

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) :