

# Burlington **V**Test Business English

## Candidate's Guide



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## Business English

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All details are correct at the time of going to print.

This Guide may be subject to periodic revisions and updates for the purpose of improving its content and accuracy. These revisions may occur without prior notice. Please make sure that you use the most updated version.



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## General Information

### What is Burlington VTest?

Burlington VTest offers summative and diagnostic assessment of English language ability in all four skills – Listening, Reading, Writing, and Speaking.

It accurately assesses a candidate's language proficiency across the internationally recognized Common European Framework of Reference for Languages (CEFR) levels.

VTest is the assessment division of the Burlington Group, a leading organization specializing in English language learning and assessment. VTest benefits from the Burlington Group's 40 years of expertise in language teaching, learning, assessment, teacher training, and educational research around the world. Burlington's mission is to empower people to communicate effectively and confidently in English, enabling them to reach their full potential in both their personal and professional lives.

Burlington VTest is an associate member of the Association of Language Testers in Europe (ALTE), a full member of the Association of Test Publishers (ATP), and an institutional member of the International Language Testing Association (ILTA).

### How does the Burlington VTest Business English exam work?

The **Burlington VTest Business English** exam is a comprehensive assessment designed to evaluate proficiency in Listening, Reading, Writing, and Speaking within professional and workplace contexts. It is modular, and can be taken in any combination of one, two, three, or all four skills.

As a multistage, adaptive exam, it progresses through increasingly more difficult stages, and ends when candidates have reached their maximum level of ability. It is not a pass or fail exam, and there is no penalty for wrong answers.

We accommodate the various special needs of candidates. Information about this is provided in the "VTest for All" section of this guide.

The purpose of this guide is to help you prepare for the **VTest Business English** exam. An overview of each component is provided, followed by detailed descriptions and advice on how to perform your best. This document and all VTest protocols, procedures, and instructions are regularly reviewed and updated to address current and emerging needs and challenges. Please make sure you consult the latest version through the VTest website.

### Choose your administration mode

VTest offers different variations of exams to accommodate different testing needs. By combining technology and human expertise, we provide cost-effective and efficient assessment options.

Depending on the country, we currently offer three distinct exam administration modes: Standard, Online Proctoring, and Test Center Delivery (Onsite Proctoring). Speak with your teacher or supervisor, or contact us to help you choose the administration mode that best aligns with your goals.

Feature	Standard Test	Online Proctoring	Test Center Delivery
4 Skills	✓	✓	✓
Combination of skills	✓	✓	✓
Proctoring	✗	✓	✓
Security protocol (ID verification, photo, candidate screening, and human review)	✗	✓	✓
In-person testing with trained proctors	✗	✗	✓
Video and writing interview with customized questions	Optional	Optional	Optional
Globally available	✓	✓	Verified Test Centers
Can be taken on any device including computers, tablets, and smartphones	✓	✓	✓
Appointment needed	✗	✗	✗
Scoring delivery	Instant*	Instant*	Instant*
Online score verification	✓	✓	✓

\* Results are instantly delivered if no suspicious activity is detected for an online proctored exam. If suspicious activity is detected, the exam is reviewed by a supervisor. In this case, results are delivered no later than 48 hours after completion of the exam.

Score Reports for Online and Test Center Delivery include candidate verification through a photo, and have stricter authentication.

## Prepare for your VTest exam

Visit our [website](#) to try some sample items, acquaint yourself with the test-taking process, and get advice on how the questions work and how to best answer them.

Please note: Practice exams are useful, but do not guarantee success on the actual exam. To truly master a language, you need to actively work on your language skills in various contexts. Building a well-rounded set of language skills not only improves your exam performance, but also enhances your ability to communicate effectively in real-life situations.

## Book your exam

The exam can be taken anywhere, anytime. Contact your local test center or VTest through the [link](#). For a full list of terms and conditions, please go to the [Terms and Conditions](#) page.

# Before the Exam

## Setting up your environment

It is important to create the right environment to ensure you perform your best on the exam.

Make sure you have:

1. access to a quiet, distraction-free environment, with no other people present.
2. up to 115 minutes of free time. (Testing time ranges from 70-115 minutes depending on the exam and your level.)

## Technical requirements

Ensure that your computer, internet connection, and any required software or browsers meet the technical requirements.

Make sure you have:

1. a high-quality and reliable internet connection.
2. a device with a front-facing camera, microphone, and speakers.
3. tested your camera and microphone. Camera and microphone settings are dependent on the device and web browser that you are using for the exam.

It is very important to ensure that your camera and microphone settings are set properly prior to taking the exam.





## Device and browser


To ensure a smooth and uninterrupted exam experience while using the VTest platform, run a system compatibility check before you start the exam.

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**System Check**

We need to check some things on your system.

 <b>Software Check</b>	
Operating System	
Browser	

 **System Check: Successful**  
You can start your test now.

**NEXT**

You should access the platform through one of the supported operating systems and browsers listed below. These combinations have been thoroughly tested to guarantee full functionality and optimal performance. Please ensure that your device meets the minimum requirements outlined in the following table before beginning the exam.

VTest Operating Systems and Browser Compatibility			
OS	OS Version	Browser	Browser Version
Windows	8	Chrome	103
Windows	8	Edge	124
Windows	8	Firefox	120
Linux	14	Chrome	103
Linux	14	Firefox	120
Android	8	Chrome	106
macOS	10	Chrome	103
macOS	10	Firefox	120
macOS	10	Safari	16
iOS	15	MobileSafari	15
iOS	15	Chrome	126
ChromiumOS	120	Chrome	106
ChromeOS	120	Chrome	106

## One screen

To take any VTest exam, you must have a device with only one screen. Multiple screens are not allowed.

## Exam structure

It is important to understand the format of the exam you are going to take. To learn more, go to the [VTest Business English](#) page.

## Timing

Different question types have different time limits. Complete each question within the specified time limit. Time management is crucial to answering all the questions. To help you manage your time, the color of the progress bar will change.

## Identification requirements

Following these guidelines will ensure a smooth registration process, and will help to avoid complications on exam day. Always check specific requirements for your exam location, and consult with VTest support services if you have any questions or special circumstances regarding your identification.

- 1. Government-issued ID:** You are required to present an original, valid, government-issued photo ID. If you use a digital form of identification, you might be asked to submit a physical form as well. If your ID is not in English and cannot be read by VTest administrators, you may not be allowed to take the exam.
- 2. Expiration Date:** The ID should be current, not expired, and valid at the time of the exam. Ensure that the ID you plan to use will not expire before the exam date. Renew it if necessary.
- 3. Name Matching:** When you register, enter your full name (first and last name) exactly as it appears on your ID. The name on the ID must match the name you used to register. If there are discrepancies, additional documentation may be required.
- 4. Photograph:** The ID should include a recent photograph of you to verify your identity.
- 5. Signature:** The ID should include a signature, which should match the name on the ID.
- 6. Acceptable IDs include:**
  - a. Passport with name, photograph, and signature
  - b. National ID with name, photograph, and signature
  - c. Government-issued driver's license with name, photograph, and signature
- 7. Unacceptable IDs include:**
  - a. Birth certificate
  - b. Bank card (credit or debit)
  - c. Foreign driver's permit
  - d. Academic ID
  - e. Military ID
  - f. National insurance card
  - g. Workplace identification card
  - h. Diplomatic, consular, or embassy identification card
  - i. Any non-government issued or non-government validated document
- 8. Verification Process:** Expect that VTest administrators may verify your ID multiple times during the exam process. Be prepared to provide clarifications or secondary ID during and after the exam if requested.
- 9. Secondary ID:** In some cases, a secondary form of ID may be required if the primary ID does not meet all necessary criteria (e.g., lacks your full name, your photograph, or your signature).

If you anticipate any issues with name consistency before registering, or any name changes after registration, please contact VTest Support.



## Question types and tips

The 4 Skills exam begins with the Listening section, in which you will hear 8-12 recordings (conversations and monologues) and answer 12-26 questions, depending on the level. It is followed by the Reading section, in which you will read 9 texts and answer 12-26 questions, depending on the level. The length of both sections varies depending on your level of English as determined by the adaptive nature of the exam. All texts and recordings are based on professional and workplace contexts.

Next comes the Writing section, which begins with a short task and then asks you to write a response to a workplace-related prompt. The exam ends with the Speaking section, which includes three parts. Parts 2 and 3 require you to speak about work-related topics.

Screenshots and descriptions below are for informational use only. Please take the sample exam to get a better understanding of the exam structure and content.

### Listening Task

#### Listen and answer

This task type requires you to listen to an audio recording and answer questions about the recording by choosing the correct options. The recording will either be a conversation or a monologue. It will play only once and cannot be replayed.

You will have time before listening to look over the questions and prepare. The recordings vary from around 30 seconds to 2 minutes in length. You then have time after the recording ends to answer the questions. When time is up, you will be automatically advanced to the next recording, but you can also self-advance using the NEXT button if you are finished sooner.

If you click NEXT without answering all the questions, a pop-up notification will appear. You can choose to go back and complete the questions or continue.

The screenshot shows the Burlington VTest Business English interface. At the top left is the logo. A progress bar at the top indicates 'Preparation Time' with a timer set to 00:40. Below the bar, instructions read: 'Now click ► and answer the question. Click NEXT when you have finished.' The question is 'What is the woman going to do on Sunday?'. There are three radio button options: 'Work in the afternoon', 'Stay home and rest', and 'Visit her family'. To the right is a 'Play Audio' button with a play icon and a note 'Number of plays left: 0'. A 'NEXT' button is at the bottom right.

#### Tips for the Listening section:

- Read the questions and answer choices carefully before listening to the audio.
- Listen to the audio carefully.
- Be sure to answer all questions before the timer gets to 0.
- It is better to guess than not to answer.
- Eliminate any answer choices that you know are wrong, and select the best choice from what remains.

## Reading Task

### Read and answer

This task type requires you to read a text and answer questions about it by choosing the correct options. The texts include a variety of everyday materials, such as articles, emails, notices, and short reports, reflecting real-world language use in different contexts.

You will have a time limit for reading the text and answering all the questions. When time is up, you will be automatically advanced to the next text, but you can also self-advance using the NEXT button, if you are finished sooner.

If you click NEXT without answering all the questions, a pop-up notification will appear. You can choose to go back and complete the questions or continue.

01:25

Read the text and answer the questions. Click **NEXT** when you have finished.

Reading - Sample: 1/2

**What does Lourdes ask Mitch to do?**

☐ Call her office at 3 pm

☐ Send her the sales report

☐ Give the report to Henry

**What does Mitch need to check?**

☐ If there are any mistakes

☐ If the March sales report is ready

☐ If the Greenway order is finished

**From:** lourdes.gonzales@broadmail.org  
**To:** mitch.martin@broadmail.org  
**Date:** 14 March, 20-- 9:12 AM  
**Subject:** Sales Report

Hi Mitch,

I need last month's sales report before 3 PM today. Henry's waiting for the numbers from February so he can finish his work. Also, please check that all the numbers are correct before you send them – you remember what happened last month! Don't forget to include the Greenway order. If you have any questions, call me. I'll be at my desk all afternoon.

Thanks,  
Lourdes

NEXT

### Tips for the Reading section:

- Read the questions and answer choices carefully before reading the text.
- Skim the text to get a general idea of what it's about, and then scan it to find the answers to the questions.
- Be sure to answer all the questions before the timer gets to 0.
- It is better to guess than not to answer.
- Eliminate any answer choices that you know are wrong, and select the best choice from what remains.

## Writing Tasks

The Writing section consists of two parts. Part 1 is a pre-writing task that serves to assign you to appropriate levels for Part 2.

### Part 1: Scrambled Sentences

In this task, you must arrange nine scrambled sentences into correct sentences.

Each sentence has a time limit for ordering the words. When time is up, you will be automatically advanced to the next sentence, but you can also self-advance using the NEXT button, if you are finished sooner.

If you click NEXT without answering all the questions, a pop-up notification will appear. You can choose to go back and complete the questions or continue.

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00:31

Put the words in the correct order to make sentences. Click **NEXT** when you have finished.

started

since

it first

Chris has been 

leading

the project

 \_\_\_\_\_ .

NEXT

## Part 2: Essay

This task requires you to read a prompt based on a workplace situation and write an essay about it. The prompt includes three bullet points to guide your response. Be sure your essay includes this information. You will have time to read the prompt and prepare your response, and a time limit for writing your essay. When time is up, you will be automatically advanced to the next prompt, but you can also self-advance using the NEXT button, if you are finished sooner.

**Burlington VTest Business English**

Preparation **09:35**

Start writing now. Click **NEXT** when you have finished.

Writing - Essay

Describe a time when you had to work with someone very different from you.

Write about:

- who the person was
- how you were different
- how you managed the situation

Include as many details as you can. Write at least 100 words. You can write more.

Please input

Write this many words or more: **100**

Number of words input: **0**

**NEXT**

### Tips for the Writing section:

- Read the question carefully to be sure you understand what you must write about.
- Think about what you will write and how it will be organized.
- Be sure to write at least the minimum number of words requested. You can write more.
- Check the word counter to keep track of your word count.
- Keep track of your writing time by watching the timer.
- DO NOT WRITE IN ALL CAPS. Do not use text conventions, such as “u r” instead of “you are”.
- Make sure to use correct spelling and punctuation.
- Proofread your response to ensure it doesn’t have simple spelling or grammar errors that you’re easily able to correct.

## Speaking Tasks

The Speaking section consists of three parts. Part 1 is a pre-speaking task that serves to assign you to appropriate levels for Parts 2-3.

### Part 1: Rejoinders

This task type requires you to hear 9 statements or questions and choose the best response from three options.

You will have a time limit for completing the task. When time is up, you will be automatically advanced to the next part, but you can also self-advance using the NEXT button, if you are finished sooner.

If you click NEXT without answering all the questions, a pop-up notification will appear. You can choose to go back and complete the questions or continue.

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00:25

Listen to the question or statement and then choose the best response. Speaking - Rejoinders: 2/3

▶

☐ That doesn't leave us a lot of time, does it?

☐ I'll check to make sure everyone's available.

☐ Nothing 's due until the end of the month.

NEXT

### Part 2: Read Aloud and Discuss

In this task, you will read a text aloud and then answer two questions: one about the text and another that asks you to give a personal opinion.

For each question, you will have time to read the question and prepare your answer, and 60 seconds to speak. When time is up, you will be automatically advanced to the next question, but you can also self-advance using the NEXT button, if you are finished sooner.

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Preparation Time 00:48

Speak now. Press **START RECORDING** to begin. Speaking - Read Aloud and Discuss: 2/9

Why do some companies let people choose when to work?

Some companies let workers choose when to start and finish their jobs. For example, people can begin early in the morning and leave in the afternoon, or come in later and go home in the evening. This kind of schedule helps people who have children or other important things to do. It can also make traveling to work less stressful. Many employers like it because it makes it easier for employees to plan and organize their day.

00:15 / 00:58

NEXT

### Part 3: Discuss Topics

In this task, you will respond to four prompts related to work and business. The questions may ask you to describe your job, explain how to do something, or talk about common situations in the workplace.

For each question, you will have time to read the prompt and prepare your answer, and 60 seconds to speak. When time is up, you will be automatically advanced to the next question, but you can also self-advance using the NEXT button, if you are finished sooner.

The screenshot shows the Burlington VTest Business English interface. At the top left is the logo. At the top right is a globe icon. Below the logo is a progress bar with a yellow segment on the left and a grey segment on the right, labeled 'Preparation Time' and '00:49'. Below the progress bar is the text 'Speak now. Press **START RECORDING** to begin.' and 'Speaking - Discuss Topics'. The main prompt is 'Talk about why some companies might want people to work from home.' followed by 'In your answer be sure to say:' and a bulleted list: '• why companies might prefer some people to work from home', '• what kinds of work people can do from home', and '• what problems working from home can cause'. Below the list is the text 'Give as much information as you can.' At the bottom center is a timer showing '00:15 / 00:58' with a red dot. At the bottom right is a 'NEXT' button.

### Tips for the Speaking section:

- The only “wrong” thing you can do on a Speaking exam is not speak! Try to say something about every prompt, even if you are not sure what to say.
- Use your preparation time wisely to think about and organize what you are going to say.
- Try to answer every point in the prompt.
- Speak clearly and at a speed that feels comfortable. Use natural pauses, and avoid rushing through your answers.
- Be sure to speak for the full amount of time you are given.
- Keep track of your speaking time by watching the timer.
- Don’t worry if you get cut off at the end. That’s a good thing! It means you were able to speak for the full amount of time.

# Exam Day

On the day of your exam:

- Check the emails you received about VTest and have your personal secure code ready.
- Close all browser windows.
- Open the VTest exam platform.
- If you are taking the exam on your own device, make sure it is fully charged or connected to a power source to avoid battery drainage during the exam.

## Personal secure code

To access VTest exams and results, a secure code is required. When you receive an invitation to a VTest exam, you will be provided with a secure code. Please make sure to have this secure code on hand before taking the exam. One unique code is created per exam and per candidate. You cannot use another candidate's code in order to access your exam.

You are responsible for maintaining the confidentiality and security of your code and account information, and for any and all activity that occurs under your account. Make sure you notify your test center or VTest immediately upon learning of any unauthorized use of your secure code or any other unauthorized access or breach of security.

## Secure code requiring user registration

In some cases, the test center may send you a code directly. In this case, you will be asked to fill in your personal information if your test center has not already done so for you.

## Logging in to your exam

1. Go to the [Log in](#) page.
2. Click the START button.
3. Enter your personal secure code.
4. Click the NEXT button.

## Online proctoring mode

The VTest online proctoring mode combines AI and human-based security protocols as an extra measure to protect the integrity of the exam. Make sure you check in advance if you are taking a VTest under Online Proctoring.

### Online Proctored exam

When taking a VTest under online proctoring, make sure:

- your device has a working front-facing camera that is turned on and uncovered.
- you have a valid, non-expired passport or national ID card to present and photograph during the exam check-in process. The name on your ID must match your exam booking information.
- to complete the data privacy consent forms during the exam check-in process.

If, during the session, you need help or guidance, you can click the "Technical support link" and fill in the [form](#). Our support team will evaluate the request and get back to you or your test center with instructions.

## Identity verification

To confirm your identity when taking an online proctored exam, VTest requires a photo of yourself and of your official ID.

- a. **Candidate Photo:** When taking your photo, make sure your face is centered within the provided photo frame.
- b. **Official Identification Photo:** When asked to take a photo of your ID, make sure to hold it up to the camera and place it within the provided photo frame. Make sure your name, date of birth, nationality, country, and ID number are all legible. The photo should only show your ID, not yourself or the room.

The online proctored sessions are reviewed against a set of criteria, and the validity of any flagged sessions are determined based on the available evidence.

There are special requirements that need to be met in order for your exam results to be delivered. If you do not strictly adhere to these requirements, your exam may be canceled.

### VTest proctored exam requirements:

- Keep your face within the camera's field of vision for the entire duration of your exam.
- Do not exit full-screen mode, record, copy, paste, or open another application during the exam.
- If you exit the full-screen mode more than 3 times, your exam will be blocked. Note that when you log back into your exam, the questions will have changed.
- Do not use any external support.
- No one else should be in the room with you while you are taking the exam.
- Only speak when required.
- Your camera and microphone must be on at all times.
- Do not use an additional screen (only one screen is allowed).

For a full list of exam security requirements and the "Candidate's rights and responsibilities" which follow below, refer to our [Terms and Conditions](#) page.



## After the Exam

### Receiving your VTest Score Report and Certificate of Proficiency

VTest provides automated scoring reviewed by humans for all exams. Results and certificates are available shortly after the exam is completed, or up to 48 hours if the human reviewers (for proctoring and / or scoring) need to investigate further. Once your score is ready, you will receive an email to inform you that your results are available on the VTest results platform.

### Viewing your VTest Score Report and Certificate of Proficiency

To log in, use the same personal secure code you used when logging in for the exam. You can also check the status of your exam in the same interface.

Some test centers or customers that ordered the exams may ask VTest not to distribute results and certificates automatically. In that case, you will not be able to access your results on the VTest results platform; the test center or customer will provide you with the results directly.

### Understanding your VTest scores

Scores are reported on an 11-level CEFR scale from Pre-A1 to C2 for each skill taken. An overall CEFR level is also reported for candidates who take the full four skills exam: Listening, Reading, Writing, and Speaking.

VTest provides CEFR descriptors ('Can Do' Statements) that explain what each CEFR level means. These descriptors are provided further below.

### Validity

VTest Business English Score Reports and Certificates remain valid without an official expiration date. However, institutions and organizations may set their own requirements regarding how recent a certificate or score must be. Always check directly with the relevant institution or organization to ensure compliance with their specific policies.

### Retaking

You can retake the exam as soon as your results are released. There are no restrictions on how many times you can book the exam. However, we advise that you consult with a teacher or language professional to develop a comprehensive study plan that will enable you to achieve a better result.

### Rescoring and appeals

At VTest, we work hard to ensure that scoring is accurate and reliable, and that we communicate the results of our examinations to our score-users promptly and clearly.

If you are not satisfied with your score, you can submit an appeal against your results and ask for a rescore at a fee, through our website. Appeal forms must be submitted no later than five working days after the release of the results.

### Sharing your results

In addition to your detailed results and feedback on the results platform, VTest also provides you with two Official Result documents: the Score Report and the Certificate of Proficiency.

The **Score Report** can be shared with institutions or employers as proof of your English proficiency level.

The **Certificate of Proficiency** is the official proof of your achievement.

If you need to provide your exam results to an institution or employer, make sure to submit your Certificate of Proficiency or Score Report as instructed. Keep copies of all documents for your records. If this is acceptable to them, you can also send them your personal secure code and the link to the [Results](#) page.

The exam results verification platform allows candidates and third parties to access or verify final scores and official reports.

# VTest for All

VTest is committed to providing equal opportunities for all people. We do not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national origin, or physical disability.

## People with special requirements

Accessibility is at the very heart of VTest's priorities. At VTest, we take inclusivity very seriously, and we have created a multimodal tool which supports our candidates' needs for special accommodations. Our accessibility technology helps those with visual impairments, dyslexia, and / or auditory challenges. The solution is embedded in our testing platforms.

If you need a specific exam environment, ask your test center to provide you with available options. It can take up to two weeks to provide the candidate with the appropriate solution.

## Contact and support

We are always happy to support you to ensure that you feel ready to take your VTest exam. If you have any additional questions:

- Visit our [website](#).
- Contact our Support Team at [support@vtest.com](mailto:support@vtest.com).
- Read our [Frequently Asked Questions](#).

When contacting your test center or VTest about an issue, make sure to include your secure code.

## Privacy policy

VTest complies with the confidentiality standards relating to the European data protection law entitled General Data Protection Regulation (GDPR). Read more at our [Privacy Policy](#) page.

## Candidate's rights and responsibilities

As a VTest candidate, you have the right to:

1. be informed of your rights and responsibilities, be given clear and concise information, and approach our exams confidently and with clarity.
2. be treated with respect, fairness, and impartiality.
3. be tested with measures that meet professional standards.
4. inquire about and receive testing accommodations for disabilities.
5. know the test administration schedule, results availability, and any associated fees.
6. receive exam results in a reasonable amount of time and in easily understandable terms.

As a VTest candidate, you must:

1. keep your login credentials and access code secure, and do not share them with anyone else.
2. maintain academic integrity and not engage in any form of cheating, plagiarism, or unauthorized collaboration. This includes copying from others, using external sources not permitted, or seeking assistance from others during the exam. The use of dictionaries, reference materials, scratch paper, etc., is prohibited.
3. not collaborate with others. Submit your own work, and not responses or answers that were completed by someone else.
4. not use unauthorized materials. This includes access to websites, search engines, or online resources during the exam.
5. not use multiple devices or have unauthorized software running while taking the exam.

6. not leave the camera view when you take a proctored exam.
7. not record, share, or disseminate any exam content, questions, or materials with others, as this may violate copyright and confidentiality agreements.
8. not engage in misconduct, including causing disturbances, using offensive language, or engaging in any behavior that violates test center rules or online test etiquette.

It's essential for candidates to adhere to these rules to ensure the fairness and integrity of the exam process. Violating these rules can result in consequences such as exam invalidation, score cancellation, and even potential legal actions, depending on the severity of the violation and VTest's policies.

## 'Can do' statements

CEFR	When ...			
	Listening	Reading	Writing	Speaking
	... learners can			
<b>Pre-A1</b>	<ul style="list-style-type: none"> <li>understand short, very simple questions and statements, everyday familiar words, numbers, prices, dates, and days of the week, provided they are delivered slowly and clearly.</li> </ul>	<ul style="list-style-type: none"> <li>recognize familiar words accompanied by pictures, such as a fast-food restaurant menu illustrated with photos, or a picture book using very simple everyday vocabulary.</li> </ul>	<ul style="list-style-type: none"> <li>give basic personal information (e.g., name, address, nationality), perhaps with the use of a dictionary.</li> </ul>	<ul style="list-style-type: none"> <li>produce only a very limited range of recognizable sounds, requiring significant effort on the part of the listener.</li> </ul>
<b>A1.1-A1.2</b>	<ul style="list-style-type: none"> <li>recognize concrete information (e.g., places and times) on familiar topics encountered in everyday life, provided it is delivered slowly and clearly.</li> </ul>	<ul style="list-style-type: none"> <li>understand very short, simple texts a single phrase at a time, picking up familiar names, words and basic phrases, and rereading as required.</li> </ul>	<ul style="list-style-type: none"> <li>give information about matters of personal relevance (e.g., likes and dislikes, family, interests) using simple words and basic expressions.</li> <li>produce simple isolated phrases and sentences.</li> </ul>	<ul style="list-style-type: none"> <li>correctly reproduce a limited range of sounds as well as the stress on simple, familiar words and phrases, though some effort is required of the listener. Hesitation, repetition, or pauses have a negative effect on the listener's experience.</li> </ul>
<b>A2.1-A2.2</b>	<ul style="list-style-type: none"> <li>understand phrases and expressions related to areas of the most immediate priority (e.g., very basic personal and family information, shopping, local geography, employment), provided people articulate clearly and slowly.</li> </ul>	<ul style="list-style-type: none"> <li>understand the main points of short texts dealing with everyday topics (e.g., lifestyle, hobbies, sports, weather).</li> <li>identify specific information in simpler material they encounter, such as letters, brochures, and short news articles describing events.</li> </ul>	<ul style="list-style-type: none"> <li>produce a series of simple phrases and sentences linked with simple connectors like "and," "but," and "because".</li> </ul>	<ul style="list-style-type: none"> <li>produce speech that is generally intelligible when communicating in simple everyday situations, and provided the listener makes an effort to understand specific sounds. Hesitation, repetition, or pauses may have a negative effect on the listener's experience.</li> </ul>

CEFR	When ...			
	Listening	Reading	Writing	Speaking
	... learners can			
<b>B1.1–B1.2</b>	<ul style="list-style-type: none"> <li>understand straightforward, factual information about common everyday or job-related topics, made in clear standard language, identifying both general messages and specific details.</li> </ul>	<ul style="list-style-type: none"> <li>understand most factual information in straightforward texts on familiar subjects of interest.</li> <li>identify the main conclusions in clearly signaled argumentative texts.</li> </ul>	<ul style="list-style-type: none"> <li>produce straightforward, connected texts on a range of familiar subjects within their field of interest, by linking a series of shorter discrete elements into a linear sequence.</li> </ul>	<ul style="list-style-type: none"> <li>produce speech that is intelligible despite a strong influence on stress, intonation, or rhythm from other languages spoken, or regular mispronunciation of less familiar individual sounds and words. Hesitation, repetition, or pauses may be evidenced, but do not affect the listener's experience.</li> </ul>
<b>B2.1–B2.2</b>	<ul style="list-style-type: none"> <li>understand the main ideas of propositionally and linguistically complex discourse on both concrete and abstract topics, delivered in standard language, provided the topic is reasonably familiar, and the direction of the argument is signposted by explicit markers.</li> </ul>	<ul style="list-style-type: none"> <li>read with a large degree of independence, adapting style and speed of reading to different texts and purposes.</li> <li>recognize when a text provides factual information, and when it seeks to convince readers of something.</li> </ul>	<ul style="list-style-type: none"> <li>produce clear, detailed texts on a variety of subjects related to their field of interest, synthesizing and evaluating information and arguments from a number of sources.</li> </ul>	<ul style="list-style-type: none"> <li>generally use appropriate intonation, place stress correctly, and articulate individual sounds clearly, though with some influence from other languages spoken. Hesitation, repetition, or pauses may be evidenced, but do not affect the listener's experience.</li> </ul>

CEFR	When ...			
	Listening	Reading	Writing	Speaking
	... learners can			
<b>C1.1-C1.2</b>	<ul style="list-style-type: none"> <li>understand enough to follow extended discourse on abstract and complex topics even when relationships are not signaled explicitly.</li> </ul>	<ul style="list-style-type: none"> <li>understand in detail a wide range of lengthy, complex texts likely to be encountered in social, professional, or academic life.</li> <li>identify finer points of detail including attitudes and opinions, whether implied or stated.</li> </ul>	<ul style="list-style-type: none"> <li>produce clear, well-structured, coherent texts, expanding and supporting points of view.</li> <li>employ more complex grammatical forms with control and flexibility, and demonstrate a range of vocabulary, including less common lexis.</li> </ul>	<ul style="list-style-type: none"> <li>produce smooth, intelligible speech, varying intonation and stress correctly with only occasional lapses.</li> <li>produce speech that is fluent and shows very little evidence of hesitation, repetition, or pauses.</li> </ul>
<b>C2</b>	<ul style="list-style-type: none"> <li>understand with ease virtually any kind of language, whether live or broadcast, delivered at a fast, natural speed.</li> </ul>	<ul style="list-style-type: none"> <li>understand virtually all types of texts including abstract, structurally complex, or highly colloquial literary and non-literary writings, appreciating subtle distinctions of style, including both implicit and explicit meaning.</li> </ul>	<ul style="list-style-type: none"> <li>produce clear, smoothly flowing, coherent texts that communicate complex ideas in an effective and engaging way.</li> <li>demonstrate flexible, sophisticated control of grammatical forms, and a precise use of a wide range of vocabulary.</li> </ul>	<ul style="list-style-type: none"> <li>produce speech with such a high level of control of individual sounds and prosodic features (stress, rhythm, and intonation) that the finer points of the message are clear and precise. Speech is fluent and there is very little evidence of hesitation, repetition, or pauses.</li> </ul>