

# **SLEST**

## **Standardized Model**

### **for Linguistic Capacities in Foreign Languages**

#### **Level 1 (A2) - general**

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## **General Can-do-Statements**

### **SPEAKING**

Can express him-/herself in everyday situations with simple linguistic means, often making pauses in order to search for words.

Can express him-/herself more or less correctly with simple expressions and short sentences about everyday aspects of his/her life (i.e. people, places, work experiences, etc.).

Can express him-/herself simply about known topics and personal interests with a very limited repertoire in words and with simple grammatical structures.

Can mainly make clear when talking what he/she wants to say, using simple grammatical structures more or less correctly.

Can express him-/herself in a generally comprehensive way, also if sometimes a foreign accent is clearly audible.

Can use the main stresses and intonations in simple sentences mainly correctly; can divide longer sections with pauses.

Can segment events chronologically with simple words like "first", "then", "after", "later", "at the end" etc.

Can connect expressions and sentences with simple connecting words like "and", "but" or "because".

## **general Can-do-Statements A2**

Can, in a talk between native and non-native speakers, pass on simple information about known topics in both languages, using very simple words and grammatical structures in the foreign language and often looking for words.

Can communicate about known topics in a simple way, if standard language is spoken and if he/she can ask every now and to repeat a sentence or to say something using other words.

Can communicate with short, simple expressions everyday needs and circumstances; in unknown situations the communication could become difficult and misunderstanding might happen.

Can sustain everyday situations with a predictable content with simple linguistic means, but the conversation will be somewhat limited because of a restricted vocabulary.

Can talk about known topics; can also follow the change of topics and react to questions when the interlocutor speaks slowly and clearly.

Can express him-/herself clearly enough so that the interlocutor can understand him/her normally, even if a clear foreign accent is audible and he/she sometimes has to ask for clarification.

Can use intonation so precisely that statements, questions or requests are clearly distinguishable.

Can ask the interlocutor to repeat or to spell, and can him-/herself meet this demand.

## general Can-do-Statements A2

### **WRITING**

Can express him-/herself in a simple way about known topics and the personal field of interest with a limited repertoire of words and grammatical structures.

Can segment events chronologically with simple words like “first”, “than”, “after”, “later”, “at the end” etc.

Can connect sentences with simple connectors like “and”, “but” or “because”.

Can use the main orthographic rules more or less correctly.

Can write in very well known situations short and simple texts with a sufficient amount of vocabulary, using easy, prefabricated sentences.

Can understand short, personal texts which help with social connections and which refer in a simple way to events and requests, and can react to them in writing with simple linguistic skills.

Can use the main important orthographic rules regarding a basic vocabulary, so that misunderstandings happen rarely.

## **general Can-do-Statements A2**

### **LISTENING**

Can understand simple sentences in standard language, basic grammatical structures and basic vocabulary from important everyday subjects (i.e. personal information, family, restaurant, surroundings, work).

Can understand the topics of a conversation if they deal with known subjects and if the interlocutor speaks clearly and slowly in standard language.

Can understand single statements regarding known topics which contain internationalisms if the interlocutor speaks clearly with regular pauses in order to comprehend the meaning.

Can identify, during a simple and short conversation, expressions regarding everyday topics and understand simple, important information for him-/herself.

## **general Can-do-Statements A2**

### **READING**

Can understand basic information in simple and clearly structured texts which concern subjects from everyday life or the work environment.

Can understand simple and formal texts about known topics, if the words and grammatical structures used are basic and/or contain some internationalisms.

Can extract information from longer texts regarding known subjects.

## Detailed SLEST Can-do-Statements<sup>1</sup>

### SPEAKING

SLEST can-do-statement	example	example for the examination <sup>2</sup>	texts
can describe known things or persons from his/her workplace in a simple way	<p><i>can describe him-/herself and colleagues</i></p> <p><i>can describe his/her former or actual workplace and his/her work.</i></p>	<p><i>give known information about your workplace and your actual work to a foreigner</i></p>	<p>discussion</p> <p>general talk</p> <p>information</p> <p>presentation</p> <p>report</p> <p>small talk</p>
can illustrate personal experiences, events and own activities simply and shortly	<p><i>can describe his/her own training, indicating the most important circumstances</i></p> <p><i>can talk about personal habits (i.e. in the free time)</i></p> <p><i>can tell about an important professional episode (i.e. change of place of work)</i></p>	<p><i>tell a foreign friend about your hobbies.</i></p> <p><i>tell a foreign employer which work you did in the past</i></p>	<p>advice</p> <p>biography</p> <p>discussion</p> <p>general talk</p> <p>information</p> <p>report</p> <p>small talk</p>

<sup>1</sup> The indications given in the CEFR and in PROFILE regarding the can-do-statements have been changed following our necessities.

<sup>2</sup> The (\*) means that for this item you will need visual aids.

**general Can-do-Statements A2**

<p>can express his/her opinion in a simple way about everyday matters</p>	<p><i>can explain, which dishes are recommended or which meals a guest should not chose, if he/she dislikes certain ingredients</i></p> <p><i>can tell why he/she particularly likes a certain church</i></p> <p><i>can express his/her opinion about a certain destination and can ask others about their opinion</i></p>	<p><i>recommend with the help of a menu the specialties of your restaurant (*)</i></p> <p><i>explain to a tourist why you like a particular church (i.e. Notre Dame)</i></p>	<p>general talk purchase to report to small talk</p>
<p>can speak about plans and agreements with others in a simple form</p>	<p><i>can describe the planned activities for the next day to a colleague</i></p> <p><i>can explain to a tourist in a general way the tours for the next days</i></p> <p><i>can explain to a client the course of a seminar</i></p>	<p><i>explain to your foreign colleague the work plan for tomorrow (*)</i></p> <p><i>explain to your group of tourists the travel route for tomorrow (*)</i></p>	<p>advice discussion general talk report small talk</p>
<p>can express suppositions with simple linguistic means</p>	<p><i>can tell a client why he/she thinks the trains might not run the next day</i></p> <p><i>can explain to a client or guest why the kitchen staff is working slowly today</i></p> <p><i>can tell why there are so many visitors to the castle today</i></p> <p><i>can express his/her opinion when asked during a round trip about the arrival time in a certain place</i></p>	<p><i>the train workers are on strike; explain to your guests what consequences this might have for them</i></p> <p><i>today is a national holiday and there is no entrance fee to the monuments etc.; explain to the tourists what this means for their visit to the museum</i></p>	<p>advice discussion general talk information small talk</p>



## general Can-do-Statements A2

<p>can give indications about years, dates, important numbers etc. in a comprehensible way</p>	<p><i>can give important indications about the years of construction etc. regarding a castle (church, monument, ...) during a round trip of the city</i></p> <p><i>can indicate his/her date of birth</i></p> <p><i>can recite the complete telephone number of his/her company without a problem.</i></p> <p><i>can point out to a client all the dates regarding a journey.</i></p>	<p><i>give details regarding this church (*)</i></p> <p><i>explain to a guest the prices of different set menus (*)</i></p> <p><i>explain to a client the single dates of his/her journey (*)</i></p>	<p>advice discussion information offer order presentation purchase report small talk</p>
<p>can shortly announce or present something well known to a group of listeners</p>	<p><i>can say a few words to tourists at the end of an excursion</i></p> <p><i>can express his/her gratitude at the end of an official meal</i></p> <p><i>can give general information to a group of tourists (i. e. about the departure time or regarding the next meeting point)</i></p>	<p><i>release your guests with a few friendly words</i></p> <p><i>express your gratitude to the host for the excellent meal</i></p> <p><i>inform a tourist about a change in the departure time</i></p>	<p>announcement general talk presentation</p>
<p>can give short basic information about very known topics from the own professional field with simple linguistic means</p>	<p><i>can explain to a tourist the agenda for the day during a round trip</i></p> <p><i>can explain to a guest the most important features of the hotel</i></p> <p><i>can explain to a guest the specialties of the chef.</i></p>	<p><i>explain shortly to the tourists the programme of the day (*)</i></p> <p><i>explain to the guest the features of your hotel (*)</i></p> <p><i>tell the client what the chef prepared specially for today (*)</i></p>	<p>announcement</p>

**general Can-do-Statements A2**

	<p><i>can present to a client the characteristics of the location with the help of a map or a brochure</i></p> <p><i>can tell to a client which sights he/she would recommend in the city</i></p>	<p><i>give general indications to the archaeological site (*)</i></p>	
<p>can describe with simple means how to do something</p>	<p><i>can explain how to reach a certain place in the city from the present point</i></p> <p><i>can explain to a guest how the WI-FI in the hotel works</i></p> <p><i>can explain to a guest how a certain meal is prepared</i></p> <p><i>can explain to a guest which things he/she can do in this place during the next days</i></p>	<p><i>explain to a guest the best way from the hotel to the station (*)</i></p> <p><i>explain to a guest the ingredients and the preparation of a certain noodle sauce</i></p> <p><i>tell the guests which events they could assist to in the evening (*)</i></p>	<p>announcement information instructions request</p>
<p>can exchange information in a simple way in known, professionally relevant situations</p>	<p><i>can exchange limited information about travel destinations</i></p> <p><i>can give simple information to a visitor about the own town and answer his/her questions</i></p> <p><i>can explain to a guest where (und possibly how) certain local delicatessen are prepared</i></p>	<p><i>speak with a foreign colleague about a country in which both of you have stayed</i></p> <p><i>answer the question of a guest for particular interesting places in your city</i></p>	<p>advice discussion general talk information interview invitation negative response order report request small talk</p>

## general Can-do-Statements A2

<p>can exchange in everyday situations information which is basically are focused on quantities, prices or dates (an can answer to questions regarding this)</p>	<p><i>can answer questions regarding features and/or prices in a restaurant or hotel</i></p> <p><i>can receive orders in a restaurant and answer the request for the bill</i></p> <p><i>can answer the question if certain arrangements remain unchanged</i></p>	<p><i>answer a guest's requests regarding the prices of some bottles of wine (*)</i></p> <p><i>confirm to a guest that nothing changed regarding the programme of the next day (*)</i></p>	<p>general talk information negative response order report request</p>
<p>can answer to simple questions during a talk and react to uncomplicated affirmations</p>	<p><i>can describe with simple words his/her career and the present work</i></p> <p><i>can react to affirmations of a guest about his home country and give simple information about his/her own</i></p> <p><i>can indicate personal data during a talk and give other relevant indications</i></p>	<p><i>explain to a foreign friend how and where you work</i></p> <p><i>answer the questions of a guest regarding your date and place of birth and your family</i></p>	<p>confirmation discussion general talk information negative response report request small talk</p>
<p>can understand the main topics of a short and simple telephone call and answer to them</p>	<p><i>can answer a phone call in which a change of date is announced</i></p> <p><i>can tell a caller that the colleague will be back in two hours</i></p> <p><i>can answer the request for a reservation on the phone</i></p>	<p><i>explain to a foreign caller that your colleague is absent at the moment and that he will only be back only in a few hours</i></p> <p><i>answer the request for a reservation on the phone</i></p>	<p>confirmation information negative response order report request</p>

**general Can-do-Statements A2**

<p>can use in different everyday situations simple forms of greetings, questions, excuses, and gratitude</p>	<p><i>can in a restaurant react kindly to certain requirements (i.e. for a second bottle of wine)</i></p> <p><i>can apologise because a certain wine is finished</i></p> <p><i>can react properly to the gratitude of a guest for the nice day</i></p> <p><i>can in a hotel talk to guests and apologise for a disturbance</i></p> <p><i>can greet a guest and ask if he has any requests</i></p>	<p><i>answer kindly the request of a guest</i></p> <p><i>express gratitude for the visit of a guest in your hotel/restaurant</i></p> <p><i>excuse yourself for the fact that it was a bit noisy in the restaurant/hotel (and explain also why it was so)</i></p> <p><i>greet your guests and ask if they have any requests</i></p>	<p>confirmation information invitation negative response request small talk</p>
<p>can make simple proposals in professionally known situations and react to proposals made by others; can also give alternatives, can accept or refuse</p>	<p><i>can make a proposal during a talk with a client regarding the agenda of the day</i></p> <p><i>can propose to a group to go to a certain restaurant for lunch</i></p> <p><i>can explain which activities in which order are planned for the day</i></p> <p><i>can propose a certain meal</i></p>	<p><i>tell the tourists why you propose a change in the programme for the day(*)</i></p> <p><i>explain to the guests why you can recommend a certain dish</i></p>	<p>advice discussion general talk negative response report small talk</p>
<p>can in simple, formal situations understand important information and give answers if asked directly</p>	<p><i>can tell during a trip how long the tour will last</i></p> <p><i>can understand what interests the guest and ask what they would like to do first</i></p> <p><i>can explain the origins of a certain wine</i></p>	<p><i>answer the questions regarding the duration and the character of the tour (*)</i></p> <p><i>explain to the guest the origin and the characteristics of these wines (*)</i></p>	<p>advice confirmation discussion general talk information report</p>

## general Can-do-Statements A2

<p>can express feelings like fear or joy in a very simple way and answer questions regarding this</p>	<p><i>can tell to a client that he/she is happy to see him/her again</i></p> <p><i>can thank a guest for his generous tip</i></p> <p><i>can tell the members of the group that it has been a pleasure to have been with them on the tour</i></p>	<p><i>tell the guest how happy you are to see him again</i></p> <p><i>thank the group members for the nice day</i></p>	<p>advice discussion general talk invitation negative response small talk</p>
<p>can react in a simple way in a everyday talk to affirmations regarding opinions or preferences and indifferences</p>	<p><i>can react to an opinion about a meal</i></p> <p><i>can explain why the guest should do a certain free time activity</i></p> <p><i>can tell which work he/she does readily in his/her company and what he/she is particularly good in</i></p>	<p><i>answer a guest regarding affirmations to a meal</i></p> <p><i>tell a guest why you would recommend him/her to use the free time – facilities of the hotel</i></p>	<p>advice general talk information report small talk</p>
<p>can ask for repetition or explanations in everyday situations if something is not quite clear</p>	<p><i>can ask the guest to explain a question with an example</i></p> <p><i>can ask a tourist to repeat the names of the single places he/she wants to visit</i></p> <p><i>can ask his/her counterpart to repeat what he/she has said</i></p> <p><i>can ask a guest to repeat his/her order</i></p>	<p><i>ask the tourist to repeat what he/she would like to do today</i></p> <p><i>ask your client to repeat what he /she said because you didn't understand well</i></p>	<p>general talk information request small talk</p>

## general Can-do-Statements A2

<p>can tell from a plan indicating the details in a simple way</p>	<p><i>can speak chronologically about the most important circumstances of a trip</i></p> <p><i>can explain to a client the programme of a journey he/she booked</i></p>	<p><i>explain to your group the programme of the day (*)</i></p> <p><i>explain to your client the details of the journey he/she booked (*)</i></p>	<p>report account</p>
<p>can pass on to others in his/her common language simple and requests, indications or demands expressed in the foreign language</p>	<p><i>can during a trip inform a waiter about the requests of a tourist in his/her common language</i></p> <p><i>can in a hospital pass on to a native nurse simple information regarding an injured guest</i></p> <p><i>can , during a trade fair, pass on an invitation by a foreign business partner to a native speaker</i></p>	<p><i>help a tourist to order a meal because he/she doesn't understand the language of the waiter</i></p> <p><i>mediate between a doctor and a tourist (*)</i></p>	<p>announcement discussion information order</p>
<p>can pass on in the foreign language simple information of professional or general interest from written texts which are clearly structured and/or explained by pictures</p>	<p><i>can translate in a restaurant important words from a menu for the members of the group</i></p> <p><i>can pass on to a guest the main information from a native newspaper regarding the news about a catastrophe (when? where ? who?) in his/her language</i></p> <p><i>can pass on simple information from the sports section (i.e. place, time, results) of a native newspaper article in his/her language</i></p> <p><i>can pass on simple information about a native TV programme (i. e. what? when? who?) to a visitor in his/her language.</i></p>	<p><i>explain to your group the different dishes on the menu (*)</i></p> <p><i>explain to a tourist the content of an important newspaper article (*)</i></p> <p><i>explain to a guest the news regarding the results of the soccer games from the day before (*)</i></p>	<p>article brochure caption form newspaper information price list product information report signpost travel guide</p>

## general Can-do-Statements A2

<p>can pass on important information from simple non native texts regarding known topics to other persons in their common language</p>	<p><i>can pass on the most important information from a foreign language memo regarding a meeting (i.e. what? who? why? when? where?) to a colleague in his/her common language</i></p> <p><i>can pass on information regarding a concert (i.e. place, day and time) in a foreign language newsgroup in the internet to a colleague in his/her common language</i></p> <p><i>can pass on parts of an official letter written in a foreign language to a colleague in his/her common language</i></p>	<p><i>explain to a colleague the main topics of this text, written in the foreign language (*)</i></p> <p><i>tell your colleague what is written on this foreign internet page (*)</i></p>	<p>brochure confirmation invitation order personal letter report written notice</p>
<p>can orally pass on in simple everyday situations common information, questions or requests in the foreign language</p>	<p><i>can - during lunch - summarise for the waiter the requests from the tourists regarding their meals</i></p> <p><i>can pass on using simple words instructions given by the steward (i.e. to move the car) in a foreign language to a tourist</i></p> <p><i>can pass on with simple words in the foreign language at the reception of a public building the indications given by the doorman (i.e. where to wait)</i></p>	<p><i>ask the tourist what he wants from the waiter, and explain it to him in your common language</i></p> <p><i>explain to the tourist what the museum attendant wants from him (*)</i></p>	<p>advice announcement discussion general talk guided tour information invitation order request small talk</p>

**general Can-do-Statements A2**

<p>can pass on single parts from orally given indications or announcements with simple words in the foreign language</p>	<p><i>can pass on at the station the most important parts of a native announcement (i.e. the train will be late) in the foreign language</i></p> <p><i>can summarise instructions given in the native language regarding a tour (i.e. the shortest way to the destination) for a foreign tourist</i></p> <p><i>can pass on at the bus station important information from an announcement (i.e. departure time, number of platform) in the native language to a tourist</i></p>	<p><i>explain to the tourist the subject of the announcement in the museum (*)</i></p> <p><i>translate for a client the indications in a brochure which is written in your native language (*)</i></p> <p><i>explain to a guest what a native colleague has told you (*)</i></p>	<p>announcement information report news</p>
<p>can pass on from texts, inscriptions etc. written in your native the most important information to a tourist</p>	<p><i>can pass on in simple words at the hotel reception some information from a brochure regarding offers to spend your free time (i.e. sports, concerts, events) in the language of the tourist</i></p> <p><i>can explain in the language of the tourist information given on the menu regarding typical dishes</i></p> <p><i>can pass on the main information in a newspaper article regarding an event with simple words in the language of the client</i></p>	<p><i>answer a guest's questions regarding the content of this brochure which he found at the reception (*)</i></p> <p><i>explain to a guest what is written on the menu regarding the specialties of this restaurant (*)</i></p>	<p>advertising brochure form inscription list menu poster price list signpost time table written note</p>



## general Can-do-Statements A2

<p>can pass on the most important parts from official and/or private correspondence with simple words in the foreign language</p>	<p><i>can explain the subject and main information of an official native letter to a foreign tourist in his/her language</i></p> <p><i>can pass on at his/her place of work the most important parts of an e-mail order written in a foreign language to a colleague in his/her common language</i></p>	<p><i>explain to the foreign trainee in your hotel the content of an official letter in his/her language (*)</i></p> <p><i>explain to a colleague what the e-mail means which is written in the foreign language (*)</i></p>	<p>bill confirmation form invitation negative response order personal letter report request written notice</p>
<p>can pass on in a conversation between a native speaker and a foreigner the most important information in both languages</p>	<p><i>can pass on in a talk on the street between a tourist and a native speaker questions and answers in both languages in a basic way</i></p> <p><i>can pass on between a native doctor and a sick guest important questions and answers regarding the person and his/her condition</i></p>	<p><i>mediate in the talk between a native speaker and a tourist (*)</i></p> <p><i>mediate in the talk between a foreign guest and a native doctor (*)</i></p>	<p>advice complaint discussion general talk information invitation order small talk</p>
<p>can pass on during a simple conversation between native speakers and foreigners information regarding the person (i.e. places, hobbies, interests)</p>	<p><i>can pass on during a talk between a guest and a public official simple questions regarding place of stay, profession and work in both languages</i></p> <p><i>can pass on during a talk at lunch between a foreign guest and a native speaker questions and answers regarding family, profession or hobby in both languages</i></p>	<p><i>translate what is said during a talk between a tourist and a native speaker regarding different eating habits</i></p> <p><i>translate what is said during a conversation between a guest and a native speaker regarding general topics</i></p>	<p>advice discussion general talk information invitation order small talk</p>

## WRITING

<p>can describe known, professionally relevant facts in a simple but comprehensible way</p>	<p><i>can describe a monument which he/she knows well</i></p> <p><i>can briefly describe a destination</i></p> <p><i>can describe the equipment of a hotel room</i></p>	<p><i>describe a new hotel for a brochure with the help of key words</i></p> <p><i>describe with the help of key words a hotel room to a guest</i></p>	<p>brochure report written notice</p>
<p>can make short and simple descriptions of personal experiences, events and own activities</p>	<p><i>can write a simple text about the last trip with tourists</i></p> <p><i>can describe how people celebrate a certain special event (i.e. a religious commemoration)</i></p>	<p><i>describe shortly with the help of key words a round trip with tourists</i></p> <p><i>describe with the help of key words an important festivity in your city</i></p>	<p>report personal letter</p>
<p>can write about everyday issues and express his/her opinion about it in a simple way</p>	<p><i>can describe his/her hotel and specify its advantages and disadvantages</i></p> <p><i>can describe which work he/she does and what he/she likes or dislikes in it</i></p>	<p><i>describe with the help of key words a hotel and specify its advantages and disadvantages</i></p> <p><i>describe with the help of key words your present work and specify its advantages and disadvantages</i></p>	<p>composition personal letter</p>

## general Can-do-Statements A2

<p>can write down important information in known professional situations</p>	<p><i>can prepare for a client a short written note</i></p> <p><i>can write a note for a foreign colleague</i></p> <p><i>can write down what has to be discussed during a conference</i></p>	<p><i>write a short report for a foreign client with the help of key words</i></p> <p><i>write a note for your boss who is not a native speaker with the help of key words</i></p>	<p>written notice list</p>
<p>can give and ask short information regarding known subjects</p>	<p><i>can explain in writing to a foreign colleague where he/she lives and how to get there</i></p> <p><i>can ask in writing a foreign colleague how to do a certain work</i></p> <p><i>can pass on to a colleague who is absent a note with certain information</i></p>	<p><i>write a note with the help of key words to a foreign colleague with which you ask him for certain things</i></p> <p><i>hand over to a foreign colleague a short report with the help of key words</i></p>	<p>confirmation form negative response order report request</p>
<p>can write simple personal letters, postcards and e-mails and exchange with them professional information</p>	<p><i>can ask a hotel for certain information by e-mail</i></p> <p><i>can express gratitude to a colleague for a favour in a short letter</i></p> <p><i>can send a simple e-mail with professional news to a foreign colleague</i></p>	<p><i>write an e-mail to a foreign hotel with the help of key words and ask for more precise information regarding the location</i></p> <p><i>write an e-mail to a foreign colleague with the help of key words and inform him/her about certain news</i></p>	<p>confirmation invitation negative response letter report request</p>
<p>can use in official correspondence salutations, forms of address, forms of gratitude etc.</p>	<p><i>can insert in a written request the correct form of address and salutations</i></p> <p><i>can write a simple letter giving relevant information</i></p> <p><i>can react to a invitation regarding a formal meeting</i></p>	<p><i>Explain which official salutations and form of address have to be used in a letter</i></p> <p><i>express thanks with a letter for an invitation with the help of key words</i></p>	<p>confirmation form invitation negative response order report request</p>

## general Can-do-Statements A2

<p>can write down with the help of text blocks or samples information regarding known subjects</p>	<p><i>can give information about a certain journey</i></p> <p><i>can write with the help of an example a letter as an answer to a request</i></p> <p><i>can write with the help of an example a CV in tabular form</i></p>	<p><i>write with the help of key words a short description of a round trip</i></p> <p><i>write a CV in tabular form with the help of key words</i></p>	<p>biography CV order report request</p>
<p>can write down short plans and tasks in simple form</p>	<p><i>can write down after a meeting the work plan for the next day for a colleague</i></p> <p><i>can write down what he/she would like to do when visiting a certain city</i></p>	<p><i>write down what a foreign colleague should do in the next days with the help of key words</i></p> <p><i>write down for a foreign colleague what you would like to do when visiting his/her city with the help of key words</i></p>	<p>request written note</p>
<p>can make short and simple descriptions about professional experiences, events and own activities</p>	<p><i>can write a simple text about the work done in the last week</i></p> <p><i>can describe a round trip with tourists with simple sentences (i.e. what happened when and where)</i></p> <p><i>can describe how a special event is celebrated (i.e. a religious commemoration)</i></p>	<p><i>write a short report about last weeks work for your foreign boss with the help of key words</i></p> <p><i>describe for a foreign guest how a certain event is celebrated with the help of key words</i></p>	<p>account personal letter report</p>

## LISTENING

(this part is normally connected with SPEAKING during lessons or examinations; the situation in an exam should be arranged consequently. In the column "example for examination" we therefore put relevant situations)

<p>can understand in known situations simple information and numbers</p>	<p><i>can understand prices</i></p> <p><i>can understand as a waiter the normal orders of his/her guests</i></p> <p><i>can as a travel agent understand the announcement of a client that he/she will start his/her trip at a certain day</i></p>	<p><i>to pay a bill</i></p> <p><i>to accept an order/ reservation etc.</i></p> <p><i>to talk to a client about a round trip</i></p>	<p>advice announcement guided tour information invitation negative response order product information program (visit,...) report request</p>
<p>can understand in everyday situations simple indications</p>	<p><i>can understand as a staff member of a hotel the clear and simple expressed requests of a guest</i></p> <p><i>can understand what he/she should do in a certain situation</i></p> <p><i>can understand what a guest in a restaurant asked for</i></p>	<p><i>to accept a room reservation</i></p> <p><i>to answer to the request of a guest/ tourist</i></p> <p><i>to listen to the problems of a guest/ client</i></p>	<p>order</p>

**general Can-do-Statements A2**

<p>can understand during a conversation in his/her presence the subject if the people speak slowly and clearly in standard language</p>	<p><i>can understand as a listener what tourists are saying about themselves</i></p> <p><i>can understand while listening to tourists during a trip what they are talking about</i></p> <p><i>can understand during a conversation in his/her company indications regarding an order</i></p>	<p><i>to listen to the talk between two foreign tourists and briefly summarise its content</i></p> <p><i>to listen to a talk and repeat the numbers and data given</i></p>	<p>advice discussion general talk information small talk</p>
<p>can understand the most important facts regarding a known topic if it is supported by pictures and/ or gestures</p>	<p><i>can understand simple information which are given by a client of a travel agency</i></p> <p><i>can understand the request of a guest regarding explanations about his reservation</i></p>	<p><i>to understand the questions of a guest in a hotel</i></p> <p><i>to understand the questions of a client in a travel agency regarding a brochure</i></p>	<p>announcement discourse suggestion summary</p>
<p>can follow the main topics of a simple and everyday story</p>	<p><i>can understand in a report about a journey where the tourist have been and what he did there</i></p> <p><i>can understand as a listener in which places a story came to pass and what happened</i></p> <p><i>can understand parts of a simple story told by a guest or client</i></p>	<p><i>to understand a short travel report of a client or guest</i></p> <p><i>to understand the statements of a guest regarding a certain dish</i></p>	<p>report guided tour</p>

## READING

(during lessons or examinations always combined with other skills like *WRITING* or *SPEAKING*)

can find und understand in simple everyday texts specific information which can be expected	<p><i>can find in a brochure if the offer could be interesting for his/her own professional activities</i></p> <p><i>can extract details from a briefing paper</i></p>	<p><i>look in the text for the information your boss asked you for and briefly answer the questions (*)</i></p>	<p>advertising brochure inscription report written note</p>
can find in lists regarding known topics specific information and extract the information he/she is looking for	<p><i>can find in a list certain information about a particular service</i></p> <p><i>can extract from a time table possible combinations for a journey by train</i></p>	<p><i>look in the text for the information you have been asked for and briefly answer the questions (*)</i></p>	<p>list</p>
can understand in texts with images and other word-design-combinations the main information	<p><i>can identify in a brochure the main topics also with the help of pictures, diagrams, images etc.</i></p> <p><i>can understand certain basic information in an info paper</i></p>	<p><i>look in the text for the information your boss asked you for and briefly answer the questions (*)</i></p>	<p>advertising article brochure menu report</p>
can extract from short newspaper articles which contain a great number of names, numbers, headlines, and images the most important information	<p><i>can extract from a newspaper article details about an accident</i></p> <p><i>can extract from the report about the opening of a new hotel the most important information</i></p>	<p><i>look in the text for the information your boss asked you for and briefly answer the questions (*)</i></p>	<p>article headline newspaper article report</p>

## general Can-do-Statements A2

can understand the general content of short, simply structured stories	<p><i>can understand in a short story the most important events which happen during a journey</i></p> <p><i>can understand in a short description what were the main attractions in a certain country /place</i></p>	<p><i>delineate the general content of the text(*)</i></p> <p><i>look in the text for the information your boss asked you for and answer shortly the questions (*)</i></p>	account biography
can extract the most important information from simple letters etc.	<p><i>can understand a routine information which contains simple indications</i></p> <p><i>can understand an e-mail in which the reservation of a hotel room is confirmed</i></p>	<i>delineate the general content of the text(*)</i>	bill confirmation form invitation negative response offer request
can understand simple instructions, if they are presented step by step and supported by images	<p><i>can understand the instructions for a task to be completed autonomously</i></p> <p><i>can follow simple indications regarding the agenda of the day</i></p>	<i>quote what is asked for by the text regarding the reader (*)</i>	form written note signpost
can understand simple documents or short reports regarding known topics	<p><i>can understand in a report about a staff meeting what is important for the work in the next week</i></p> <p><i>can extract from a document what will be the main tasks treated during the single appointments</i></p> <p><i>can understand in a programme for a group tour the places of the journey, the places to be visited and the supporting programme</i></p>	<i>look in the text for the information you have been asked for and answer shortly the questions (*)</i>	article report



**general Can-do-Statements A2**

<p>can extract important information from simply and clearly formulated advertising in newspapers with few abbreviations</p>	<p><i>can understand from an advertisement the number of rooms, the size, and the prices of a hotel</i></p> <p><i>can check in a job advertisement if the job offered could be interesting for him/her</i></p>	<p><i>look in the text for the information you have been asked for and briefly answer the questions (*)</i></p>	<p>announcement advertising</p>
<p>can understand the general content in a short, simply structured story</p>	<p><i>can understand what happened in a short story</i></p> <p><i>can understand from a short description the most important events</i></p> <p><i>can understand from a short report the most important information about a traditional festival</i></p>	<p><i>give a short summary (with the help of given indications) of the most important topics of the text (*)</i></p>	<p>account biography composition</p>