

## TOEIC CAN-DO LEVEL TABLE

The descriptions below are intended to serve as guidelines to understanding the competence reflected by the corresponding scores and apply in most cases. The levels (0 to 3+) have been developed from the scale used by the Foreign Service Institute and the Inter-Agency Language Roundtable.

Part 1: Listening Section			Part 2: Reading Section			Total Scores
Listening Score	Listening	Speaking	Reading Score	Reading	Writing	
455-495	Can: - understand mother-tongue speakers of English in meetings - function in all of the situations described below whether professional or social, concerning concrete or abstract subjects	Can: - conduct meetings with mother-tongue speakers of English - perform all of the below with a greater degree of ease...	455-495	Can: - read adequately for most professional needs - read highly technical manuals in own area - read all of the below...	Can: - write effectively, both formally and informally; however, work for publication will still require review - produce the documents described below without undue difficulty	<b>3/3+ General Professional Proficiency (&gt;960 Advanced) 905-990</b>
395-450	Can: - understand most work related situations - Understand most speakers of English in international meetings - Function in all of the situations described below but with a greater degree of facility and accuracy	Can: - satisfy most work requirements - conduct a job interview in own area of expertise - sustain fluency, accuracy and appropriate register in known situations	395-450	Can: - read most types of documents with varying degrees of ease - read even highly-technical subjects with little use of dictionary - experience difficulties with sophisticated menus, novels...	Can: - write an employment application - write a letter of complaint - write the documents below with increasing degrees of accuracy and ease	<b>2+ Advanced Working Proficiency  785-900</b>
305-390	Can understand: - explanations of work problems - requests for products on phone - discussions of current events by mother-tongue speakers of English - headline news on radio	Can: - adapt language use for different audiences in most cases - Make short (30 minute) formal presentations if prepared - Discuss topics of general interest using non-elaborate structures	305-390	Can: - read with only the occasional use of a dictionary: - technical manuals - many news articles - popular novels - identify inconsistencies in points of view	Can: - write with some effort: - letters to potential clients - 5 page formal reports - summaries of meetings - job application letters	<b>2 Basic Working Proficiency 605-780</b>
205-300	Can understand: - explanations related to routine work tasks in one to one situations - some travel announcements - limited social conversations	Can: - describe own job responsibilities and academic background - discuss past and future projects - make travel arrangements over the phone	205-300	Can: - understand basic technical manuals for beginners - use a dictionary to understand more highly technical documents - read agenda for a meeting	Can: - write with some difficulty: - short memos - letters of complaint - descriptions of processes - fill out simple application forms	<b>1+ Intermediate 405-600</b>
130-200	Can: - understand simple exchanges in everyday professional or personal life with a person used to speaking with non mother-tongue speakers - take simple phone messages	Can: - produce simple if hesitant language adequate for elementary functions with patient listeners: introductions, directions, requesting information, ordering food...	130-200	Can: - use a directory - understand simple instructions - read simple, standardized business correspondence	Can: - write short notes, directions and lists with difficulty - not fill out forms, write detailed memos, letters or reports	<b>1 Elementary 255-400</b>
05-125	Can: - understand adequately for immediate survival needs, directions, prices... - comprehend simple questions in social situations	Can: - name objects, colors, clothes, people, days, months, dates, and give the time - only reproduce formulaic language telegraphic style	05-125	Can: - understand add words e.g. shop names - read simple memos and menus, train or bus schedules, traffic signs...	Can: - write add words, formulaic language - not write creative sentences	<b>0/0+ Novice 10-250</b>

**For all information on the TOEIC Test, Europe – and worldwide, visit [www.toEIC-europe.com](http://www.toEIC-europe.com), [www.toEIC.com](http://www.toEIC.com), [www.m-prospect.hu](http://www.m-prospect.hu) !**