



# iTEP Ability Guide - Business

Use this table to see at a glance how well an individual can use English to communicate “in the real world” at each of iTEP’s levels.

| iTEP            | CEFR                               | Listening   | Reading   | Writing   | Speaking   |
|-----------------|------------------------------------|---|---|---|--|
| 6.0<br>↑<br>5.5 | <b>C2</b><br>MASTERY               | <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>Comprehends virtually any type of business publication or communication</li> <li>Reads at near-native speed</li> <li>Rarely requires use of 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>Communicates accurately and effectively on practically all academic and social topics in culturally appropriate ways</li> <li>Pronunciation is close to that of native speakers</li> </ul>          |
| 5.4<br>↑<br>4.5 | <b>C1</b><br>ADVANCED              | <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 phone</li> </ul>                     | <ul style="list-style-type: none"> <li>Understands most business-related material, including publications, letters &amp; e-mail</li> <li>Requires little 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 in specialty</li> <li>Occasional mistakes in grammar and usage</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>   |
| 4.4<br>↑<br>3.5 | <b>B2</b><br>UPPER<br>INTERMEDIATE | <ul style="list-style-type: none"> <li>Occasionally needs to ask for repetition or clarification</li> <li>Understands main ideas from work-related presentations and discussions, but misses significant details</li> </ul> | <ul style="list-style-type: none"> <li>Gathers most main ideas from reports, letters, and articles, but has uneven grasp of detail</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, and simple reports</li> <li>Vocabulary frequently lacks precision and sophistication</li> <li>Writing has noticeable grammatical weakness</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 and grammar</li> <li>Is sometimes asked to repeat words or phrases</li> </ul> |
| 3.4<br>↑<br>2.5 | <b>B1</b><br>INTERMEDIATE          | <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>Understands main ideas and more 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>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>                      |
| 2.4<br>↑<br>2.0 | <b>A2</b><br>ELEMENTARY            | <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>Understands some simple authentic material such as menus, schedules, and simple forms</li> </ul>   | <ul style="list-style-type: none"> <li>Able to create lists and take simple messages</li> <li>Uses only basic vocabulary and simple grammatical structures</li> </ul>   | <ul style="list-style-type: none"> <li>Communicates at a basic “survival” level: greetings, simple questions, expressions of needs, and preferences</li> <li>Pronunciation often obscures meaning</li> </ul>                               |
| 1.9<br>↑<br>0   | <b>A1</b><br>BEGINNER              | <ul style="list-style-type: none"> <li>Understands simple greetings, statements, and questions when spoken with extra clarity</li> <li>Understands a few isolated words and common phrases</li> </ul>                       | <ul style="list-style-type: none"> <li>Reads only highly simplified phrases or sentences</li> <li>Recognizes the alphabet and isolated words</li> </ul>   | <ul style="list-style-type: none"> <li>Able to write only short simple sentences</li> <li>Writes isolated words</li> </ul>  | <ul style="list-style-type: none"> <li>Speaks in single words or short phrases</li> <li>Knows numbers, days of the week, simple objects</li> <li>Can speak a few, isolated words with much difficulty in pronunciation</li> </ul>          |