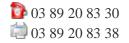
LYCEE BARTHOLDI 9 rue du Lycée - 68025 COLMAR Cedex aina.delpeyrou@orange.fr



## 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 :
	understand simple questions and requests from a customer, a manager, a business partner		give information to a customer, a manager, a business partner		translate a text from and to English
	answer a question using simple words and structures		direct a customer within a town a company a company's department		write meeting minutes in English
	Organize and file documents in English		write simple business letters		update a company's website in English
			write or reply to a simple business email		design a form, an advertisement or a leaflet in English
			give a message, orally or in writing		write all types of business letters
			welcome a customer, a supplier, a business partner		organise a business trip, or the reception of a customer, a supplier, a business partner
			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) :