

Self-Assessment Checklist for English Elements 4

Test 4 – Seite 1/2

Use this checklist to find out how much English you already know.

Tick the things that you think you can do. You don't have to be perfect!

For example: *'I can write a letter to a friend accepting an invitation'* means that your friend can understand your letter even if you make some mistakes.

Listening

- ☐ I can understand people giving advice (for example, of how to improve your memory).
- ☐ I can follow detailed directions: *Go out of the hotel and turn to your right, then after about 100 metres, you come to the supermarket.*
- ☐ I can understand specific details in a phone conversation: *Mr. Robinson suggests you have a working breakfast at his hotel on Tuesday at 8.00 am.*
- ☐ I can follow an everyday conversation, understanding both the general message and specific details (for example, a conversation about sports, hobbies, leisure time, holidays).
- ☐ I can understand the relevant news items in a traffic report.
- ☐ I can understand a recorded telephone message or a voice-mail message: *Hi Jane, Alice here. Well, there are 2 websites that I've used ...*
- ☐ I can understand instructions of how to contact somebody by phone: *If you have a complaint, please press 4.*
- ☐ I can understand announcements at an airport if they are clear: *Will passengers booked on charter flight 578 to Majorca proceed to gate 70.*

Reading

- ☐ I can understand the overall meaning of short texts, poems and information on the internet.
- ☐ I can find specific information on business cards: *name, job, office address, mobile number.*
- ☐ I can understand the description of feelings and wishes in personal letters.
- ☐ I can find specific information in longer texts.
- ☐ I can understand the texts in travel brochures.
- ☐ I can recognise the main points in newspaper or magazine articles about current topics or about subjects that I am interested in.
- ☐ I can understand messages, standard letters and e-mails.
- ☐ I can find the information I need in a TV guide.

Speaking (Interaction)

- ☐ I can talk about myself, where I live, my hobbies, my family, likes and dislikes, clothes, sports, my job.
- ☐ I can ask personal questions politely: *Is Julia your wife if you don't mind my asking?*
- ☐ I can welcome visitors to a company, offer them a drink and make some small talk: *What can I get you? / How was your journey?*
- ☐ I can make polite requests: *Could I possibly have another beer, please?*
- ☐ I can ask for, give and react to suggestions: *What would you say if I decided to move to the States?*

Self-Assessment Checklist for English Elements 4

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Speaking (Interaction) - Fortsetzung

- ☐ I can make a complaint: *I'm afraid I have a complaint to make.*
- ☐ I can say something in a friendly or in an angry way: *I'm sorry but she's not here at the moment.*
- ☐ I can cope in most everyday situations such as in shops, banks, on holiday, while travelling.

Speaking (Production)

- ☐ I can explain the education system in my country and talk about what I was good at at school.
- ☐ I can introduce myself at a conference.
- ☐ I can report back what others have said: *He said he would call back this afternoon.*
- ☐ I can talk about what I used to do in the past: *I used to work for Siemens.*
- ☐ I can describe the typical food of my country.
- ☐ I can describe homes in my area and talk about my dream house.
- ☐ I can give reasons and explanations for opinions and plans: *I would like this holiday because I love Italian food.*
- ☐ I can summarise a text and give my opinion about it.

Writing

- ☐ I can write simple connected text on topics I know about or that are of personal interest.
- ☐ I can write a letter accepting or refusing an invitation.
- ☐ I can write a short biography about myself.
- ☐ I can write a letter of application.
- ☐ I can write an e-mail to a hotel or a letter to a magazine asking for information.
- ☐ I can take a telephone message.
- ☐ I can write a personal letter describing feelings, experiences and events.
- ☐ I can write notes or appointments in a diary.

Communication Strategies

- ☐ I can check information by using a question tag or by repeating what someone has said: *You work for BMW, don't you?*
- ☐ I can ask for clarification on the phone: *Did you say 14 or 40 dollars?*
- ☐ I can ask somebody to repeat when I don't understand.
- ☐ I can express myself even if I don't know the exact word: *I need some stuff for my knee.*
- ☐ I can confirm information in a conversation: *Do you know what I mean?*

Evaluation

Give one mark to each statement that you have ticked.

Marks	Book	Unit
1-11	English Elements 4	Unit 1
12-22	English Elements 4	Unit 4
23-33	English Elements 4	Unit 6
34-45	Congratulations! You are now at an intermediate level and can continue learning English with English Elements – Extra Course.	