



LEVELTEL - REFERENTIEL - CONTENU IDEM

Élémentaire A1

Communication orale en milieu professionnel difficile

- S'exprime en utilisant des mots élémentaires ou des expressions apprises par cœur
- Comprend des mots isolés ou des explications simples
- Répond à des questions basiques sans cohérence conversationnelle

Communication écrite en milieu professionnel difficile

- Comprend des noms, des mots et des phrases très simples
- Écrit une courte note ou répond à un questionnaire basique

A1-

Say what you do and where you come from

Ask questions for more personal information.

To spell

Say hello and goodbye, introduce yourself and others

Talk and ask questions about types of businesses and their activities.

Master the numbers.

Start and end a phone call.

Discuss business location and buildings/facilities.

Request details about a location.

Give an address.

Order by phone

Leave a message on an answering machine.

Say you're doing.

Tell the time.

- talk about technology
- talk about everyday activities
- ask questions in the present simple
- use sequencing words
- ask for and offer help

Communication orale en milieu professionnel limitée

- S'exprime dans une langue simple mais hésitante et se fait comprendre d'interlocuteurs attentifs dans des situations élémentaires
- Comprend des phrases et des expressions fréquemment utilisées en relation avec son domaine professionnel si l'interlocuteur parle lentement, distinctement et se montre coopératif
- Echange dans des situations simples si l'interlocuteur s'exprime très clairement et que son discours est cadencé par des pauses et des retours en arrière

Communication écrite en milieu professionnel limitée

- Lit des textes courts très simples, peut trouver des informations particulières prévisibles comme sur une publicité
- Ecrit des notes ou des messages simples et courts

A2 -

Talk about what companies do, talk about your company, ask somebody to repeat information, introduce yourself and others.

Describe your job and the people you work with, talk about work activities, phone numbers and spell names, make and receive phone calls/

Describe a company's products and services, talk about inventions, show interest in a conversation, give a report.

Talk about company structure, ask questions, confirm information, welcome a visitor.

Talk about customer service, make comparisons, soften a message when complaining, make and deal with complaints.

Talk about employment procedures, describe your experience in a job interview, turn a negative answer into a positive answer, evaluate options.

Talk about air travel, discuss future plans arrangements and decisions, ask for and give directions, make arrangements to meet.

Talk about orders and deliveries, talk about order processes, discuss payment terms, make and respond to requests.

Talk about advertising, talk about obligation, necessity, and permission, interrupt and avoid being interrupted, control the discussion in meetings.

Read simple text.

Write some messages with present simple only.

- book a hotel room and ask about hotel services
- talk about future plans
- give reasons for actions
- talk about money
- order food in a restaurant

Communication orale en milieu professionnel basique

- S'exprime de façon simple et compréhensible dans son domaine d'activité
- Comprend les points essentiels quand le langage professionnel est familier, clair et standard
- Echange dans des situations simples. Donne son opinion. Demande à clarifier une situation

Communication écrite en milieu professionnel basique

- comprend des lettres ou des mails courts et simples
- Ecrit des notes ou courriers simples sur des sujets usuels

A2+ -

Talk about environmental protection, talk about probable future results, ask for clarification, give a formal presentation.

Talk about corporate hospitality, talk about corporate event facilities, ask about food on a menu, make invitations and offers.

Talk about performance, talk about how long and when you have done things, say complex numbers, describe performance trends.

Talk about global issues, make predictions, link ideas together, make predictions and forecasts.

Talk about time management, speculate and discuss consequences, talk about deadlines, negotiate conditions.

Talk about personal development and training, give advice, give and respond to positive feedback, make and respond to suggestions.

Talk about yourself and your work, give a short personal presentation, show interest during conversations, network with groups of people.

Talk about work-life balance, say 'yes' in different ways, exchange contact details.

Write email with present simple only and with usual vocabulary.

- deal with documents
- talk about past events
- apologize
- explain and solve a problem

- say what you do and where you are from
- ask about personal information
- spell
- say hello and goodbye and introduce yourself and others

Indépendant B1 et B1+

Communication orale en milieu professionnel efficace

- Utilise la langue dans sa vie professionnelle de façon efficace mais encore brute
- S'exprime sur des sujets complexes ciblés et son discours dégage un certain niveau de clarté
- Adapte son langage à différents publics
- Comprend le contenu essentiel de sujets concrets ou abstraits à caractère professionnel, y compris une discussion technique dans sa spécialité, avec des interlocuteurs de langue maternelle
- Echange sur des points d'accord/désaccord, exprime un point de vue sur des questions techniques. Prend part à une discussion factuelle ou évoque des solutions techniques à des problèmes pratiques

Communication écrite en milieu professionnel efficace

- Comprend des textes rédigés dans une langue courante
- Ecrit des textes simples et cohérents sur des sujets familiers

B1 et B1+ -

Talk about projects and the progress of a project, give short answers, update and delegate tasks.

Talk about services and systems, make comparisons, talk about approximative numbers, talk about features and benefits.

Talk about customer service, Talk about schedules and future arrangements,

say 'sorry' in different ways, make and change arrangements.

Talk about business travel schedules, use articles, how to address people, welcome visitors and talk about their journey.

Talk about online security at work, talk about rules, explain clearly, take part in a visual conference/

Talk about how to finance a new business idea, talk about future predictions, use 'will' in different ways, give a presentation with visual information.

Talk about logistics and supply chains, ask direct and indirect questions, use 'say' and 'tell' correctly, place and handle orders.

Describe a place of work and facilities, use quantifiers, use 'too' and 'enough', make suggestions and recommendations.

Talk about decision-making, talk about future possibilities, use 'if' in different ways, negotiate an agreement.

Talk about innovative ideas, talk about extremes, praise and thank people formally and informally, present new ideas.

Talk about breakdowns and faults, use relative pronouns, check someone understands, discuss and solve problems.

Talk about, describe and explain processes, use passive forms to describe processes, deal with questions after a presentation.

Talk about different personal qualities, talk about past events in your life, generalize and be specific, take part in a performance review.

- talk about social media
- use time expressions to talk about the past
- describe a trip
- make general conversation

- talk about professional qualities, skills and experience
- talk about what you are doing now
- tell the time
- arrange a meeting

- talk about company types and activities
- ask about companies
- say numbers
- start and end a phone call

Communication orale en milieu professionnel fluide et nuancée

- Utilise la langue de façon efficace et souple dans sa vie professionnelle. Restitue faits et arguments de diverses sources orales en les résumant de façon cohérente. S'exprime sur des sujets complexes de façon claire et structurée
- Comprend la majorité des intervenants de langue maternelle et fait face à la plupart des situations à caractère professionnel
- Echange des informations relatives à son domaine de spécialité Répond aux questions et commentaires. Propose des contre-arguments avec aisance, spontanéité, et pertinence

Communication écrite en milieu professionnel fluide et nuancée

- Lit des articles ou des rapports sur des questions contemporaines, comprend un texte contemporain
- Ecrit des textes clairs et détaillés sur des sujets relatifs à ses intérêts

B2 et B2+ -

Talk about first impressions, arrange to meet and exchange contact details, talk about work routines, projects and plans.

Talk about motivation, encourage and end conversations politely, use different questions to check information and to start conversations.

Talk about projects, run update meetings and question decisions, talk about past or recent actions and achievements.

Talk about innovation, present ideas and refer to evidence, talk about ability in the past, present and future.

Talk about ethical business, plan arrangements and respond to invitations, talk about decisions, plans and predictions.

Talk about personality, participate in decision-making meetings and talk about social plans, talk about different quantities.

Talk about outsourcing, Present information and ask questions about presentations, report information in an impersonal way.

Talk about employment, negotiate with colleagues and make requests, negotiate certain conditions.

Talk about start-ups, ask contacts for help and avoid saying 'no', talk about past or recent activities and results.

Talk about technology, deal with information and problems on the phone, use phrasal verbs in different contexts.

Talk about change, present plans and give balanced arguments, talk about the probability of future activities and developments.

Talk about data, describe trends, report what someone has said/

Talk about cultural differences, describe past events and news, describe the sequence of past events.

Talk about appraisals, evaluate performance, and raise issues, talk about imagined past actions and results.

Talk about career breaks, present a case, talk about time off, discuss interview questions.

- talk about teamwork
- choose the best options
- respond to news
- give opinions

- talk about competition
- compare products and companies
- say prices
- talk about differences and similarities

- describe departments and responsibilities
- say where things are and give directions using prepositions
- leave a phone message

Expérimenté C1

Communication orale en milieu professionnel riche et spontanée

- S'exprime spontanément, de façon précise, et rend distinctes de fines nuances de sens en rapport avec des sujets complexes

Module son discours sur des questions difficiles

- Comprend des interventions sur des sujets abstraits ou complexes à débit normal même hors de son domaine
- Echange dans des situations orales difficiles
- Débat sur des sujets complexes et familiers
- Argumente de façon nette et convaincante

Communication écrite en milieu professionnel riche et spontanée

- Lit sans effort un écrit factuel, long ou complexe, des articles spécialisés ou des instructions
- S'exprime dans un texte clair et bien structuré et développe son point de vue

C1 -

Talk about cultural differences and working across cultures, report on research and use all tenses correctly, introduce yourself, work in multinational teams.

Talk about careers, discuss, and share ideas, talk about the past, explain your opinion and get your point across, the gig economy.

Talk about organizational change, give a formal presentation about the future, show understanding and empathy, deal with change.

Discuss company risks, participate in a visual conference, use pronouns to refer to specifics, facilitate conversation, plan an event.

Discuss personalities and team composition, deal with conflict and avoid where possible, add emphasis in negotiation, respond to feedback, problem-solving in a team.

Discuss innovation, talk about new ideas, use all forms of adverbs, avoid giving direct answers, be tactful use vague language, brainstorming, ethical consumption.

- talk about your company location and buildings
- ask for details about places
- give addresses
- order things by phone

Expérimenté C2

Communication orale en milieu professionnel maîtrisée

- S'exprime sur tous les sujets dans la limite de sa culture générale
- Comprend sans effort tout ce qu'il entend, avec pour seules possibles difficultés, des accents, expressions, jargons métiers qui ne sont pas familiers
- Echange dans tous types de situations orales

Communication écrite en milieu professionnel maîtrisée

- Lit sans effort un texte même abstrait ou complexe par exemple un manuel ou un article spécialisé
- Écrit sans effort un texte clair, fluide
- Peut rédiger des lettres, des rapports

C2 -

Discuss training and learning, develop a training plan, communication strategies, discuss the future from a past perspective, express dissatisfaction, learning by sharing.

Discuss performance at work, expectations, give informal presentations, deal with difficult questions, rethinking annual performance reviews.

Talk about corporate social responsibility (CSR), discuss options using conditionals, deal with misunderstandings, business education.

Discuss leadership styles, give a briefing using the passive, expressing personal views, leading your leaders.

Discuss values, reach an agreement using emphatic and formal language, participle clauses and inversion, raising a difficult point, blowing the whistle.

Discuss persuasion and influence, sell an idea using discourse markers, deal with compliments, leading the future.