

B1+



Business Partner

ALIGNMENT WITH THE GLOBAL SCALE OF ENGLISH
AND THE COMMON EUROPEAN FRAMEWORK OF REFERENCE

B1+

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BUSINESS PARTNER is an innovative business English course fully aligned to the Global Scale of English (GSE) and the Common European Framework of Reference (CEFR).

This new eight-level business English course is for learners and professionals who want to communicate effectively in English in the workplace. Business Partner allows for personalization of the learning experience with a structured modular approach that gives the flexibility to focus on specific needs and learning outcomes.

Business Partner offers a balanced mix of language and skills, with real-life business stories provided through authentic videos on business topics such as *Brands and Marketing*, *Problems and solutions*, *Logistics*, *Working abroad*, and *Entrepreneurship*. The integrated video-based Communication skills training programme develops learners' awareness of communication issues, including *supporting teamwork*, *listening actively*, *collaborating*, *solving problems*, and *influencing*. Business skills lessons offer practical training in functional business skills such as *presentations*, *negotiations*, *building relationships*, and *small talk*.

Learners have the opportunity to evaluate their progress step by step against the Global Scale of English Learning Objectives for Professional English.

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Course Components

- Course Book with Digital Resources
- Course Book with MyEnglishLab
- Workbook
- Teacher's Resource Book with MyEnglishLab
- Active Teach
- Website: <http://pearsonELT.com/businesspartner>

The Global Scale of English and the Common European Framework of Reference

The Global Scale of English is a standardized, granular scale from 10 to 90 which measures English language proficiency. It is aligned with the Common European Framework of Reference (CEFR). Unlike the CEFR, which describes proficiency in terms of broad levels, the Global Scale of English identifies what a learner can do at each point on a more granular scale—and within a CEFR level. The scale is designed to motivate learners by demonstrating incremental progress in their language ability. The Global Scale of English forms the backbone for Pearson English course material and assessment.

CEFR and the Global Scale of English both comprise a number of Can Do statements, or “learning objectives,” for each of the four language skills, describing what learners should be able to do at different levels of proficiency. The learning objectives are written to reflect what a student ‘Can Do’ with language without regard to the context in which a language skill may surface. The GSE Learning Objectives have been aligned to the CEFR, and many additional statements created, rated for difficulty, and calibrated to the scale.

This document provides an overview of the learning objectives that are covered in each unit of the course. As the learning objectives focus specifically on language skills, some learning objectives will be repeated multiple times, a reflection of the fact that skills are built through practice in multiple contexts.

In order for a learner to successfully learn and internalize a skill (with the goal of achieving mastery in the second or foreign language), it is important to encounter the skill in a variety of contexts. The content of Business Partner is designed to provide multiple touchpoints from which a learner can explore the possibilities of use of any given language skill. From conversations in the workplace, to negotiation and presentation skills, learners are given a variety of opportunities to improve their agility and fluency with the various skills.

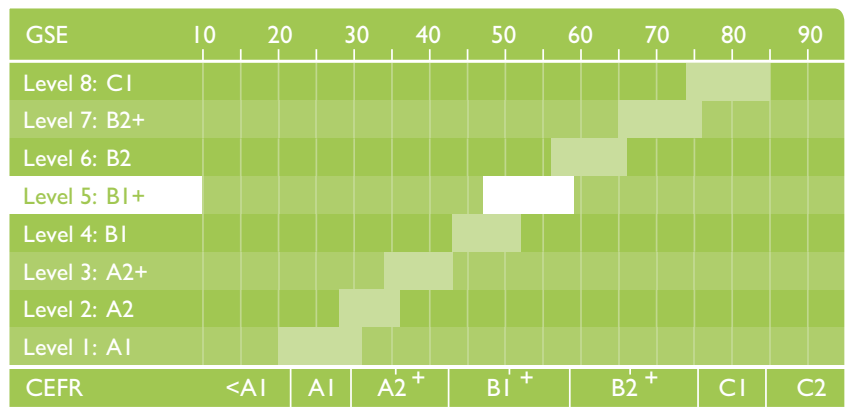
For each learning objective we indicate whether a statement is from the original CEFR or newly created by Pearson English:

(C)	Common European Framework descriptor, verbatim, © Council of Europe
(C _A)	Common European Framework descriptor, adapted or edited, © Council of Europe
(N2000)	North (2000) descriptor, verbatim
(E _A)	Eiken descriptor, adapted or edited © Eiken Foundation of Japan
(N2000 _A)	North (2000) descriptor, adapted or edited
(N2007 _A)	North (2007) expanded set of C1 and C2 descriptors, adapted or edited
(P)	New Pearson English descriptor
(W _A)	WIDA ELD Standards (2012), adapted or edited

[Note: If a value is in parentheses, it indicates the learning objective is still undergoing research and validation, and therefore the value is a provisional estimate.]

Visit english.com/gse to learn more about the Global Scale of English.

Business Partner is aligned with the Global Scale of English and the Common European Framework of Reference. It takes learners from CEFR A1 to C1 (20–85 on the Global Scale of English). Each lesson guides students to a ‘Can Do’ goal in line with the Global Scale of English and the Common European Framework ‘Can Do’ statements.



Learn more about the Global Scale of English at english.com/gse

The unit tables on the following pages list the main learning objectives presented in each lesson. Those that appear in italics are associated with support activities that build up to a larger lesson outcome, or indicate an additional skill which is significant in terms of overall learning, though it is not the primary skills focus targeted in the lesson.

UNIT 1 Organisation

Grammar: Future forms: Present Simple, Present Continuous and *be going to*; Present Simple and Continuous

Vocabulary: Roles and responsibilities

Functional language: Greetings, introductions and goodbyes; Asking and answering questions in first meetings

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
1.1	Listening	Can follow the main points in TV programmes on familiar topics if delivered in clear standard speech. (C _A)	51	B1+ (51–58)	8
		<i>Can extract the meaning of unknown words from context if the topic discussed is familiar. (C_A)</i>	57	B1+ (51–58)	8
	Writing	<i>Can write descriptions of familiar job roles and responsibilities. (P)</i>	47	B1 (43–50)	9
	Reading	<i>Can understand duties and responsibilities listed in job descriptions. (P)</i>	48	B1 (43–50)	9
	Speaking	<i>Can describe dreams, hopes and ambitions. (C)</i>	48	B1 (43–50)	9
		<i>Can provide a basic description of professional goals. (P)</i>	48	B1 (43–50)	9
		Can describe a range of jobs in their department or company. (P)	55	B1+ (51–58)	9
1.2	Speaking	Can give the advantages and disadvantages of various options on a topical issue. (C _A)	60	B2 (59–66)	10
	Reading	<i>Can recognise the departments and their functions presented in a company's organisational chart. (P)</i>	45	B1 (43–50)	10
	Listening	Can understand the key points about a radio programme on a familiar topic. (P)	53	B1+ (51–58)	10
	Speaking	<i>Can express opinions and attitudes using a range of basic expressions and sentences. (C_A)</i>	52	B1+ (51–58)	11
	Writing	Can write an email giving some detail of work-related news and events. (P)	53	B1+ (51–58)	11
1.3	Speaking	<i>Can make simple recommendations for a course of action in familiar everyday situations. (P)</i>	45	B1 (43–50)	12
	Listening	Can extract key details from conversations between colleagues about familiar topics. (P)	44	B1 (43–50)	12
	Speaking	Can initiate, maintain and close simple, face-to-face conversations on familiar topics. (C _A)	46	B1 (43–50)	13

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
1.4	Listening	Can understand the key points about a radio programme on a familiar topic. (P)	53	B1+ (51–58)	14
		Can understand the details of someone's personal and professional experience from an interview or presentation. (P)	58	B1+ (51–58)	14
		Can extract key details from conversations between colleagues about familiar topics. (P)	44	B1 (43–50)	14
	Speaking	Can use polite questions to build rapport in work-related social situations. (P)	54	B1+ (51–58)	15
		Can initiate, maintain and close simple, face-to-face conversations on familiar topics. (CA)	46	B1 (43–50)	15
1.5	Reading	<i>Can understand standard emails on work-related topics. (P)</i>	44	B1 (43–50)	16
	Writing	Can organise a work-related email to emphasise the main point. (P)	59	B2 (59–66)	16
		Can reply to a work-related email confirming arrangements. (P)	46	B1 (43–50)	16
WS1	Writing	<i>Can summarise the main message from simple diagrams (e.g. graphs, bar charts). (P)</i>	52	B1+ (51–58)	88–89
	Listening	Can infer speakers' opinions in conversations on familiar everyday topics. (P)	51	B1+ (51–58)	88–89
	Reading	Can identify key information in an extended text or article. (P)	57	B1+ (51–58)	88–89
	Speaking	Can express opinions as regards possible solutions, giving brief reasons and explanations. (CA)	51	B1+ (51–58)	88–89

UNIT 2 Brands

Grammar: Connectors; Verbs + *-ing* vs. infinitive

Vocabulary: Marketing and brands

Functional language: Giving and responding to advice; Signposting in presentations; Writing, accepting and declining an invitation

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
2.1	Speaking	<i>Can give or seek personal views and opinions in discussing topics of interest. (C)</i>	46	B1 (43–50)	18
	Listening	Can understand a large part of many TV programmes on familiar topics. (C _A)	58	B1+ (51–58)	18
	Speaking	<i>Can express and comment on ideas and suggestions in informal discussions. (C_A)</i>	56	B1+ (51–58)	19
	Speaking	Can answer questions in a work-related survey. (P)	48	B1 (43–50)	19
	Writing	<i>Can prepare a simple questionnaire in order to gather data. (P)</i>	48	B1 (43–50)	19
	Speaking	<i>Can present findings from a research project in a simple way. (P)</i>	54	B1+ (51–58)	19
2.2	Speaking	<i>Can give or seek personal views and opinions in discussing topics of interest. (C)</i>	46	B1 (43–50)	20
	Reading	<i>Can scan short texts to locate specific information. (P)</i>	44	B1 (43–50)	20
		Can extract key details from an article on a business-related topic. (P)	64	B2 (59–66)	20
	Writing	<i>Can use limited discourse devices to link sentences smoothly into connected discourse. (C_A)</i>	51	B1+ (51–58)	21
	Speaking	Can give or seek personal views and opinions in discussing topics of interest. (C)	46	B1 (43–50)	21
2.3	Speaking	<i>Can give or seek personal views and opinions in discussing topics of interest. (C)</i>	46	B1 (43–50)	22
	Listening	Can identify the main points in a work-related meeting on a familiar topic. (P)	48	B1 (43–50)	22
		Can recognise a speaker's feelings or attitudes. (P)	50	B1 (43–50)	22
		<i>Can understand advice on a work-related situation. (P)</i>	49	B1 (43–50)	22
	Speaking	Can give advice on a wide range of subjects. (P)	66	B2 (59–66)	22–23
		<i>Can express and comment on ideas and suggestions in informal discussions. (C_A)</i>	56	B1+ (51–58)	23

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
2.4	Speaking	<i>Can answer questions about professional experience. (P)</i>	52	B1+ (51–58)	24
		<i>Can express belief, opinion, agreement and disagreement politely. (C)</i>	45	B1 (43–50)	24
	Listening	<i>Can take effective notes while listening to a simple, straightforward presentation or lecture on a familiar topic. (P)</i>	53	B1+ (51–58)	24
	Speaking	<i>Can use appropriate linking expressions to signal transitions within a presentation. (P)</i>	58	B1+ (51–58)	25
		<i>Can plan what is to be said and the means to say it, considering the effect on the recipient. (C_A)</i>	64	B2 (59–66)	25
		<i>Can give an effective presentation about a familiar topic. (P)</i>	52	B1+ (51–58)	25
		<i>Can ask questions about the content of a presentation or lecture aimed at a general audience, using simple language. (P)</i>	50	B1 (43–50)	25
		<i>Can answer questions about the content of a presentation or lecture aimed at a general audience. (P)</i>	52	B1+ (51–58)	25
2.5	Writing	<i>Can write a formal email declining a work-related invitation. (P)</i>	53	B1+ (51–58)	26
		<i>Can write a formal email accepting a work-related invitation. (P)</i>	54	B1+ (51–58)	26
WS2	Reading	<i>Can identify key information in an extended text or article. (P)</i>	57	B1+ (51–58)	90–91
	Listening	<i>Can understand the main points of feedback from clients and colleagues if delivered slowly and clearly. (P)</i>	48	B1 (43–50)	90–91
	Reading	<i>Can interpret the main message from complex diagrams and visual information. (P)</i>	62	B2 (59–66)	90–91
	Speaking	<i>Can express limited opinions and arguments during work-related meetings. (P)</i>	53	B1+ (51–58)	90–91
	Writing	<i>Can write a description of a future event or activity. (P)</i>	46	B1 (43–50)	90–91
		<i>Can write an email giving some detail of work-related news and events. (P)</i>	53	B1+ (51–58)	90–91

UNIT 3 Job hunting

Grammar: Indirect questions; Past Simple and Present Perfect

Vocabulary: Getting a job

Functional language: Active listening; Useful phrases for candidates; Useful phrases for covering letters

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
3.1	Speaking	<i>Can answer questions about professional experience. (P)</i>	52	B1+ (51–58)	28
	Listening	Can understand a large part of many TV programmes on familiar topics. (CA)	58	B1+ (51–58)	28
		<i>Can understand advice on a work-related situation. (P)</i>	49	B1 (43–50)	28
	Speaking	<i>Can express and comment on ideas and suggestions in informal discussions. (CA)</i>	56	B1+ (51–58)	28–29
	Reading	<i>Can understand information in advertisements for jobs and services. (P)</i>	45	B1 (43–50)	29
	Writing	Can write a job posting describing duties and responsibilities. (P)	64	B2 (59–66)	29
3.2	Speaking	<i>Can express and comment on ideas and suggestions in informal discussions. (CA)</i>	56	B1+ (51–58)	30
	Listening	Can understand a range of questions in a job interview. (P)	58	B1+ (51–58)	30–31
		Can understand the details of someone's personal and professional experience from an interview or presentation. (P)	58	B1+ (51–58)	31
	Speaking	<i>Can give information in a job interview. (P)</i>	48	B1 (43–50)	31
		<i>Can give information in a job interview about job history. (P)</i>	51	B1+ (51–58)	31
		<i>Can ask for information in a job interview. (P)</i>	52	B1+ (51–58)	31
		<i>Can carry out a prepared interview, checking and confirming information as necessary. (CA)</i>	57	B1+ (51–58)	31
		Can ask questions about professional experience. (P)	52	B1+ (51–58)	31
		Can answer questions about professional experience. (P)	52	B1+ (51–58)	31
3.3	Speaking	<i>Can express belief, opinion, agreement and disagreement politely. (C)</i>	45	B1 (43–50)	32
	Listening	Can recognise that a speaker is clarifying points they have made in a simple presentation or lecture. (P)	54	B1+ (51–58)	32
		Can understand the main points of feedback from customers or work colleagues. (P)	49	B1 (43–50)	32

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
3.4	Speaking	Can recognise when a speaker is checking that the listener has understood something in a conversation conducted slowly and clearly. (P)	44	B1 (43–50)	32
		Can ask someone to clarify or elaborate what they have just said. (C)	50	B1 (43–50)	33
		Can use simple appropriate language to check that information has been understood on the phone. (P)	45	B1 (43–50)	33
		Can ask someone to paraphrase a specific point or idea. (P)	53	B1+ (51–58)	33
		<i>Can explain the main points in an idea or problem with reasonable precision. (C)</i>	55	B1+ (51–58)	33
		<i>Can correct mistakes if they have led to misunderstandings. (N2000)</i>	60	B2 (59–66)	33
	Speaking	<i>Can give detailed accounts of experiences, describing feelings and reactions. (C)</i>	49	B1 (43–50)	34
	Listening	Can understand a range of questions in a job interview. (P)	58	B1+ (51–58)	34
		<i>Can understand the details of someone's personal and professional experience from an interview or presentation. (P)</i>	58	B1+ (51–58)	34
	Speaking	Can give information in a job interview. (P)	48	B1 (43–50)	35
		<i>Can give information in a job interview about job history. (P)</i>	51	B1+ (51–58)	35
		Can ask for information in a job interview. (P)	52	B1+ (51–58)	35
		Can carry out a simple informal interview. (P)	50	B1 (43–50)	35
		Can give information in a job interview about job history. (P)	51	B1+ (51–58)	35
		Can carry out a prepared interview, checking and confirming information as necessary. (CA)	57	B1+ (51–58)	35
		Can discuss their own achievements in previous jobs during a job interview. (P)	58	B1+ (51–58)	35
3.5	Writing	Can write a covering letter addressing specific information mentioned in a job posting. (P)	60	B2 (59–66)	36
		<i>Can write a letter of application with appropriate register and supporting details, given a model. (P)</i>	58	B1+ (51–58)	36

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
WS3	Reading	<i>Can understand duties and responsibilities listed in job descriptions. (P)</i>	48	B1 (43-50)	92-93
	Listening	Can understand the details of someone's personal and professional experience from an interview or presentation. (P)	58	B1+ (51-58)	92-93
	Reading	Can compare a resume/CV against a job posting to determine if key requirements have been met. (P)	54	B1+ (51-58)	92-93
	Speaking	Can ask for information in a job interview. (P)	52	B1+ (51-58)	92-93
		Can give information in a job interview about job history. (P)	51	B1+ (51-58)	92-93
		<i>Can discuss their own achievements in previous jobs during a job interview. (P)</i>	58	B1+ (51-58)	92-93
	Listening	<i>Can understand a range of questions in a job interview. (P)</i>	58	B1+ (51-58)	92-93

UNIT 4 Business strategy

Grammar: Modal verbs: obligation, prohibition, necessity, recommendation; Comparison

Vocabulary: Business strategy collocations and word building

Functional language: Offering and asking for help; Leading and participating in problem-solving meetings; Reporting problems, reasons and results

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
4.1	Speaking	<i>Can give or seek personal views and opinions in discussing topics of interest. (C)</i>	46	B1 (43–50)	38
	Listening	Can understand a large part of many TV programmes on familiar topics. (CA)	58	B1+ (51–58)	38
	Speaking	Can present findings from a research project in a simple way. (P)	54	B1+ (51–58)	39
4.2	Speaking	<i>Can express and comment on ideas and suggestions in informal discussions. (CA)</i>	56	B1+ (51–58)	40
	Listening	Can recognise examples and their relation to the idea they support. (P)	55	B1+ (51–58)	40
		Can follow most of a clearly structured presentation within their own field. (CA)	57	B1+ (51–58)	40
		Can predict the content of a simple presentation or lecture by listening to the introductory statement. (P)	55	B1+ (51–58)	40
	Writing	Can write a simple PEST analysis. (P)	59	B2 (59–66)	41
4.3	Listening	Can understand problem and solution relationships in informal conversation. (P)	58	B1+ (51–58)	42
		Can use simple, fixed expressions to make offers in a simple business transaction. (P)	45	B1 (43–50)	43
		Can decline offers politely using a range of formal and informal expressions. (P)	56	B1+ (51–58)	43
4.4	Listening	Can understand problem and solution relationships in informal conversation. (P)	58	B1+ (51–58)	44
		<i>Can understand advice and instructions for resolving a problem with a product or piece of equipment. (P)</i>	55	B1+ (51–58)	44
	Speaking	Can explain why something is a problem. (C)	55	B1+ (51–58)	44–45
		Can express opinions as regards possible solutions, giving brief reasons and explanations. (CA)	51	B1+ (51–58)	44–45

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
4.5	Writing	Can write a short, simple work-related report outlining key issues. (P)	54	B1+ (51–58)	46
		<i>Can show a basic direct relationship between a simple problem and a solution. (P)</i>	46	B1 (43–50)	46
		<i>Can support a main idea with examples and reasons. (P)</i>	57	B1+ (51–58)	46
		Can write a brief standard report conveying factual information, stating reasons for actions. (C _A)	61	B2 (59–66)	46
WS4	Reading	Can recognise significant points and arguments in straightforward newspaper articles on familiar topics. (C _A)	56	B1+ (51–58)	94–95
		<i>Can interpret the main message from complex diagrams and visual information. (P)</i>	62	B2 (59–66)	94–95
	Speaking	Can briefly give reasons and explanations for opinions, plans and actions. (C)	51	B1+ (51–58)	94–95
	Listening	<i>Can understand the key points about a radio programme on a familiar topic. (P)</i>	53	B1+ (51–58)	94–95

UNIT 5 LOGISTICS

Grammar: Passive forms; Linking

Vocabulary: Logistics and word building

Functional language: Agreeing and disagreeing; Negotiating; Useful phrases for letters of complaint

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
5.1	Speaking	<i>Can give or seek personal views and opinions in discussing topics of interest. (C)</i>	46	B1 (43–50)	48
	Listening	Can understand a large part of many TV programmes on familiar topics. (C _A)	58	B1+ (51–58)	48
		Can extract specific details from a TV programme on a business-related topic. (P)	66	B2 (59–66)	48
	Speaking	Can justify and sustain views clearly by providing relevant explanations and arguments. (C _A)	60	B2 (59–66)	49
		Can make and justify a simple point of view on a work-related topic. (P)	51	B1+ (51–58)	49
5.2	Speaking	<i>Can give or seek personal views and opinions in discussing topics of interest. (C)</i>	46	B1 (43–50)	50
	Reading	Can extract key details from a company blog or article. (P)	53	B1+ (51–58)	50
5.3	Reading	<i>Can understand factual details in work-related emails. (P)</i>	56	B1+ (51–58)	52
	Listening	Can extract key details from conversations between colleagues about familiar topics. (P)	44	B1 (43–50)	52
	Speaking	Can express support in a manner that shows they were actively listening to the other person. (P)	58	B1+ (51–58)	53
		Can express disagreement in a manner that shows they were actively listening to the other person. (P)	58	B1+ (51–58)	53
		<i>Can express belief, opinion, agreement and disagreement politely. (C)</i>	45	B1 (43–50)	53
		<i>Can express limited opinions and arguments during work-related meetings. (P)</i>	53	B1+ (51–58)	53
5.4	Speaking	Can signal agreement in a simple negotiation using fixed expressions. (P)	51	B1+ (51–58)	55
		Can use simple language to convey the basic facts about a negotiating position. (P)	45	B1 (43–50)	55
		Can negotiate simple terms and conditions of a basic sale or contract. (P)	53	B1+ (51–58)	55

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
5.5	Reading	<i>Can understand basic types of standard letters and emails on familiar topics (e.g. enquiries, complaints). (CA)</i>	46	B1 (43-50)	56
	Writing	Can write a letter or email of complaint with supporting details. (P)	57	B1+ (51-58)	56
		Can write a basic email/letter of complaint requesting action. (P)	51	B1+ (51-58)	56
WS 5	Listening	Can extract the key details from discussions in meetings conducted in clear, standard speech. (P)	57	B1+ (51-58)	96-97
	Speaking	Can maintain rapport during a negotiation using personal pronouns of inclusion (i.e. we vs. I, you). (P)	58	B1+ (51-58)	96-97
		Can summarise the position at the end of a negotiation in a simple way. (P)	55	B1+ (51-58)	96-97
	Writing	<i>Can refer to a related email or conversation in an email message. (P)</i>	54	B1+ (51-58)	96-97

UNIT 6 Entrepreneurs

Grammar: Reported speech; Order of information in sentences

Vocabulary: Running a business

Functional language: Dealing with objections; Presenting visual information; Summarising

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
6.1	Speaking	Can express and comment on ideas and suggestions in informal discussions. (C _A)	56	B1+ (51–58)	58–59
	Listening	Can understand a large part of many TV programmes on familiar topics. (C _A)	58	B1+ (51–58)	58
	Speaking	<i>Can give an effective presentation about a familiar topic. (P)</i>	52	B1+ (51–58)	59
6.2	Speaking	Can express and comment on ideas and suggestions in informal discussions. (C _A)	56	B1+ (51–58)	60
	Reading	Can extract key details from an article on a business-related topic. (P)	64	B2 (59–66)	60
	Speaking	Can report factual information given by other people. (P)	56	B1+ (51–58)	61
		Can report the opinions of others. (P)	58	B1+ (51–58)	61
		<i>Can carry out a prepared interview, checking and confirming information as necessary. (C_A)</i>	57	B1+ (51–58)	61
	Writing	Can write detailed descriptions of real or imaginary people. (P)	59	B2 (59–66)	61
6.3	Speaking	<i>Can express and comment on ideas and suggestions in informal discussions. (C_A)</i>	56	B1+ (51–58)	62
	Listening	Can recognise the use of persuasive language in a simple presentation or lecture. (P)	57	B1+ (51–58)	62
	Speaking	Can respond to conflict in a simple negotiation using fixed expressions. (P)	58	B1+ (51–58)	63
6.4	Listening	Can relate information in a presentation to the same information given in graphs, charts and tables. (W _A)	60	B2 (59–66)	64
		Can refer to pictures, charts, graphs etc during a presentation using fixed expressions. (P)	55	B1+ (51–58)	65
		Can ask for questions or feedback at the end of a presentation. (P)	56	B1+ (51–58)	65

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
6.5	Listening	Can recognise that a speaker has summarised ideas in a simple presentation or lecture. (P)	54	B1+ (51–58)	66
	Writing	Can write a simple summary of factual work-related information. (P)	52	B1+ (51–58)	66
WS6	Listening	Can understand the main points of a work-related recorded presentation. (P)	51	B1+ (51–58)	98–99
	Speaking	<i>Can express and comment on ideas and suggestions in informal discussions. (CA)</i>	56	B1+ (51–58)	98–99
	Speaking	Can give a short, rehearsed talk or presentation on a familiar topic. (CA)	53	B1+ (51–58)	98–99

UNIT 7 Working abroad

Grammar: Past tenses: Past Simple, Past Continuous and Past Perfect Simple; First and Second conditional

Vocabulary: Working abroad; Adjectives, prefixes, opposites

Functional language: Expressing preferences; Keeping a conversation going; Formal/neutral/informal language for recommendations

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
7.1	Speaking	<i>Can give or seek personal views and opinions in discussing topics of interest. (C)</i>	46	B1 (43–50)	68
	Listening	Can understand a large part of many TV programmes on familiar topics. (C _A)	58	B1+ (51–58)	68
	Speaking	Can carry out a prepared interview, checking and confirming information as necessary. (C _A)	57	B1+ (51–58)	69
7.2	Speaking	<i>Can express and comment on ideas and suggestions in informal discussions. (C_A)</i>	56	B1+ (51–58)	70
	Listening	Can follow an everyday conversation or informal interview on common topics. (P)	51	B1+ (51–58)	70
	Speaking	Can re-tell a familiar story using their own words. (P)	53	B1+ (51–58)	71
7.3	Reading	<i>Can scan several short, simple texts on the same topic to find specific information. (P)</i>	50	B1 (43–50)	72
	Listening	Can infer speakers' opinions in conversations on familiar everyday topics. (P)	51	B1+ (51–58)	72
	Speaking	Can express and comment on ideas and suggestions in informal discussions. (C _A)	56	B1+ (51–58)	72–73
7.4	Listening	Can follow an everyday conversation or informal interview on common topics. (P)	51	B1+ (51–58)	74
	Speaking	Can use a basic repertoire of conversation strategies to maintain a discussion. (C _A)	53	B1+ (51–58)	74

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
7.5	Speaking	Can use a basic repertoire of conversation strategies to maintain a discussion. (C _A)	53	B1+ (51–58)	75
		<i>Can maintain professional etiquette in conversation using simple phrases and fixed expressions. (P)</i>	49	B1 (43–50)	75
		<i>Can initiate, maintain and close simple, face-to-face conversations on familiar topics. (C_A)</i>	46	B1 (43–50)	75
	Reading	<i>Can understand problem and solution relationships in a structured text. (P)</i>	58	B1+ (51–58)	76
	Writing	Can make suggestions and recommendations on work-related topics. (P)	55	B1+ (51–58)	76
		<i>Can write personal emails/letters giving advice. (P)</i>	50	B1 (43–50)	76
		<i>Can write a short, simple work-related report outlining key issues. (P)</i>	54	B1+ (51–58)	76
WS7	Reading	Can identify key information in an extended text or article. (P)	57	B1+ (51–58)	100–101
	Listening	Can recognise when examples are being given in a structured presentation on an unfamiliar topic. (P)	61	B2 (59–66)	100–101
	Speaking	Can summarise and give opinions on issues and stories and answer questions in detail. (C _A)	56	B1+ (51–58)	100–101
		Can express their thoughts in some detail on cultural topics (e.g. music, films). (C _A)	55	B1+ (51–58)	100–101
	Writing	<i>Can write an email, giving details of work-related events, facts, or plans. (P)</i>	57	B1+ (51–58)	100–101

UNIT 8 Leadership

Grammar: Relative clauses; Reduced relative clauses

Vocabulary: Leadership

Functional language: Giving and responding to feedback; Leading and managing meetings; Formal and semi-formal language for decisions

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
8.1	Speaking	<i>Can give or seek personal views and opinions in discussing topics of interest. (C)</i>	46	B1 (43–50)	78
	Listening	Can understand a large part of many TV programmes on familiar topics. (C _A)	58	B1+ (51–58)	78
		Can extract specific details from a TV programme on a business-related topic. (P)	66	B2 (59–66)	78
	Speaking	Can express their opinions in discussions on contemporary social issues and current affairs. (E _A)	61	B2 (59–66)	79
	Writing	Can write short, simple biographies about real or imaginary people. (C _A)	51	B1+ (51–58)	79
8.2	Reading	<i>Can guess the meaning of an unfamiliar word from context. (P)</i>	55	B1+ (51–58)	80
	Speaking	<i>Can give or seek personal views and opinions in discussing topics of interest. (C)</i>	46	B1 (43–50)	80
	Reading	Can extract key details from an article on a business-related topic. (P)	64	B2 (59–66)	80
		Can make simple inferences based on information given in a short article. (P)	51	B1+ (51–58)	80
		<i>Can skim a simple text to identify key concepts. (P)</i>	45	B1 (43–50)	80
		Can recognise significant points and arguments in straightforward newspaper articles on familiar topics. (C _A)	56	B1+ (51–58)	80
	Speaking	Can take part in routine formal discussions conducted in clear standard speech in which factual information is exchanged. (C _A)	60	B2 (59–66)	81
8.3	Speaking	<i>Can express and comment on ideas and suggestions in informal discussions. (C_A)</i>	56	B1+ (51–58)	82
	Listening	Can understand the main points of feedback from clients and colleagues if delivered slowly and clearly. (P)	48	B1 (43–50)	82

LESSON	SKILL	LEARNING OBJECTIVE	GSE	CEFR	PAGE(S)
8.4	Listening	Can extract the key details from discussions in meetings conducted in clear, standard speech. (P)	57	B1+ (51-58)	84
	Speaking	Can respond to interruptions in a meeting using fixed expressions. (P)	54	B1+ (51-58)	84
		<i>Can close a meeting or discussion using appropriate language. (P)</i>	63	B2 (59-66)	84-85
		Can lead a simple discussion, if given time in advance to prepare. (P)	55	B1+ (51-58)	85
8.5	Writing	<i>Can check and correct spelling, punctuation and grammar in simple written texts. (P)</i>	54	B1+ (51-58)	86
		Can write an email, giving details of work-related events, facts, or plans. (P)	57	B1+ (51-58)	86
WS8	Listening	Can distinguish between main ideas and supporting details in familiar, standard texts. (P)	51	B1+ (51-58)	102-103
	Reading	<i>Can scan several short, simple texts on the same topic to find specific information. (P)</i>	50	B1 (43-50)	102-103
	Speaking	<i>Can briefly give reasons and explanations for opinions, plans and actions. (C)</i>	51	B1+ (51-58)	102-103
		<i>Can express opinions as regards possible solutions, giving brief reasons and explanations. (CA)</i>	51	B1+ (51-58)	102-103
		<i>Can make suggestions and recommendations on work-related topics. (P)</i>	55	B1+ (51-58)	102-103
		<i>Can make and justify a simple point of view in a work-related document. (P)</i>	52	B1+ (51-58)	102-103

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B1+



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