | Reading | Writing | LEVELS TOTAL SCORES |
|-----------------|--|--|---------------|---|--|---|
| 455-495 | <p>Can :</p> <ul style="list-style-type: none"> understand mother-tongue speakers of English in meetings function in all of the situations described below whether professional or social, concerning concrete or abstract subjects | <p>Can :</p> <ul style="list-style-type: none"> conduct meetings with mother-tongue speakers of English perform all of the below with a greater degree of ease... | 455-495 | <p>Can :</p> <ul style="list-style-type: none"> read adequately for most professional needs read highly technical manuals in own area read all of the below... | <p>Can :</p> <ul style="list-style-type: none"> write effectively, both formally and informally; however, work for publication will still require review produce the documents described below without undue difficulty | 3/3+ General Professional Proficiency (>960 Advanced) 905 - 990 |
| 395-450 | <ul style="list-style-type: none"> understand most work related situations understand most speakers of English in international meetings function in all of the situations described below but with a greater degree of facility and accuracy | <ul style="list-style-type: none"> satisfy most work requirements conduct a job interview in own area of expertise sustain fluency, accuracy and appropriate register in known situations | 395-450 | <ul style="list-style-type: none"> read most types of documents with varying degrees of ease read even highly-technical subjects with little use of dictionary experience difficulties with sophisticated menus, novels... | <ul style="list-style-type: none"> write an employment application write a letter of complaint write the documents below with increasing degrees of accuracy and ease | 2+ Advanced Working Proficiency 785 - 900 |
| 305-390 | <p>... understand:</p> <ul style="list-style-type: none"> explanations of work problems requests for products on phone discussions of current events by mother-tongue speakers of English headline news on radio | <ul style="list-style-type: none"> adapt language use for different audiences in most cases make short (30 minute) formal presentations if prepared discuss topics of general interest using non-elaborate structures | 305-390 | <ul style="list-style-type: none"> read with only the occasional use of a dictionary: <ul style="list-style-type: none"> technical manuals many news articles popular novels identify inconsistencies in points of view | <ul style="list-style-type: none"> write with some effort: <ul style="list-style-type: none"> letters to potential clients 5 page formal reports summaries of meetings job application letters | 2 Basic Working Proficiency 605 - 780 |
| 205-300 | <p>... understand:-</p> <ul style="list-style-type: none"> explanations related to routine work tasks in one to one situations some travel announcements limited social conversations | <ul style="list-style-type: none"> describe own job responsibilities and academic background discuss past and future projects make travel arrangements over the phone | 205-300 | <ul style="list-style-type: none"> understand basic technical manuals for beginners use a dictionary to understand more highly technical documents read agenda for a meeting | <ul style="list-style-type: none"> write with some difficulty: <ul style="list-style-type: none"> short memos letters of complaint descriptions of processes fill out simple application forms | 1+ Intermediate 405 - 600 |
| 130-200 | <ul style="list-style-type: none"> understand simple exchanges in everyday professional or personal life with a person used to speaking with non mother-tongue speakers take simple phone messages | <ul style="list-style-type: none"> produce simple if hesitant language adequate for elementary functions with patient listeners: introductions, directions, requesting information, ordering food... | 130-200 | <ul style="list-style-type: none"> use a directory understand simple instructions read simple, standardized business correspondence | <ul style="list-style-type: none"> write short notes, directions and lists with difficulty not fill out forms, write detailed memos, letters or reports | 1 Elementary 255 - 400 |
| 05-125 | <ul style="list-style-type: none"> understand adequately for immediate survival needs, directions, prices... comprehend simple questions in social situations | <ul style="list-style-type: none"> name objects, colors, clothes, people, days, months, dates, & give the time only reproduce formulaic language - telegraphic style | 05-125 | <ul style="list-style-type: none"> understand odd words e.g. shop names read simple memos and menus, train or bus schedules, traffic signs... | <ul style="list-style-type: none"> write odd words, formulaic language not write creative sentences | 0/0+ Novice 10 - 250 |

Don't forget to enclose a copy of this chart when communicating your score or your CV.

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