**B. Levels and Certificates**

Through work in English Together, your learner can work towards a certificate that describes what they want do in English after 10 weeks. Review these lists so that you check with your learner about what they want to work on. This will help you plan your sessions and evaluate their progress.

The levels are just a rough guide. Some learners will want to practice interactions from different levels. Feel free to skip around. Reading and writing is listed at level 3, but some beginning learners (especially if they have good academic backgrounds) can work on these quite well.

**Level 1 Certificate:**

**For Beginners - Basic Personal Communication**

After 10 weeks of focus and practice, your learner will be able to:

* Understand and answer personal information questions (name, address, phone number, family composition, time in the US, occupation, education)
* Give information about their family (eg, children, ages, school enrollment, needs, characteristics)
* Participate in health-related interactions (for example, in the hospital or urgent care)
* Participate in everyday purchases and get help
* Understand what they are told when it comes to:

(1) money (for example: prices that are called out quickly) and

(2) appointment scheduling (month, days of the week, hours of the day)

* Participate in Basic Interactions at the job they have or want in the future
* Use google translate to prepare for interactions:
* How to plan what to say
* The best ways to practice

**Level 2 Certificate:**

**More advanced communication in daily life and basic communication at work**

After 10 weeks of focus and practice, your learner will be able to use English with more confidence in 8-10 interactions that are a bit more complex that you and they identify for focusing their practice. Use these examples to get you going.

**In daily life:**

* Introduce themselves to a group of people: give general information about themselves
* Ask for information in different contexts
* Make appointments
* Ask how to get to a place and explain how to get to a place
* Call emergency services
* Give their email address to someone orally
* Talk to another parent at school
* Talk to the teacher at a parent-teacher conference
* Talk to coworkers
* Carry out conservations with colleagues or clients
* Read Craigslist Ads
* Write simple emails (using basic templates)
* Use Google translate effectively for more complex tasks

**At work:**

* Understand specific instructions
* Understand what they are told focusing on understanding priorities
* Understand what they are told when they ask for clarification
* Manage communication at work, for example:
	+ Explain why they were late or absent
	+ Ask permission to leave early/arrive late
	+ Make suggestions
	+ Request a transfer to another department or position
* Confidently participate in interactions at a specific job or workplace, for example:
	+ House cleaning service
	+ Hotel cleaning
	+ Restaurant/Eating establishment
	+ Cafeteria with bakery
	+ ATM
	+ Other job - (ask them to describe)
* Using Google Translate effectively, continued
	+ Planning what to say (different ways of saying things)
	+ The best ways to practice

**Level 3 Certificate:**

**Advanced Communication at Work and Reading and Writing:**

After 10 weeks of focus and practice, your learner will be able to use English with more confidence in 8-10 interactions that you select and practice. Learners will choose 10 things they want to do in English.

**At work:**

* Obtain detailed information about a job that interests them
* Communicate their previous work experience
* Interview for a job
* Ask questions about a job
* Ask questions about specific instructions in the workplace
* Give instructions to others in the workplace
* Discuss work with supervisor
* Report problems to supervisor
* Ask colleagues or supervisor for help at work
* Take messages and deliver messages

**Prepare to use English in jobs where there is a lot of interaction, such as:**

* Elder care
* Home health aide
* Receptionist- in a school or office
* Food service industry
* Work as a hairdresser
* Other job- they describe\_\_\_\_\_\_\_

 **Practice reading and writing for specific purposes:**

* Complete narrative paragraphs on job applications (describe previous job)
* Write emails with a specific purpose
* Follow written instructions for a specific purpose
* Read announcements and other communications at work
* Respond to job offers
* Reply to emails
* Start emails
* Read and write Craigslist ads
* Read public service announcements
* Write an advertisement for a service
* Read and respond to a flyer
* Read the local newspaper

**Advanced Comprehension (media and loudspeakers)**

* Understand YouTube video "instructions" with and without subtitles
* Understand the supervisor's message to all employees on loudspeaker
* Understand local news and weather on TV
* Understand the details of changes in the workplace
* Understand evacuation procedures in an emergency

**Advanced Interaction (social)**

* Understand and participate in conversations with coworkers at an event at work
* Understand conversations with coworkers at a sporting event or party
* Carry out small talk as part of delivery of service (hairdresser, barber, other)