

Linguaskill Business Core Competencies

LISTENING

<p>C1 或以上</p>	<ul style="list-style-type: none"> • Can easily follow complex interactions between third parties in discussions and debates on topics related to his/her broader field, even if they are of a hypothetical, technical or theoretical nature. • 在多方討論或辯論中討論自己熟悉的主題時，即使內容包含假設、技術用詞及理論，也能輕鬆地理解其內容。 • Can understand most lectures, discussions, interviews, debates and professional talks related to his/her field of business or vocational study without much effort. • 能輕鬆理解大部分與商業職場有關的講座、辯論、訪問及專業的訪談內容。 • Can understand enough to be able to follow extended talks on abstract or complex topics outside his/her field, though he/she may need to confirm occasional details, especially if the accent is non-standard. • 能理解熟悉領域外所延伸的抽象或複雜主題；在聽到比較不熟悉的口音時，偶爾會需要再確認細節。 • Can follow extended speech even when it is not clearly structured and when logical relationships and opinions are implied and not signalled explicitly. • 能理解長篇的演講，即使講者未按照順序演說，也能理解其內容及延伸的涵義。
<p>B2</p>	<ul style="list-style-type: none"> • Can follow a discussion on routine or non-routine technical matters related to her/his field or a general business topic and understand in detail points stressed by the speaker. • 不管是否為自己日常工作領域的主題，皆能理解對方所強調的重點。 • Can understand the main ideas and details in longer talks, discussions or interviews delivered in a standard dialect and related to his/her field or business in general, regardless of whether the discussion is focused on facts, opinions or theories. • 對於自己職場有關領域內廣泛的主題，以國際通用的口音及用語呈現的長篇對話、討論及訪談，不論是否著重在其事實、意見或理論，皆能理解其中的重點及細節。 • Can understand announcements or other broadcast information, such as news reports or documentaries, related to his/her field and identify speaker viewpoints and attitudes as well as information content.

	<ul style="list-style-type: none"> • 能理解公告、廣播的資訊，例如和自己工作領域相關的新聞報導或記錄片，。 • Can understand detailed, technical or non-routine requests or enquiries in her/his work area. • 在職場領域內，能聽懂有關具技術性、細微或不常見的問題或請求。
<p>B1</p>	<ul style="list-style-type: none"> • Can understand the main points of talks, conversations or discussions when conducted in clear standard speech and on topics frequently encountered in business or the workplace. • 在工作上常見的主題中，能聽懂清楚且標準的英文，包含掌握對話的重點，會議討論的內容。 • Can understand key details in straightforward clearly articulated speech when related to predictable situations in the workplace, especially those related to concrete details such as time, place, price, amount, person or plans. • 在可預期的工作上，能理解直接且清楚描述的重點細節，例如：時間、地點、金額、數量、人或計畫。 • Can understand straightforward, clearly articulated responses to simple questions in common workplace or survival situations such as in a taxi, hotel, shop, airport or restaurant. • 能理解一般的必要情境中直接且清楚對於簡單問題的回覆，例如在計程車上、商店、機場或餐廳等。 • Can understand simple technical information, such as operating instructions for a piece of everyday office equipment. • 能聽得懂簡易技術資訊，例如懂得操作辦公室設備。
<p>A2</p>	<ul style="list-style-type: none"> • Can understand short simple exchanges related to regular activities in the workplace, such as the exchange of greetings, offers, straightforward requests, simple opinions, etc. • 能理解在職場上簡短的日常生活交流，例如打招呼、簡單的要求及想法等。 • Can follow the main points of a straightforward carefully articulated talk related to his/her field of business or vocational study and understand key phrases and expressions. • 自己工作領域上能理解直接且淺顯的對話之相關重點。 • Can understand short simple exchanges related to common survival situations, such as routine exchanges in hotels, taxis, shops, etc. • 能應付最基本的簡易交易，例如：飯店入住、計程車、購物等。

	<ul style="list-style-type: none"> • Can understand and follow simple directions or understand the main point in short, clear messages, such as a boarding call at an airport. • 僅能遵循簡短且明確的指示重點，例如：機場登機廣播。
<p style="text-align: center;">A1</p>	<ul style="list-style-type: none"> • Can understand a foreign colleague or visitor when they talk about basic personal information or simple everyday details, such as 'I'm from Canada', and can understand short questions about very simple, familiar topics. However, the other person must speak slowly and carefully and be willing to repeat key parts of the message at times. • 能理解外籍同事或客戶在聊天時所談的日常生活主題或基本個人資訊，例如「我來自加拿大」；也可理解熟悉主題範圍中非常簡短的問題。然而對方必須相當注意用詞及以非常緩慢的語速使聽者掌握其訊息重點。 • Can understand if participants pause a discussion and one person asks a direct, simple question about a familiar topic, provided he/she speaks carefully and slowly and is willing to repeat when necessary. • 當會議停止討論的時候，你能理解對方以簡單且緩慢的口吻直接向你問問題，必要時可以重複對方問句。 • You can understand some key words or phrases in a presentation on a topic that is very familiar to you. • 在熟悉主題的簡報中，你可以理解部分關鍵字詞或片語。 • Can understand very simple instructions or directions, such as 'Put it on the desk', provided they are delivered slowly and carefully, and repeated in full or in part if necessary. • 能理解非常簡單的指示，像是「放在桌上」，而必要的時候以緩慢口吻加以重複描述。

Linguaskill Business Core Competencies

READING

C1 或以上	<ul style="list-style-type: none">• Can understand most texts likely to be encountered in his/her professional field including complex ideas expressed in complex language, including information in reports, relevant research papers, websites, books on business topics, company literature, contracts and job advertisements.• 能理解大部份自己領域中複雜的專業資訊及用語，例如報告資訊、相關研究論文、網站、商業書籍、公司產品簡介資訊、合約及徵人啟事。• Can understand the meaning and tone of virtually any correspondence, even lengthy emails, letters or memos expressed in non-standard language.• 幾乎能理解長篇信件中，用各種形式表示的含意與語氣。• Can understand the detail, purpose, tone, main idea and inference in the various texts encountered in his/her field, as well as the opinions and attitudes expressed in them.• 能從工作領域內各種文件中的主旨、細節、目的及語氣，來理解其所要表達的建議和立場。• Can understand in detail lengthy, complex instructions or procedures, including those giving detailed warnings, conditions, advice, etc.• 能理解詳細、長篇且複雜的指示及程序步驟，例如給予產品詳盡的警告、條款、建議等。• Can understand a broad range of business vocabulary, including technical vocabulary in her/his own field and lower frequency items or words outside his/her immediate field of expertise.• 能理解廣泛的商業詞彙，包含工作領域內的技術性用語及在工作領域外不常見的專業用語。• Can understand the full range of grammatical structures.• 能理解所有的文法結構。
B2	<ul style="list-style-type: none">• Can deal with both short and long texts identifying specific information and detail in texts such as: newspapers, magazine or internet articles, advertisements, correspondence, messages, reports, proposals and product catalogues.• 不論長或短的文章都能夠掌握資訊的細節，例如在報章雜誌、網路文章、廣告、信件

	<p>訊息、報告提案及產品目錄上。</p> <ul style="list-style-type: none"> • Can read quickly through emails and letters relating to his/her professional field, regardless of length, and understand the essential meaning. • 在自己職場領域內，不論信件長短都能快速閱讀並掌握其必要資訊。 • Can understand the purpose, main idea, gist and detail of a business-related text, recognizing its structure and following its development. Can identify an opinion and follow the outline of an argument in specialized sources within his/her field of interest. • 能理解商業相關文件中的目的、主旨與細節內容，並理解其結構走向及接續發展。能分辨自己職場相關專業資訊的觀點及論證內容。 • Can understand lengthy detailed instructions or procedures, such as detailed standard operating procedures (SOP) and company policy. • 能理解長篇的指示或程序，例如公司的政策或 SOP 的詳細內容。 • Can understand a good range of specialized terms in her/his field. • 能理解職場領域中，一定範圍內的專業術語。 • Can understand a broad range of general business or work-related vocabulary. • 能理解在一般職場或專業領域中廣泛的相關詞彙。 • Can understand the main grammatical patterns and tense forms including some more complex forms. • 能掌握常見的文法與時態，包含較複雜的文法結構／形式。
<p>B1</p>	<ul style="list-style-type: none"> • Can understand short real-world texts typically encountered, such as notices, messages or signs in the workplace, hotels, airports, etc. • 能理解職場情境中的書面資訊，例如工作職場上注意事項、信息或在飯店、機場的標誌等等。 • Can understand and act on a standard email or letter, for example, an order, complaint, appointment, enquiry, request for information, etc. • 能理解工作上例行寄發的電子郵件，例如訂單、預約、詢價、詢問相關專業資訊等等。 • Can understand straightforward factual information within his/her own work area, for example from plans, brochures, memos, short reports, company policy documents, etc. • 能理解有關自己工作領域直接的事實性訊息，例如行程、手冊、備忘錄、簡短報告、公司政策等。

	<ul style="list-style-type: none"> • Can understand the general meaning of more theoretical or complex information related to his/her own work area as contained in, for example, articles or reports, and can understand the main points or conclusions in an article or report on a general business topic. • 能理解工作領域中具理論性或複雜文章報告中大概的重點或結論。 • Can understand straightforward directions and instructions on how to use a piece of equipment. • 能理解設備簡易的操作說明。 • Can interpret visual information and understand the language used to describe it, as in, for example, the written explanation of a graphic depicting performance, or an organizational chart. • 能理解圖表或組織圖及其文字敘述的資訊。 • Can understand words or expressions commonly used in relation to his/her field of expertise, everyday working life, travel, etc. • 除了能理解自己工作領域專業上的資訊外，也包含日常工作及旅行等等的常見資訊。 • Can understand a limited range of general business-related vocabulary. • 能理解有限範圍內與職場有關的單字。 • Can understand most standard grammatical forms though with limitation on some use of modals (could, should, would, etc), conditionals (if... + will/would.... '), passives, etc. • 能理解大部分的文法格式，但只會使用有限的助動詞、條件句、被動等相關文法。
<p style="text-align: center;">A2</p>	<ul style="list-style-type: none"> • Can understand the main message, and some detail, of a variety of short factual texts commonly encountered in the workplace, such as timetables, signs, notices, messages on frequently used machines such as ATMs, instructions, routine correspondence and straightforward articles related to her/his field of work. • 能理解工作領域中簡短且常見文件的主要重點和部分細節，例如時間表、標誌、公告及提款機的步驟指示。 • Can understand basic standard emails related to routine and familiar activities, such as orders or simple enquiries. • 能理解熟悉領域中，有關基本例行性事項的電子郵件，例如下訂單和簡易的詢價。 • Can understand the main message of short simple texts regularly encountered in survival situations, such as streets, restaurants, airports, etc. • 能理解在生活所需的場景中，簡短且制式訊息的重點，例如：在街道、餐廳、機場等

	<p>的指示。</p> <ul style="list-style-type: none"> • Can, if enough time is given, understand short, simple texts, such as reports, memos, sections of web pages, etc when these contain factual information and are written in high-frequency everyday or field-related vocabulary. • 在時間充裕的情況下，能理解熟悉主題中運用常見字彙的短篇文字、備忘錄及網頁的段落等。 • Can understand simple instructions on a piece of equipment, or regulations, such as safety regulations which are expressed in simple language. • 能理解簡單的設備操作說明或規則，例如以淺白且清晰易懂的語言所表達之安全條例。 • Can understand very high-frequency words, terms and expressions in her/his field or high-frequency words likely to be encountered in straightforward work and survival situations. • 能理解高使用頻率的詞彙來表達在工作領域及必要情境中可能遇到的狀況。 • Can understand basic structures, particularly those needed to fulfill everyday working needs. • 能理解每天完成工作所需的基本文法架構。
<p>A1</p>	<ul style="list-style-type: none"> • You can understand enough familiar words and basic phrases in signs, notices or other short texts frequently encountered in your workplace to understand the meaning of a simple message, especially if supported by a picture or graphic, eg 'No smoking'. • 能理解在工作場合上常看見的簡單指示或資訊，特別是以圖片加以描述的內容，例如：「禁止吸菸」。 • You can understand what a short straightforward text or section of text is about if it describes something factual and familiar, especially if there are supporting pictures or graphics. • 能理解一則短文以明確且直接的文字敘述，並附上圖片或圖表來描述某件事實或你熟悉的事件。 • Can understand very short emails that express straightforward facts or details simply, such as 'Please come to my office at 2:00pm tomorrow.' • 能理解簡短的電子信件所表達的直接明確內容，例如：「明天下午兩點請來我辦公室一趟。」 • Can understand very short, simple directions or instructions, such as 'Do not open'. • 能理解非常簡短的指示或方向，例如：「不要打開」。

- Can understand a number of basic words or phrases regularly used in very familiar situations.

能在常見的情況下理解部分非常基本的字彙及片語。

- Can understand some very basic structures or patterns.

- 能夠理解一些非常簡單的句型結構。

Linguaskill Business Core Competencies

SPEAKING

C1 或以上	<ul style="list-style-type: none">• Can use a broad range of language flexibly and spontaneously to engage in a conversation on a wide range of professional or general topics. Can effectively discuss abstract or theoretical subjects.• 在廣泛的主題中，能夠靈活且自然地表達並討論抽象或理論性的議題。• Can lead or manage a discussion on a topic related to her/his work area or field of business, engage in a debate on a complex issue, and argue a formal position convincingly.• 能夠主持自己工作領域相關主題的會議，也能參與辯論複雜的議題以及以官方立場提出說服的論證。• Can deliver a clear, detailed presentation on a complex subject related to her/his field, effectively developing main points, integrating sub-points, and rounding off with an appropriate conclusion.• 能以清楚且詳盡來表達與工作相關主題的報告，有效率的整合意見，最後做出一個合適的結論。• Can employ a good range of functional language to make and respond to suggestions, discuss alternatives, formulate hypotheses, make recommendations and negotiate agreement.• 能善用相當廣泛的詞彙來給予建議、討論替代方案、制定假說、推薦及協商。• Can deal with complex issues or transactions, including those requiring special procedures or needing to follow governmental regulations.• 能處理複雜的問題及交易狀況，包含特別規定程序或必須遵照的法規。
B2	<ul style="list-style-type: none">• Can provide relevant information about her/himself, highlight the significance of events or experiences, and account for her/his views with relevant explanations or arguments.• 當提供有關個人的看法及見解時，能強調自身的經歷來加以說明。• Can sustain a discussion based on a work- or business-related situation using relevant functional language and strategies to express and justify opinions or decisions. Can seek the same information from other participants.• 在職場情境中，為了持續闡述及解釋看法，能夠運用適當的用語及策略與其他參與者

	<p>達成共識。</p> <ul style="list-style-type: none"> • Can deliver a clear and detailed presentation on a topic related to his/her job area or field of business which contains a main objective and several supporting points. Can highlight main points. Can give reasons in support of a point of view or outline advantages/disadvantages of different options. • 能呈現一場清楚且詳盡與職場相關的報告，並能強調主要目標及支持論點，對於利弊也能適時舉例說明之。 • Can use functional language effectively for the purposes of agreeing or disagreeing, expressing preferences and opinions, negotiating an outcome, speculating, etc. • 在會議過程中，能運用適當的詞彙來有效地表達喜好與意見、協調、預測結果及達成共識。 • Can, when dealing with transactions, explain a problem and negotiate a solution with the other party, even if it requires some compromise. • 在交易時透過解釋、彼此妥協後，協商出解決方案。
<p>B1</p>	<ul style="list-style-type: none"> • Can give information of a factual, personal kind, responding to questions about past experiences, current work and living situation, and future plans. • 能說出個人資訊，也能回應有關過去個人經歷、現在工作及居住狀況以及對未來的計劃。 • Can participate in a routine and factual discussion on a straightforward topic related to her/his work or field of business. • 能夠參與有關自己工作領域中簡易主題的例行性討論。 • Can deliver a short prepared talk making the main points understood on a straightforward topic related to her/his job area or the general business environment. Can describe events and provide some explanation. • 在經過準備的簡報中，能描述和解釋跟自己工作領域有關的主題和要點。 • Can employ commonly used expressions to make and respond to suggestions, discuss alternatives, make recommendations and negotiate agreement. Can talk about her/his opinions, agree and disagree, and express preferences. • 對於議題可以用有限的字彙表達出自己的看法及喜好、同意與否；也能參與討論並給予回饋與建議。 • Can deal with most straightforward situations while travelling including shopping and transactions, using transportation, making travel arrangements and dealing with accommodation.

<p style="text-align: center;">A2</p>	<ul style="list-style-type: none"> • 在工作場合及旅行時能處理不複雜的交易，包含購物、交通、住宿等。 • Can ask and answer direct simple questions about personal information or factual information related to a familiar area, including working conditions and daily routines. Can manage greetings or questions about where someone is from or what he/she does. • 能在熟悉領域內進行有關個人資訊、工作狀況及例行事項的簡單問答，例如問對方從哪裡來或從事什麼工作。 • Can, in a discussion, make brief comments or say simply what he/she thinks about a topic related to her/his job area or general business situation when asked directly, though he/she may need to ask for repetition or clarification. • 在會議中被問及有關工作領域之問題時，能簡述評論或簡單的表達自己對工作的想法，雖然有可能需要請對方重述或加以說明。 • Can give a short, rehearsed presentation on a simple topic linked to her/his work area or field of business. • 在充分準備下，能做一個有關自己工作領域的簡短報告。 • Can respond to straightforward invitations and suggestions and can make simple plans or arrangements with someone who is patient or willing to be. Can pass on simple messages of a routine kind, eg 'Ms X called. She will be 15 minutes late.' • 能簡單的回覆邀請及建議；也能和有耐心的人安排簡易行程或計畫。能轉達簡單例行訊息，例如：「X 小姐來電過，她會晚 15 分鐘到。」 • Can get simple information when traveling and use public transport. Can make straightforward purchases and simple transactions using simple language to talk about what is needed and ask about prices, numbers and amounts. • 在出差時，能理解大眾運輸工具的資訊。也能詢問基本購物問題或需求，例如票價、件數及總額。
<p style="text-align: center;">A1</p>	<ul style="list-style-type: none"> • Can introduce her/himself to a foreign colleague and can answer very simple, direct questions about her/his job or other very familiar topic if the other person speaks slowly and clearly and repeats sometimes. Can have a very basic conversation with a patient, helpful colleague. • 能向外國同事非常有限得介紹自己，當對方以緩慢且清晰的口吻重複問有關工作領域的問題時能作最有限的基本應對。 • Can respond to a question in a meeting if participants pause the discussion and directly ask a short, simple question about a fact that is related to her/his job or role, and if they speak slowly and clearly.

- 當會議停止討論的時候，對方以非常簡單且緩慢的口吻重複問有關工作職務的問題時，僅能回答最有限的基本資訊。
- Can introduce her/himself very simply and give very basic information about her/his role or a very familiar situation, mostly using a set of very familiar phrases that may not be grammatical.
- 能以自己熟悉且非常有限的詞彙向對方介紹自己工作領域相關的基本資訊，即使文法可能不正確。
- Can deal with very simple greetings and farewells, and other very basic social functions, such as saying 'please', 'thank you' and 'sorry'.
- 能應對一般基本社交打招呼用語，例如：「請」、「謝謝」、和「對不起」。
- When buying goods or services, can ask directly for something that he/she is familiar with, such as a room in a hotel or kind of food in restaurant. Can ask a direct simple follow-up question, such as 'How much?', but the success of the transaction will depend on whether the other party is helpful and willing to speak slowly and clearly.
- 能直接向對方說明自己的需求，例如：「一間房間」或「一道菜」。可以簡單的詢問相關問題，例如：「多少錢？」，但能否成功進行交易取決於對方是否願意以非常簡單的方式說明。

Linguaskill Business Core Competencies

WRITING

C1 或以上	<ul style="list-style-type: none">• Can write correspondence for a wide range of situations both within and outside her/his area of expertise, expressing her/himself with clarity and precision and using language flexibly to achieve her/his purpose.• 不論是否在自己專業領域範圍內，都能以非常清晰且精確的用詞來表達其目的。• Can write clear, well-structured texts on complex subjects. Can underline important and relevant issues, expanding supporting points of view at some length and incorporating subsidiary points, reasons and relevant examples. Can round off with an appropriate conclusion.• 面對複雜主題時，能夠劃出重點並寫出架構佳且清楚明瞭的說明，最後做出一個合適的結論使論述完整。• Can write a summary or explanation of a detailed chart or graphic including clear explanations of relative rates of change and include accurate evaluation, comment, etc.• 能在圖表旁加入完整且詳盡的說明，例如精確評估、評論等。• Can deal with all detailed or complex requests for goods, services, information, etc, and can write a continuous set of detailed instructions or procedures.• 能書寫出關於商品、服務、資訊等複雜且細節的請求並能寫出詳盡的商品指示或程序。• Can use a sufficiently broad range of vocabulary and grammar to be able to quickly select an effective way to express her/himself clearly and appropriately for matters related to, as well as outside, his/her field of expertise.• 不論主題是否在專業領域內，都能利用豐富的詞彙以清楚且迅速的方式表達自己的看法。• Can use a broad range of professional and technical language and can easily find alternative ways to express him/herself when there are gaps in his/her language knowledge. Errors are rare and not obvious.• 為了讓他人更明白，能輕易運用相當程度的專業術語來轉換自己所表達的方式；即使發生錯誤也不明顯。
B2	<ul style="list-style-type: none">• Can write detailed emails for routine and non-routine situations, including advice, explanation and justification as well as expressing personal or third-party views. Can

	<p>employ a formal or informal register appropriately for the situation and recipient.</p> <ul style="list-style-type: none"> • 當書寫不論是否為每日例行的電子郵件時，皆能妥善使用正式或非正式的文體，包含建議、解釋及證明各類事項都能以主、客觀的觀點來描述。 • Can write a short to medium-length report or proposal which makes a case, gives reasons for or against a point of view or explains advantages and disadvantages, and which highlights important points and provides supporting detail. • 能寫一篇中長篇幅的報告或提案，來解釋利弊、強調重點及提供細節說明。 • Can write a summary or explanation of a chart or graphic including information on trends, relative quantities, etc. • 能描述出圖表的概況及重點資訊走向和相關數據。 • Can, for routine and non-routine matters related to her/his role, write detailed requests for goods, services, information, etc, and can write detailed instructions or procedures. • 在自己職務中不論是否為例行性事務，都能將產品、服務及相關資訊等要求，寫出詳盡的指示及步驟。 • Can use a good range of language for tasks related to his/her business or vocational field and for most general topics. When speaking, has enough language to vary formulation to avoid frequent repeating of words or expressions. • 能使用在自己的職場領域以及生活中大部分情境中廣泛的詞彙。在口語表達上，能以不同的方式並避免重複字詞來說明。 • Can express him/herself with a good level of grammatical control using a range of structures, some of which may be complex. Does not make mistakes which make his/her message difficult to understand. • 能以較複雜的文法結構表達，且不會讓人不清楚其意思也不會有文法上的錯誤。
<p>B1</p>	<ul style="list-style-type: none"> • Can write a straightforward email employing frequently used expressions to deal with routine tasks such as standard enquiries, applications, requests, plans, etc. • 能寫一封簡易的電子郵件，作為詢價、申請、請求、計畫等用途來處理例行性的工作。 • Can write a short, simple report to a standard format which passes on factual information, such as explaining a situation, giving reasons, outlining a problem, making a recommendation, or making a simple comparison. • 能依照制式的格式將適時性的資訊寫成一篇簡短的報告，例如：解釋處理辦法、說明原因、提出問題綱要、給建議或是做基本的比較。 • Can write a simple and brief summary or explanation of a chart or graphic.

	<ul style="list-style-type: none"> • 能依照圖表、表格寫一篇簡潔的摘要或說明。 • Can write straightforward routine requests for goods, services, information, etc, and can write a set of simple instructions for peers or subordinates. • 能寫出對於產品、服務和資訊等的簡易例行請求；也能寫給同事或下屬簡易的指示。 • Can use a vocabulary of the most frequent words and terms which is sufficient to fulfill the most common tasks related to her/his business, everyday working life, survival or travel needs, etc • 在自己的工作領域內，能以常使用的詞彙來完成最常見的工作，包括日常工作、生活、旅行等等。 • Can, with reasonable accuracy, use a repertoire of frequently encountered expressions and patterns for regular tasks. • 有能力使用相當精準的措辭及句型應付在一般日常生活中常見的狀況。
<p style="text-align: center;">A2</p>	<ul style="list-style-type: none"> • Can write a short email for a basic function using standard openings and closings as well as memorized phrases for purposes such as thanking, apologizing, requesting, etc, but this language may not always be used accurately or appropriately. • 能寫一篇簡短且制式模板的電子郵件，例如感謝、道歉、請求等；但這些語言上用詞還是可能出錯。 • Can write a very short, simple and routine report to a standard company format usually consisting of a bullet-pointed list. • 能用公司的標準格式寫出簡易的例行報告，通常會沿用原報告所包含的項目符號。 • Can write straightforward personal information necessary for the completion of standard forms encountered in the workplace or survival situations, such as application forms, hotel registration forms, departure or arrival cards, etc. • 能在必要的職場情境中填寫有關個人資訊表格，例如：申請單、飯店入住資訊、機場入出境卡等。 • Can use basic sentence patterns and a basic vocabulary of very high-frequency words or memorised phrases to deal with predictable and concrete everyday work or survival situations. • 能使用基本句型及常用片語來處理每天固定的工作及必要職場情境中所面臨的實際常見問題。 • Can use a series of simple phrases and sentences linked with simple connectors such as 'and', 'but' and 'because'. • 能以連接詞，例如：「以及」、「但是」和「因為」來完成簡易句型及片語。

A1

- Can write a very simple email stating a fact or asking a colleague for something, eg 'I need 10 chairs tomorrow.'
- 能寫出最有限且基本的電子郵件來簡述事實或問同事問題，例如：「我明天需要 10 張椅子。」
- Can enter short pieces of simple, familiar information into a standardized report template.
- 能將非常簡短的資訊統整至報告範本裡。
- Can write a phrase or very short simple sentence to convey a short simple message or instruction, especially one that express a single direct fact, such as 'Please call Jason'.
- 能寫出非常有限且基本的字句來表達一個信息或指示，例如：「請打給 Jason。」
- Can enter dates, numbers and simple personal information, such as name or address, into a form.
- 能在表格中填入日期數字等個人基本資訊，例如：名字或地址。
- Can use a vocabulary of very basic words or phrases, or words and phrases very frequently used by peers and colleagues, to convey simple facts about her/himself and her/his routine tasks.
- 能運用同事間每天常用、非常有限且基本的單字及片語來傳達例行事項。
- Can use very common words, short, simple clauses or very short, simple sentences to state basic or straightforward information or respond to questions requesting simple factual information.
- 能使用非常基本、簡短且常見的詞彙或字句來回應問題。