Listening

		Unit	Page
	I can understand what is said clearly, slowly and directly to me in simple everyday		
A2	conversation; it is possible to make me understand, if the speaker can take		
	the trouble.		
	I can generally identify the topic of discussion around me when people speak slowly		
	and clearly.		
	I can understand phrases, words and expressions related to areas of most immediate		
	priority (e.g. very basic personal and family information, shopping, local area,	1, 6	10, 68
	employment).		
	I can catch the main point in short, clear, simple messages and announcements.	4	48
	I can understand the essential information in short recorded passages dealing with	1, 5, 8, 9	8, 56, 99,
	predictable everyday matters which are spoken slowly and clearly.	1, 3, 6, 9	102
	I can identify the main point of TV news items reporting events, accidents etc. when		
	the visual supports the commentary.		

B1	I can follow clearly articulated speech directed at me in everyday conversation, though I sometimes have to ask for repetition of particular words and phrases.		
	I can generally follow the main points of extended discussion around me, provided speech is clearly articulated in standard dialect.	1, 7, 10	8, 40, 114
	I can listen to a short narrative and form hypotheses about what will happen next.	3	33
	I can understand the main points of radio news bulletins and simpler recorded material on topics of personal interest delivered relatively slowly and clearly.	5, 10	58, 59, 114
	I can catch the main points in TV programmes on familiar topics when the delivery is relatively slow and clear.		
	I can understand simple technical information, such as operating instructions for everyday equipment.		

Reading

	I can identify important information in news summaries or simple newspaper		
A2	articles in which numbers and names play an important role and which are clearly	1,6	12, 71
	structured and illustrated.		
	I can understand a simple personal letter in which the writer tells or asks me about	9	112
	aspects of everyday life.		112
	I can understand simple written messages from friends or colleagues, for example		
	saying when we should meet to play football or asking me to be at work early.		
	I can find the most important information on leisure time activities, exhibitions, etc.		
	in information leaflets.		
	I can skim small advertisements in newspapers, locate the heading or column I want		
	and identify the most important pieces of information (price and size of apartments,	2	20
	cars, computers).		
	I can understand simple user's instructions for equipment (for example,	3	34
	a public telephone).	3	34
	I can understand feedback messages or simple help indications in computer	6	72
	programmes.	0	12
	I can understand short narratives about everyday things dealing with topics which	2, 3, 4, 7	19, 20, 30,
	are familiar to me if the text is written in simple language.	2, 3, 4, /	31, 46, 84

B1	I can understand the main points in short newspaper articles about current and	5 6	55, 66
DI	familiar topics.	5, 6	33,00
	I can read columns or interviews in newspapers and magazines in which someone		
	takes a stand on a current topic or event and understand the overall meaning of	5,9	55, 112
	the text.		
	I can guess the meaning of single unknown words from the context thus deducing	1, 5	61, 115
	the meaning of expressions if the topic is familiar.	1, 3	01, 113
	I can skim short texts (for example news summaries) and find relevant facts and	2, 3, 8	22, 23, 40,
	information (for example who has done what and where).	2, 3, 6	96, 97
	I can understand the most important information in short simple everyday	6, 7	76, 79
	information brochures.	0, /	70,79
	I can understand simple messages and standard letters (for example from businesses,		
	clubs or authorities).		
	In private letters I can understand those parts dealing with events, feelings and	7	88
	wishes well enough to correspond regularly with a pen friend.	/	00
	I can understand the plot of a clearly structured story and recognise what the most		
	important episodes and events are and what is significant about them.		

Spoken Interaction

A2	I can make simple transactions in shops, post offices or banks.	7	86
	I can use public transport: buses, trains, and taxis, ask for basic information and buy tickets.	4	50
	I can get simple information about travel.	4	50
	I can order something to eat or drink.	2	22, 26, 130
	I can make simple purchases by stating what I want and asking the price.	7	86
	I can ask for and give directions referring to a map or plan.		
	I can ask how people are and react to news.	1	14, 17
	I can make and respond to invitations.	4	50
	I can make and accept apologies.		
	I can say what I like and dislike.	2, 3, 5	19, 27, 30, 59
	I can discuss with other people what to do, where to go and make arrangements to meet.	3,7	41, 81
	I can ask people questions about what they do at work and in free time, and answer such questions addressed to me.	1, 4, 7, 9	7, 9, 47, 48, 109, 126, 126, 128

B1	I can start, maintain and close simple face-to-face conversation on topics that are familiar or of personal interest.	4, 9, 10	44, 110, 119, 122
	I can maintain a conversation or discussion but may sometimes be difficult to follow when trying to say exactly what I would like to.		
	I can deal with most situations likely to arise when making travel arrangements through an agent or when actually travelling.		
	I can ask for and follow detailed directions.	10	121, 131
	I can express and respond to feelings such as surprise, happiness, sadness, interest and indifference.	3	36, 37
	I can give or seek personal views and opinions in an informal discussion with friends.	2, 3, 7, 8, 9	18, 30, 81, 101, 113
	I can agree and disagree politely.	3, 5	38, 57

Spoken Production

A2	I can describe myself, my family and other people.	1, 6	8, 9, 74
	I can describe where I live.	1, 6	7,74
	I can give short, basic descriptions of events.		
	I can describe my educational background, my present or most recent job.	1, 5	7, 54
	I can describe my hobbies and interests in a simple way.	6	74
	I can describe past activities and personal experiences (e.g. the last weekend,	7, 8, 10	89, 92, 95,
	my last holiday).	7, 6, 10	118

B 1	I can narrate a story.	3,9	30, 109
	I can give detailed accounts of experiences, describing feelings and reactions.	2	19
	I can describe dreams, hopes and ambitions.	4, 6	46, 49, 53, 74
	I can explain and give reasons for my plans, intentions and actions.	6, 7	75, 85
	I can relate the plot of a book or film and describe my reactions.	8	95
	I can paraphrase short written passages orally in a simple fashion, using the original text wording and ordering.	8	93

Strategies

A2	I can ask for attention.	5	62
	I can indicate when I am following.	5, 10	62, 122
	I can very simply ask somebody to repeat what they said.	4	50

B1	I can repeat back part of what someone has said to confirm that we understand each other.		
	I can ask someone to clarify or elaborate what they have just said.	5	62
	When I can't think of the word I want, I can use a simple word meaning something		
	similar and invite "correction".		

Language Quality

A2	I can make myself understood using memorised phrases and single expressions.		
	I can link groups of words with simple connectors like "and", "but" and "because".	6	75
	I can use some simple structures correctly.		
	I have a sufficient vocabulary for coping with simple everyday situations.	8,9	98, 102, 103, 108, 109

B 1	I can keep a conversation going comprehensibly, but have to pause to plan and correct what I am saying – especially when I talk freely for longer periods.	6	75
	I can convey simple information of immediate relevance, getting across which point I feel is most important.	6, 10	74, 77, 123
	I have a sufficient vocabulary to express myself with some circumlocutions on most topics pertinent to my everyday life such as family, hobbies and interests, work, travel, and current events	6	68
	I can express myself reasonably accurately in familiar, predictable situations.	6	68, 74

Writing

A2	I can write short, simple notes and messages.		
	I can describe an event in simple sentences and report what happened when and	3	40
	where (for example a party or an accident).		
	I can write about aspects of my everyday life in simple phrases and sentences	1	16
	(people, places, job, school, family, hobbies).		
	I can fill in a questionnaire giving an account of my educational background, my job,		
	my interests and my specific skills.		
	I can briefly introduce myself in a letter with simple phrases and sentences	1	16
	(family, school, job, hobbies).	1	10
	I can write a short letter using simple expressions for greeting, addressing, asking or	3, 4	40, 52
	thanking somebody.	J, T	10, 32
	I can write simple sentences, connecting them with words such as "and", "but",	1	16
	"because".	1	10
	I can use the most important connecting words to indicate the chronological order	6	76
	of events (first, then, after, later).	U	70

B1	I can write simple connected texts on a range of topics within my field of interest and can express personal views and opinions.	5, 6, 9	59, 75, 76, 112
	I can write simple texts about experiences or events, for example about a trip, for a school newspaper or a club newsletter.	10	124
	I can write personal letters to friends or acquaintances asking for or giving them news and narrating events.	3	40
	I can describe in a personal letter the plot of a film or a book or give an account of a concert.		
	In a letter I can express feelings such as grief, happiness, interest, regret and sympathy.	4, 7	52, 88
	I can reply in written form to advertisements and ask for more complete or more specific information about products (for example a car or an academic course).		
	I can convey – via fax, e-mail or a circular – short simple factual information to friends or colleagues or ask for information in such a way.		
	I can write my CV in summary form.	5	64