



# iTEP Ability Guide - Business

LEVEL	READING	WRITING	LISTENING	SPEAKING
<b>6</b>	<ul style="list-style-type: none"> <li>Comprehends virtually any type of business publication or communication</li> <li>Reads at near-native speed</li> <li>Rarely requires use of a dictionary</li> </ul>	<ul style="list-style-type: none"> <li>Able to write complex documents such as business plans and proposals</li> <li>Has firm grasp of business and technical terminology</li> </ul>	<ul style="list-style-type: none"> <li>Follows business presentations and discussions spoken at normal speed</li> <li>Understands English spoken in a variety of non-native accents</li> </ul>	<ul style="list-style-type: none"> <li>Communicates clearly and effectively on practically all business and social topics encountered</li> <li>Pronunciation is close to that of native speakers</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>Understands most business-related material, including publications, letters, e-mail</li> <li>Requires some extra reading time and occasional use of dictionary</li> </ul>	<ul style="list-style-type: none"> <li>Able to write reports and most general business correspondence</li> <li>Vocabulary is strong within specialty</li> <li>Occasional mistakes in grammar and usage</li> </ul>	<ul style="list-style-type: none"> <li>Grasps details from general business and professional presentations and conversations</li> <li>Can function adequately in meetings and over the telephone</li> </ul>	<ul style="list-style-type: none"> <li>Able to express moderately complex ideas one-on-one and in meetings</li> <li>Pronunciation causes little or no difficulty to listeners</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>Gathers main ideas from reports, letters, articles, but has uneven grasp of details</li> <li>Can decode most written grammatical structures</li> <li>May misinterpret some abstract content</li> </ul>	<ul style="list-style-type: none"> <li>Able to write brief memos, basic letters, simple reports</li> <li>Vocabulary lacks precision</li> <li>Writing has noticeable grammatical weaknesses</li> </ul>	<ul style="list-style-type: none"> <li>Understands the main ideas from work-related presentations and discussions, but misses some details</li> <li>Occasionally needs to ask for repetition or clarification</li> </ul>	<ul style="list-style-type: none"> <li>Can conduct basic business communications on familiar topics</li> <li>Communication is hampered by gaps in vocabulary, grammar</li> <li>Pronunciation: Is sometimes asked to repeat words or phrases</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>Understands most main ideas and some detail in material on familiar subjects</li> <li>Can read step-by-step instructions, simple business memos</li> </ul>	<ul style="list-style-type: none"> <li>Able to complete basic forms, write short notes and messages</li> <li>Writing lacks clear organizational structure and contains frequent grammatical mistakes</li> </ul>	<ul style="list-style-type: none"> <li>Understands instructions and announcements when spoken clearly</li> <li>Comprehension is limited by lack of advanced vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Can manage some simple communication with in-house staff, but is not ready to speak directly to clients</li> <li>Pronunciation requires extra effort from listeners</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>Understands some simple authentic material such as menus, schedules, simple forms</li> </ul>	<ul style="list-style-type: none"> <li>Able to create lists, take simple messages</li> <li>Uses only basic vocabulary and simple grammatical structures</li> </ul>	<ul style="list-style-type: none"> <li>Understands very basic exchanges in work and social settings</li> <li>Speaker needs to speak slowly and use simple vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Communications at a basic "survival" level: greetings, simple questions, expression of needs and preferences</li> <li>Pronunciation often obscures meaning</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li>Reads only highly simplified phrases or sentences</li> </ul>	<ul style="list-style-type: none"> <li>Able to write only short, simple sentences</li> </ul>	<ul style="list-style-type: none"> <li>Understands simple greetings and questions</li> </ul>	<ul style="list-style-type: none"> <li>Speaks in single words or short phrases; knows numbers, days of week, simple objects</li> </ul>
<b>0</b>	<ul style="list-style-type: none"> <li>Recognizes the alphabet and isolated words</li> </ul>	<ul style="list-style-type: none"> <li>Write only isolated words</li> </ul>	<ul style="list-style-type: none"> <li>Understands only a few words and some common phrases</li> </ul>	<ul style="list-style-type: none"> <li>Can speak a few, isolated words with much difficulty in pronunciation</li> </ul>