

European Language Portfolio

[Descriptors by area: **COMMUNICATION** (Interaction / Written Communication)]

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Written Communication

OVERALL WRITTEN INTERACTION

C2 As C1

C1 Can express him/herself with clarity and precision, relating to the addressee flexibly and effectively.

B2 Can express news and views effectively in writing, and relate to those of others.

B1 Can convey information and ideas on abstract as well as concrete topics, check information and ask about or explain problems with reasonable precision.
Can write personal letters and notes asking for or conveying simple information of immediate relevance, getting across the point he/she feels to be important.

A2 Can write short, simple formulaic notes relating to matters in areas of immediate need.

A1 Can ask for or pass on personal details in written form.

CORRESPONDENCE

C2 As C1

C1 Can express him/herself with clarity and precision in personal correspondence, using language flexibly and effectively, including emotional, allusive and joking usage.

B2 Can write letters conveying degrees of emotion and highlighting the personal significant points. Events and experiences and commenting on the correspondent's news and views.

B1 Can write personal letters giving news and expressing thoughts about abstract or cultural topics such as music, films.
Can write personal letters describing experiences, feelings and events in some detail.

A2 Can write very simple personal letters expressing thanks and apology.

A1 Can write a short simple postcard.

NOTES, MESSAGES & FORMS

C2 As B1

C1 As B1

B2 As B1

B1 Can take messages communicating enquiries, explaining problems. Can write notes conveying simple information of immediate relevance to friends, service people, teachers and others who feature in his/her everyday life, getting across comprehensibly the points he/she feels are important.

A2 Can take a short, simple message provided he/she can ask for repetition and reformulation.
Can write short, simple notes and messages relating to matters in areas of immediate need.

A1 Can write numbers and dates, own name, nationality, address, age, date of birth or arrival in the country, etc. such as on a hotel registration form.

NOTE-TAKING (LECTURES, SEMINARS, ETC.)

C2 Is aware of the implications and allusions of what is said and can make notes on them as well as on the actual words used by the speaker.

C1 Can take detailed notes during a lecture on topics in his/her field of interest, recording the information so accurately and so close to the original that the notes could also be useful to other people.

B2 Can understand a clearly structured lecture on a familiar subject, and can take notes on points which strike him/her as important, even though he/she tends to concentrate on the words themselves and therefore to miss some information.

B1 Can take notes during a lecture which are precise enough for his/her own use at a later date, provided the topic is within his/her field of interest and the talk is clear and well-structured.
Can take notes as a list of key points during a straightforward lecture, provided the topic is familiar, and the talk is both formulated in simple language and delivered in clearly articulated standard speech.

A2 No descriptor available

A1 No descriptor available

PROCESSING TEXT

- C2** Can summarise information from different sources, reconstructing arguments and accounts in a coherent presentation of the overall result.
- C1** Can summarise long, demanding texts.
- B2** Can summarise a wide range of factual and imaginative texts, commenting on and discussing contrasting points of view and the main themes.
Can summarise extracts from news items, interviews or documentaries containing opinions, argument and discussion. Can summarise the plot and sequence of events in a film or play.
- B1** Can collate short pieces of information from several sources and summarise them for somebody else.
Can paraphrase short written passages in a simple fashion, using the original text wording and ordering.
- A2** Can pick out and reproduce key words and phrases or short sentences from a short text within the learner's limited competence and experience.
Can copy out short texts in printed or clearly hand-written format.
- A1** Can copy out single words and short texts presented in standard printed format.