

LANGUAGE SKILLS ASSESSMENT AT THE END OF THE WORKPLACEMENT (2 copies)

Trainee's first name and family name :

**Evaluator's first name and family name :
 Position :**

| A2 Level | | B1 Level | | B2 Level | |
|--------------------------|---|--------------------------|--|--------------------------|--|
| Please tick | Skills The trainee is able to : | Please tick | Skills The trainee is able to : | Please tick | Skills The trainee is able to : |
| <input type="checkbox"/> | understand simple questions and requests from a customer, a manager, a business partner | <input type="checkbox"/> | give information to a customer, a manager, a business partner | <input type="checkbox"/> | translate a text from and to English |
| <input type="checkbox"/> | answer a question using simple words and structures | <input type="checkbox"/> | direct a customer within a town a company a company's department | <input type="checkbox"/> | write meeting minutes in English |
| <input type="checkbox"/> | Organize and file documents in English | <input type="checkbox"/> | write simple business letters | <input type="checkbox"/> | update a company's website in English |
| | | <input type="checkbox"/> | write or reply to a simple business email | <input type="checkbox"/> | design a form, an advertisement or a leaflet in English |
| | | <input type="checkbox"/> | give a message, orally or in writing | <input type="checkbox"/> | write all types of business letters |
| | | <input type="checkbox"/> | welcome a customer, a supplier, a business partner | <input type="checkbox"/> | organise a business trip, or the reception of a customer, a supplier, a business partner |
| | | <input type="checkbox"/> | on the phone : introduce himself/herself take a message in writing connect the caller give information | | |

Name of company:

Date :

Address :

Stamp

Represented by (manager's first name and family name) :