

## Correspondence Grid ALTE / TOEIC

ALTE Levels	Scores	Listening	Speaking	+ scores	Reading	Writing	Total scores
5	455-495	<ul style="list-style-type: none"> <li>understand mother-tongue speakers of English in meetings</li> <li>function in all of the situations described below whether professional or social, concerning concrete or abstract subjects</li> </ul>	<ul style="list-style-type: none"> <li>conduct meetings with mother-tongue speakers of English</li> <li>perform all of the below with a greater degree of ease...</li> </ul>	455-495	<ul style="list-style-type: none"> <li>read adequately for most professional needs</li> <li>read highly technical manuals in own area</li> <li>read all of the below...</li> </ul>	<ul style="list-style-type: none"> <li>write effectively, both formally and informally; however, work for publication will still require review</li> <li>produce the documents described below without undue difficulty</li> </ul>	905-990
4	395-450	<ul style="list-style-type: none"> <li>understand most work related situations;</li> <li>understand most speakers of English in international meetings</li> <li>function in all of the situations described below but with a greater degree of facility and accuracy</li> </ul>	<ul style="list-style-type: none"> <li>satisfy most work requirements</li> <li>conduct a job interview in own area of expertise</li> <li>sustain fluency, accuracy and appropriate register in known situations</li> </ul>	395-450	<ul style="list-style-type: none"> <li>read most types of documents with varying degrees of ease</li> <li>read even highly-technical subjects with little use of dictionary</li> <li>experience difficulties with sophisticated menus, novels...</li> </ul>	<ul style="list-style-type: none"> <li>write an employment application</li> <li>write a letter of complaint</li> <li>write the documents below with increasing degrees of accuracy and ease ;</li> </ul>	785-900
3	305-390	<ul style="list-style-type: none"> <li>...understand :</li> <li>explanations of work problems</li> <li>requests for products on phone</li> <li>discussions of current events by mother-tongue speakers of English</li> <li>headline news on radio</li> </ul>	<ul style="list-style-type: none"> <li>adapt language use for different audiences in most cases</li> <li>make short (30 minute) formal presentations if prepared</li> <li>discuss topics of general interest using nonelaborate structures</li> </ul>	305-390	<ul style="list-style-type: none"> <li>read with only the occasional use of a dictionary:</li> <li>technical manuals</li> <li>many news articles ;</li> <li>popular novels</li> <li>identify inconsistencies in points of view</li> </ul>	<ul style="list-style-type: none"> <li>write with some effort:</li> <li>letters to potential clients</li> <li>5 page formal reports</li> <li>summaries of meetings</li> <li>job application letters</li> </ul>	605-780
2	205-300	<ul style="list-style-type: none"> <li>...understand :</li> <li>explanations related to routine work tasks in one to one situations</li> <li>some travel announcements</li> <li>limited social conversations</li> </ul>	<ul style="list-style-type: none"> <li>describe own job responsibilities and academic background</li> <li>discuss past and future projects</li> <li>make travel arrangements over the phone</li> </ul>	205-300	<ul style="list-style-type: none"> <li>understand basic technical manuals for beginners</li> <li>use a dictionary to understand more highly technical documents</li> <li>read agenda for a meeting</li> </ul>	<ul style="list-style-type: none"> <li>write with some difficulty:</li> <li>short memos</li> <li>letters of complaint</li> <li>descriptions of processes</li> <li>fill out simple application forms</li> </ul>	405-600

1	130-200	<ul style="list-style-type: none"> <li>• understand simple exchanges in everyday professional or personal life with a person used to speaking with non mother-tongue speakers</li> <li>• take simple phone messages</li> </ul>	<ul style="list-style-type: none"> <li>• produce simple if hesitant language adequate for elementary functions with patient listeners: introductions, directions, requesting information, ordering food...</li> </ul>	130-200	<ul style="list-style-type: none"> <li>• use a directory</li> <li>• understand simple instructions</li> <li>• read simple, standardized business correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• write short notes, directions and lists with difficulty</li> <li>• not fill out forms, write detailed memos, letters or reports</li> </ul>	255-400
0	05-125	<ul style="list-style-type: none"> <li>• understand adequately for immediate survival needs, directions, prices...</li> <li>• comprehend simple questions in social situations</li> </ul>	<ul style="list-style-type: none"> <li>• name objects, colours, clothes, people, days, months, dates, &amp; give the time</li> <li>• only reproduce formulaic language - telegraphic style</li> </ul>	05-125	<ul style="list-style-type: none"> <li>• understand odd words e.g. shop names</li> <li>• read simple memos and menus, train or bus schedules, traffic signs...</li> </ul>	<ul style="list-style-type: none"> <li>• write odd words, formulaic language</li> <li>• not write creative sentences</li> </ul>	10-250