

CAN DOs

LISTENING

LISTENING TO CLIENTS AND COLLEAGUES

A2	<ul style="list-style-type: none"> You can understand what foreign colleagues or visitors say to you in conversation when they speak slowly and directly to you on very common everyday topics. 你能理解外國同事或訪客談論常見的生活主題，若他們以緩慢且直述的方式和說明
B1	<ul style="list-style-type: none"> You can understand the main point of what a foreign colleague or business contact says to you when talking about typical conversation topics if they speak directly to you in a clear voice, and if you can check some words or phrases. 在正常對談中，你能聽懂同事或業務聯繫人所清楚表達的言論，如果他們能直接地用清晰的聲音陳述或是你可以確認某些單字或片語的意義。
B2	<ul style="list-style-type: none"> You can understand what people say to you in general conversation even in a noisy environment such as a busy restaurant. 即使在嘈雜的環境中(如一間忙碌的餐廳)，你也能理解對方所陳述的一般主題對話 You can understand what good speakers of English say to each other when discussing most general topics of conversation or topics related to your area of expertise, even in a noisy environment. 即使在嘈雜的環境中也能理解英語精通者，針對最一般性的主題或與你工作領域相關所討論的內容。
C1	<ul style="list-style-type: none"> You can understand in detail what foreign colleagues or clients say to you in conversation, even if they are talking about more abstract or cultural topics or work topics beyond your area of expertise. 你能理解外國同事或客戶在談話中對你所說的細節，即使他們正在談論更抽象、文化相關的主題，或你專業知識領域外的內容。 You can understand what speakers imply as well as what they say directly and you can pick up on humor and irony. 你能理解講者的言外之意像是幽默和諷刺的意味，以及他們直述地所說的話。
C2	<ul style="list-style-type: none"> You can understand almost anything a native or proficient speaker says, even on complex, specialist or abstract topics, though you may need some time to adjust if the speaker has a strong or unfamiliar accent or if he/she uses phrases or words from his/her regional dialect. 你能理解幾乎所有以英語為母語或精通的講者所說的事情，即使是複雜、專業或抽象的主題，如果講者有強烈或不熟悉的口音，或(他/她)使用片語或單字是來自於地區的方言時，你也許需要一些時間來適應。

LISTENING TO PRESENTATIONS AND SEMINARS

A2	<ul style="list-style-type: none">• You can understand the main meaning of a presentation on a topic related to your field, if the speaker speaks slowly and the presentation is supported by helpful visuals, eg clear PowerPoint slides.• 你能理解有關於你專業領域中簡報主題的意思，如果講者說話緩慢地陳述，並以視覺資訊來輔佐，例如清晰的簡報幻燈片。
B1	<ul style="list-style-type: none">• When listening to a presentation or talk in your field of expertise, you can understand explanations connected to a familiar product or service if the talk is clearly structured.• 當聽有關於你專業領域的簡報或演講，你能理解其相關內容並引用類似產品/服務種類之解釋。• You can follow the main points of a straightforward short presentation on a topic related to your broader field of expertise or experience if the talk is delivered in a clear voice and a standard accent.• 你能理解簡短簡報中的重點，其有關於你專業領域或經驗更廣的主題，如果演講者用清晰的聲音和標準的口音傳遞。
B2	<ul style="list-style-type: none">• You can understand key details in a presentation concerning a product or service related to your field.• 你能理解簡報中的重點細節，其有關於你服務領域的內容。• You can understand the key points of a talk, report or professional presentation related to your field, even when the speaker uses complex ideas or technical language.• 即使講者使用複雜的論點或語言甚至是技術性術語，你也能理解演講、報告或在其你領域的專業簡報的重點。
C1	<ul style="list-style-type: none">• You can easily follow a complex talk, report or professional presentation in your field, and when listening you can catch the speaker's intended humour or irony and pick up on his/her attitude even if he/she does not say it specifically.• 你能輕鬆地聽懂複雜的演講、報告或在你工作領域中的專業簡報，當聆聽時，你能理解講者的幽默或諷刺性和了解(他/她)的態度，即使(他/她)未明白表示。
C2	<ul style="list-style-type: none">• You can follow a talk on a specialized topic outside your area of expertise even if the speaker uses a lot of colloquial language, unfamiliar terminology or regional words or expressions.• 即使講者使用很多口語化的語言、不熟悉的術語或地區性用語表達，你能可以針對專業領域之外的特定主題進行談話。

READING CORRESPONDENCE

A2	<ul style="list-style-type: none"> You can understand the kind of straightforward emails you receive each day which are directly related to your regular work responsibilities, eg orders or simple enquiries. 你能理解每日收到的簡單明確的電子郵件，其直接關係到你的日常工作職責，例如訂單或單純詢問事宜。 You can understand short clear emails from work contacts which have a social purpose, such as saying hello and asking how you are, thanking you for help you have given, or inviting you to join them. 你能理解工作聯繫人簡短清楚的社交目的電子郵件，例如跟你搭招呼問候近況，謝謝你的幫忙，或邀請你參加他們的活動。
B1	<ul style="list-style-type: none"> You can understand a standard job-related email well enough to take action based on what you have read, eg an email making an order, complaint, appointment, or an email from a hotel regarding a booking. 根據你所閱讀過的內容，你能理解一般性工作相關的電子郵件並依其行事，例如用電子郵件訂購、投訴、預約，飯店寄來的例行性電子郵件。 You can understand the general meaning of emails about special or unexpected situations related to your work area. 你能理解有關工作領域中特殊或突發情況的電子郵件的一般含義。
B2	<ul style="list-style-type: none"> You can quickly read emails or letters relating to situations in your professional field, no matter how long they are, and understand the key messages. 你能快速地閱讀與你專業領域有關的電子郵件或信件，無論內容長短皆能了解重點的含義。 You can understand the meaning of emails or letters relating to special or unexpected situations in your work area, even if the writer uses some unfamiliar terms at times. 你能理解有關工作領域中特殊或突發情況的電子郵件或信件的含義，即使作者使用不熟悉的詞彙表達。
C1	<ul style="list-style-type: none"> You can understand the meaning and tone of virtually any correspondence, even lengthy emails, letters or memos expressed in difficult or less familiar language. 你能理解幾乎任何通信的含意與語氣，即使是冗長的電子郵件、信件、或用困難不熟悉詞彙呈現的備忘錄。
C2	<ul style="list-style-type: none"> If you have the necessary background knowledge, you can understand very complex correspondence of a specialist or technical nature, eg emails, letters or memos dealing with contract disputes or other detailed legal points. 在你具備所需的專業知識範圍內，能理解包含電子郵件，信件等的專業通信，例如處理合約糾紛或其他詳細的法律論點等通信。

**READING QUICKLY TO GET AN OVERALL UNDERSTANDING
OR FIND SPECIFIC INFORMATION**

A2	<ul style="list-style-type: none"> You can find familiar information in the kinds of short texts you read frequently in your job, such as advertisements, menus, timetables, reference lists and prospectuses. 你能從工作中經常地接觸的短篇文本中，例如廣告、選擇單、時刻表、參考清單或說明書中找到熟悉的資訊。
B1	<ul style="list-style-type: none"> You can read quickly over longer texts, such as reports or articles and find the information you need for a specific task, eg the preparation of a report or presentation. 你能瀏覽較長篇的文本，例如報告或文章，並能找出並理解其相關或所必需的資訊，以便履行特定任務，例如：準備一份簡報文稿或口頭報告。 You can find useful or necessary information in materials you regularly read in your job, such as web pages, manuals, brochures and professional journals. 你能從工作中經常閱讀到的資料中找到有用的或所需的資訊，例如網頁，手冊，廣告冊和專業期刊。
B2	<ul style="list-style-type: none"> You can read quickly through longer and more difficult materials related to your field, including things such as long complex reports, publicly available information from companies or governments, or detailed product or service information, and find the information you need to prepare a report or presentation. 你能迅速讀完公司或政府冗長且複雜的公開資訊，研究論文、文章、詳細產品/服務資訊等文本，並找出準備報告或簡報所需的必要資訊。
C1	<ul style="list-style-type: none"> You can read quickly through longer and more difficult materials outside your area of expertise, including things such as long complex reports, publicly available information from companies or governments, or detailed product or service information, and find the information you need to prepare a report or presentation. 你能迅速讀完公司或政府冗長且更複雜的公開資訊，研究論文、文章、詳細產品/服務資訊等與你專業領域以外的文本，並找出準備報告或簡報所需的必要資訊。
C2	<ul style="list-style-type: none"> As for C1

CONVERSATION WITH CLIENTS OR COLLEAGUES

A2	<ul style="list-style-type: none"> You can manage a short chat with a helpful foreign colleague or visitor about simple topics 你可以設法和一位有幫助的外國同事或訪客簡短聊簡單的主題。 You can do very common things such as say hello/goodbye, ask someone if they want something to eat/drink, or invite someone to do something with you 你能做很一般的事情，例如打招呼/說再見，詢問對方想吃什麼/喝什麼，或邀請對方和你一起做某一件事情。
B1	<ul style="list-style-type: none"> You can start up and continue a short chat about typical conversation topics or things related to your job with a foreign colleague or visitor 你能與外國同事或訪客開啓並持續一段有關於你工作上聊天的話題。 You can keep the conversation going by asking about things such as their flight, hotel or experiences in your country (eg 'Have you been to 101? How was it? Will you have time to visit other cities while you are here?') 你能透過詢問一些問題延續對話，例如他們的航班、飯店或在你的國家的體驗(舉例：你有去過台北 101 嗎、覺得如何、當在這裡時你還會有時間去其他的城市嗎?)
B2	<ul style="list-style-type: none"> You can make good relationships with foreigners and chat with them comfortably on most general topics, even in situations like dinners where there is a lot of noise and several people speaking at the same time. 你能與外國人建立良好的關係與他們舒適地談論最一般的主題，即使在有很多吵雜的聲音和同時有很多人講話的情況下吃晚餐。
C1	<ul style="list-style-type: none"> You can chat comfortably on a wide range of topics, use language to entertain others and avoid giving offense if the topic is sensitive, especially if you are dealing with people from quite different cultures. 你能自在地從事範圍廣泛主題的對話，可以使用語言來取悅他人，談論敏感主題時也能避免冒犯他人，特別是妳和來自於完全不同文化的人打交道。
C2	<ul style="list-style-type: none"> You can chat comfortably with very proficient speakers of English on almost any topic 你能自在地與英語精通者談論任何話題。 You can use a good range of colloquial or idiomatic language naturally, even when entertaining with a complex and detailed story 你能使用各式各樣的口語用詞和慣用語句表達，即使是陳述一個內容複雜的故事。

PRESENTATIONS

A2	<ul style="list-style-type: none"> You can give a short presentation to your colleagues or manager about something related to your job if you have some time to prepare and practice 經由準備和練習，你能給同事或經理做一段簡短敘述的簡報，其有關於你的工作領域範圍。
B1	<ul style="list-style-type: none"> You can make people understand the main points when you give presentations such as introducing a product or your company, or reporting on an issue in your department 當你在做簡報時，你能讓對方了解重點，例如介紹一樣產品或是你的公司，或在你的部門中報告一項問題。 You can answer straightforward questions, although you might need to check some words or ask the person to repeat the question if they spoke quickly or have an unfamiliar accent 你能回答簡單的問題，如果對方講話十分迅速，用不熟悉的口音或詞彙時，可能需要請對方複述或重新闡述。
B2	<ul style="list-style-type: none"> You can prepare and give a presentation about a topic related to your job highlighting key details and persuading others what is important or needs to be done 你能準備和敘述簡報，其有關於你工作上的細節外，亦可說服別人什麼是重要的或什麼是需要被完成的。 You can answer expected questions comfortably and without difficulty 你能自在且毫無困難地回答預期中的問題。
C1	<ul style="list-style-type: none"> You can give clear, detailed and persuasive presentations in very important situations such as a in a bid for a large contract 在很重要的情況下，你能給清晰、詳細的和有說服力的簡報，例如投標一份大型契約。 If people interrupt you in your presentation, you can deal well with it and you can answer questions you were not expecting 你在做簡報中如果有人打斷你，你能應付得宜和回答非預期中的問題。
C2	<ul style="list-style-type: none"> You can give a presentation on a difficult or technical subject and make the content clear even for audiences that have no background in the area 你能介紹一份困難的或是專門領域的簡報，並使內容明確清晰，即使在這領域沒有專業知識的聽眾也能理解。 Even if the topic is very complicated you can explain it so that the audience understands the finer details 即使這個主題是很複雜的，你能解釋它讓聽眾了解更詳細的資訊。 You can deal well with unfriendly or aggressive questions, or questions asked by someone with a strong accent 你能應付不友善或帶有侵犯性的問題或是問題提出者有著強烈的口音。

SURVIVAL SITUATIONS

A2	<ul style="list-style-type: none"> • You can answer simple questions you expect to be asked when travelling such as 'Where are you staying?' when going through immigration, or 'Would you like a window or aisle seat?' when taking a flight • 當外出旅遊時你能簡單回應預料中的問題，例如'當入境時被詢問你住那裡'，或'當坐飛機時被詢問你想要靠窗還是走道的位子'。 • You can make simple transactions in stores, asking for the price and paying for items, and you can do things such as enter a hotel to ask if they have rooms available and at what rates • 你能在商店裡做簡單的交易，詢問價錢和支付費用或是你可以做的事情，例如向飯店詢問他們是否有空房間及價格。
B1	<ul style="list-style-type: none"> • You can deal with most of the regular situations you face on a business trip, such as checking in at a hotel or airport, getting a table in a restaurant, asking about items on a menu or order a meal • 在外出差時，你能處理大多數的正常情況，例如在旅館或機場報到手續，餐廳訂位、詢問菜單上的餐點和點餐。 • You can deal with simple problems, eg complain about a problem with a hotel room or deal with being incorrectly charged • 你能處理簡單的問題，例如投訴飯店房間裡的問題，或處理錯誤收費的情形。
B2	<ul style="list-style-type: none"> • You can deal with most situations or problems that arise on a business trip, such as those that may happen in a restaurant, taxi, or airport • 你能處理大多數的情況或問題出現在商務旅行中，例如那些問題可能發生在餐廳、計程車或機場。 • You can negotiate a better deal for a product or service, or negotiate satisfactory solutions to problems, eg an overbooked flight or hotel • 你能為產品或服務透過談判得到更好的交易，或透過談判得到圓滿的解決辦法，例如航空公司或飯店超過預期的訂位狀況。 • You can ask questions to find out more detailed information about a local service or something you are interested in buying, eg detailed information about a local tour or locally produced goods • 你能藉由問問題了解更多詳細的資訊，其有關於當地服務或你想購買的東西，例如有關於當地旅遊或當地生產商品的詳細資訊。
C1	<ul style="list-style-type: none"> • You can deal effectively with most things that happen on a business trip including difficulties with police or other local officials • 你能有效地處理大多數發生在商務旅行中的問題，包含與捲入與警察或其他當地官方的糾紛。 • You can deal well with more complex transactions such as purchasing and transporting goods that require special procedures or official permits (eg processing a family pet through quarantine) • 你能處理好更多複雜的交易，例如購買和運送商品需要特別的程序或官方許可證(例如透過隔離處理家庭寵物的程序)。

C2

- You can with more difficult or complex official or legal procedures such as applying for tax exemptions or dealing with the theft of a hired car
- 你能處理更多困難的或複雜的官方或法律程序，例如申請免稅或處理租用車輛被偷竊等情形。
- You can help a colleague who has a serious problem with local officials, eg having been stopped with the wrong travel documents or having been taken into custody by the police
- 當同事/員工被控違反當地法律，或捲入與當地官方或個人的糾紛時，能有效地協助或代表他們處理相關事宜。

WRITING CORRESPONDENCE

A2	<ul style="list-style-type: none"> You can write short simple emails for the things you do most frequently in your job, often by copying key words or phrases from similar emails written by your colleagues. 你能寫出簡短且簡單的電子郵件，並可以經常從公司的範本或同事寫的類似郵件複製措辭。
B1	<ul style="list-style-type: none"> You can write emails to do the regular things necessary in your job, eg arranging appointments or meetings, dealing with orders, responding to standard requests or enquires, or providing status updates for managers. 你能寫電子郵件做例行性的事務，例如安排約會或會議、處理訂單、回應一般性的要求或查詢，或提供給主管工作狀態更新的回報。
B2	<ul style="list-style-type: none"> You can write most types of email necessary for expected and unexpected situations connected to your daily work responsibilities, including detailed emails giving advice, making suggestions, making or responding to complaints, etc. 你能寫大多數類型預期和非預期情況下必要的電子郵件，其與你的日常工作職責相關聯，包括提供詳細的諮詢意見、建議，並回應投訴等。 You can use an appropriate level of formality or directness when writing to colleagues or clients. 與同事和客戶打交道時，你能使用適當的正式性或直接性詞彙。
C1	<ul style="list-style-type: none"> You can write most emails or letters you need to write in your job and you can create a professional impression on the reader even when dealing with situations beyond your job function. 在你的工作中你能寫大多數的電子郵件或信件，並且營造專業的印象，甚至是當處理超越你工作範圍的領域。 You can control the level of formality very well, use language effectively when writing about complex situations, and be tactful when necessary, eg dealing with clients or colleagues with a serious complaint 你能掌握正式度以及用精確的文字處理複雜的情況，必要時能巧妙地應付敏感性之情況，例如面對來自於客戶，競爭對手，同事的抱怨或投訴之情形。
C2	<ul style="list-style-type: none"> You can write any kind of email necessary for all aspects of your work, even those connected with complex professional services, eg, legal or financial. 你能為你的工作寫出任何類型的電子郵件，即使那些結合複雜的專業服務，例如法律或金融。 You can use language skillfully to create the right impression on the reader even in sensitive situations 即使在敏感的情況下，你能巧妙地使用文字讓讀者有適當的印象。

WRITING REPORTS, PROPOSALS, MEMOS, ETC

A2	<ul style="list-style-type: none">• You can write very short simple reports for your supervisor if they follow a standard company format and consist of a series of short simple bullet points, eg a site visit or daily report• 你能為你的主管寫出非常簡短、簡單的報告，使用制式格式和由一系列簡要標記所組成的文件，如網站拜訪或每日報告。
B1	<ul style="list-style-type: none">• You can write short regular reports or reports following a standard company format that explain facts, eg outline a situation in your department and give reasons for it, or make a straightforward recommendation.• 你能寫簡短的定期報告或用制式格式寫出事實性的報告，例如概述部門中的一個情況並說明理由，或提出一項簡單的建議。
B2	<ul style="list-style-type: none">• You can write short or medium-length reports or proposals for regular or special purposes.• 你能寫為一般或特殊用途的簡短或中等長度報告或提案。• You can write a report that effectively combines information from several sources.• 你能將來自不同的來源的資訊有效地綜合起來，並寫成一份報告。• In your reports, you can highlight your key points and support them with reasons or explanation, make a case for or against some kind of action, or analyze the advantages or disadvantages of an idea or point of view.• 在你的報告中你能突顯重點和並提供支持的理由或解釋，或是分析一個想法或看法的優點或缺點。
C1	<ul style="list-style-type: none">• You can write medium-length or longer reports which may be complex but are still reader-friendly because they are logically organized and because the language is clear even when writing detailed recommendations, analyzing the effectiveness of new or existing procedures, etc.• 你能寫中等長度或較長篇的報告，內容可是複雜的但卻仍然方便讀者理解，因為在邏輯架構上是有組織的且文字是明確清楚的，即使是寫詳細的建議、分析新的或現有的程序等。• You can be very precise and make it clear how certain or likely something is to happen, or the exact degree something is impacting on performance or the company.• 你能精準地陳述與程度相關之描述，例如確定/不確定，可能性等，或是某事物影響表現或是公司的程度。
C2	<ul style="list-style-type: none">• You can write reports or proposals of any length and when writing complex reports you can make them easy for the reader to follow because they have an effective logical structure that helps clarify the relative importance of points.• 你能寫出任何長度的清晰、流暢，複雜的報告或提案，因透過運用適當和有效的邏輯結構讓讀者找到重點。• You can use language, even in complex reports, to be persuasive and convincing and to clarify finer shades of meaning.• 你能用文字寫出有說服力和令人信服的報告，傳達更細微差別的含義，即使是複雜的報告。