

# Language Assessment Sheet

## 1. Language to be assessed:

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## 2. Information on the applicant

Name of the applicant:

The level of the applicant:       Undergraduate       Master       Doctorate       Post-doctorate       Staff

## 3. Information on the language teacher

**Teacher's declaration:** By signing this document I declare I am a qualified language teacher of the language in question, and that I have firsthand experience on the language skills of the applicant. This evaluation is my professional opinion on the applicant's language skills.

Name of the teacher:

Organization:

Contact information:

4. Evaluation table						
	A1	A2	B1	B2	C1	C2
UNDERSTANDING	<b>Listening</b> teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> 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.
	<b>Reading</b> teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
SPEAKING	<b>Spoken Interaction</b> teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skillfully to those of other speakers.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	<b>Spoken Production</b> teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can use simple phrases and sentences to describe where I live and people I know.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
<b>WRITING</b> <b>Writing</b> teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	teacher: <input type="checkbox"/> applicant: <input type="checkbox"/> I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.	
SIGNATURES	<b>Applicant's signature and date:</b>  <b>Teacher's signature and date</b>			[STAMP]	<b>Home university Coordinator's signature:</b> By signing this document I declare the teacher is qualified language teacher of the language in question.  Clarification of signature:	
					[STAMP]	

### How to fill in the Language Assessment Sheet?

- Fill in parts 1-3: the language to be assessed, the information on the applicant, and the information on the language teacher.
- Fill in part 4, the evaluation table: all skill presented vertically on the left-hand side are evaluated on a horizontal row both by the applicant and the language teacher.
  - The applicant marks  above the description that in his/her opinion describes his/her language skills the best. The applicant can choose only one description on each horizontal row.
  - The teacher marks  above the description that in his/her opinion describes the applicant's language skills the best. The teacher can choose only one description on each horizontal row.

### Who is qualified to fill the Language Assessment Sheet as a language teacher?

- The language teacher must be a professional language teacher of the language to be assessed.
- The teacher must have *first hand knowledge* of the applicant's language skills.
- The language teacher is preferably a person engaged in practical teaching.
- The language teacher has preferably taught the applicant within the year.

*Both the applicant and the language teacher sign the paper. Teacher adds an official stamp. In addition, Target Group 1 applicants' Home University's Triple I Coordinator confirms teacher is qualified in assessing the language in question.*