

| <b>LANGUAGE SKILLS ASSESSMENT</b> |  |
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| <b>LEVEL</b>                      | <b>SPEAKING</b>  |
| <b>1</b>                          | <ul style="list-style-type: none"> <li>• Able to pronounce place names and personal names correctly.</li> <li>• Able to greet customers at reception or on the phone.</li> <li>• Able to open and close a conversation.</li> </ul>   |
| <b>2</b>                          | <ul style="list-style-type: none"> <li>• Able to understand the core conversation.</li> <li>• Able to receive and understand simple messages on normal patterns, e.g. time and place of a meeting, request to talk with someone.</li> <li>• Able to convey basic information and simple instructions.</li> <li>• Able to open and close conversations and meetings bilingually.</li> </ul>   |
| <b>3</b>                          | <ul style="list-style-type: none"> <li>• Able to understand and participate in most normal day-to-day conversations in the museum.</li> <li>• Able to offer advice to the general public on issues relating to the post. Referring to specialised or technical terms in English.</li> <li>• Able to contribute to a meeting or a presentation on general issues relating to the post; referring to specialised or technical terms in English.</li> </ul> |
| <b>4</b>                          | <ul style="list-style-type: none"> <li>• Able to contribute effectively in internal and external meetings in the context of the work subject.</li> <li>• Able to understand differences in tone and dialect.</li> <li>• Able to argue for and against a particular case.</li> <li>• Able to chair meetings and answer questions confidently.</li> </ul>  |
| <b>5</b>                          | <ul style="list-style-type: none"> <li>• Able to contribute fluently and confidently with regard to all aspects of daily work, including negotiating and advising on technical, specialised or sensitive areas.</li> <li>• Can contribute to meetings and provide presentations fluently and confidently.</li> </ul>   |
| <b>LEVEL</b>                      | <b>WRITING</b>   |
| <b>1</b>                          | <ul style="list-style-type: none"> <li>• Able to write personal names, place names, job titles.</li> </ul>   |
| <b>2</b>                          | <ul style="list-style-type: none"> <li>• Able to produce a simple short message on paper or email for a colleague within the organisation or a familiar colleague outside the organisation.</li> </ul>   |
| <b>3</b>                          | <ul style="list-style-type: none"> <li>• Able to prepare informal messages and reports for internal use.</li> </ul>  |
| <b>4</b>                          | <ul style="list-style-type: none"> <li>• Able to produce business correspondence, short reports, e-mails and promotional literature with editing assistance.</li> </ul>  |
| <b>5</b>                          | <ul style="list-style-type: none"> <li>• Able to produce business correspondence, short reports, e-mails and promotional literature to an acceptable level with the aid of standard language tools.</li> <li>• Able to draw up detailed notes while taking a full part in the meeting.</li> </ul>  |