

Can-do Statements - The ALTE Can-Do Project

ALTE's Can-Do Statements describe what language users are typically able to do at a defined level. These statements have been through a thorough validation process and on the 5 levels of the ALTE Framework, the approximately 400 statements are divided into three main subject areas: Social & Tourist, Work and Study. Within each subject area there are sets of statements relating to separate skills: Listening & Speaking, Reading and Writing.

ALTE—Overall General Abilities

BULATS Score	CEFR Level	ALTE Level	Listening/Reading	Speaking	Writing
90 - 100	C2 <i>Very Advanced</i>	Level 5	CAN advise on or talk about complex or sensitive issues, understanding colloquial references and dealing confidently with hostile questions.	CAN understand documents, correspondence and reports, including the finer points of complex texts.	CAN write letters on any subject and full notes of meetings or seminars with good expression and accuracy.
75 - 89	C1 <i>Advanced</i>	Level 4	CAN contribute effectively to meetings and seminars within own area of work or keep up a casual conversation with a good degree or fluency, coping with abstract expressions	CAN read quickly enough to cope with an academic course, to read media for information or to understand non-standard correspondence.	CAN prepare/draft professional correspondence, take reasonably accurate notes in meetings or write an essay, which shows an ability to communicate.
60 - 74	B2 <i>Upper Intermediate</i>	Level 3	CAN follow or give a talk on a familiar topic or keep up a conversation on a fairly wide range of topics.	CAN scan texts for relevant information, and understand detailed instructions or advice requests.	CAN make notes while someone is talking or write a letter including non-standard requests.
40 - 59	B1 <i>Lower Intermediate</i>	Level 2	CAN express opinions on abstract/cultural matters in a limited way or offer advice within a known area, and understand instructions or public announcements.	CAN understand routine information and articles, and the general meaning of non-routine information within a familiar area.	CAN write letters or make notes on familiar or predictable matters.
20 - 39	A2 <i>Elementary</i>	Level 1	CAN express simple opinions or requirements in a familiar context.	CAN understand straightforward information within a known area, e.g. on products, signs or reports on familiar matters.	CAN complete forms and write short simple letters or postcards related to personal information.
0 - 19	A1 <i>Breakthrough</i>	Level 0	CAN understand basic instructions or take part in a basic factual conversation on a predictable topic.	CAN understand basic notices, instructions or information.	CAN complete basic forms, and write notes including times, dates and places.

CEFR = The Council of Europe Framework

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ALTE—Typical Work Abilities

BULATS Score	CEFR Level	ALTE Level	Listening/Reading	Speaking	Writing
90 - 100	C2 <i>Very Advanced</i>	Level 5	CAN advise on/handle complex delicate or contentious issues, such as legal or financial matters, to the extent that he/she has the necessary specialist knowledge.	CAN understand reports and articles likely to be encountered during his/her work, including complex ideas expressed in complex language.	CAN make full and accurate notes and continue to participate in a meeting or seminar.
75 - 89	C1 <i>Advanced</i>	Level 4	CAN contribute effectively to meetings and seminars within own area of work and argue for or against a case.	CAN understand correspondence expressed in non-standard language.	CAN handle a wide range of routine and non-routine situations in which professional services are requested from colleagues or external contacts.
60 - 74	B2 <i>Upper Intermediate</i>	Level 3	CAN take and pass on most messages that are likely to require attention during a normal working day.	CAN understand most reports, correspondence, and factual product literature that they will come across.	CAN deal with all routine requests for goods or services.
40 - 59	B1 <i>Lower Intermediate</i>	Level 2	CAN offer advice to clients within own job area on simple matters..	CAN understand the general meaning of non-routine letters and theoretical articles within own work area.	CAN make reasonably accurate notes at a meeting/seminar where subject matter is familiar and predictable.
20 - 39	A2 <i>Elementary</i>	Level 1	CAN state simple requirements within own job area, such as 'I want to order 25 of....'.	CAN understand most short reports or manuals of a predictable nature within his/her own area of expertise, provided enough time is given.	CAN write a short, comprehensible note of request to a colleague or a known contact in another company.
0 - 19	A1 <i>Breakthrough</i>	Level 0	CAN take and pass on simple messages of a routine kind, such as 'Friday meeting 10 a.m.'.	CAN understand product descriptions on familiar matters, if expressed in simple language and contents are predictable.	CAN write a simple routine request to a colleague, such as 'Can I have 20X please?'.

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