

CERTIFICATE

OF

LANGUAGE COMPETENCE

NAME OF PARTICIPANT:

TARGET-LANGUAGE:

DATE:

CERTIFICATE OF LANGUAGE COMPETENCE

Personal Data

Name of participant :

Company :

Name of trainer(s) :

Target language :

Duration of course :

Dates of course :

Course objectives :

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Attained level :

Date :



A few words...

Frédéric Valentin – Coaching - Formation was set up in 2008 with the aim of providing top-quality language coaching and with the firm intention of enabling you to use immediately what you have learnt with us.

This is why **Frédéric Valentin – Coaching - Formation** has developed eight representative sections covering oral communication, listening skills, and reading and writing abilities. These sections encompass the situations you will frequently meet either in daily life or in your professional environment:

- Meetings
- Presentations
- Sales and Negotiations
- Telephone and Communication
- Marketing and Public Relations
- Secretarial and Business Reading/Writing
- Daily Life/Socializing
- Travelling and Living Abroad

At the end of your course, we will involve you in your own assessment with the help of your trainer. That is the purpose of this document.

This certificate is a precise record of what you have assimilated and what you are able to do: it shows your competence in language at a given moment of your professional career.

Take care of it but, most of all, take advantage of all opportunities you may encounter to speak, exchange, understand, read, write and meet people from all over the world. In this way, you will build on the foundations laid during your course and obtain maximum benefit from it.

Thank you for putting your confidence in us,

Frédéric Valentin

- Meetings -

This is to certify that is able to perform the tasks indicated below by a tick

Advanced chair or lead a meeting in an international context
organize and preside over an urgent, unplanned meeting
follow and understand any conversation, even without being involved in it

Advanced – chair a meeting using the correct protocol
avert breakdowns in communication (of linguistic or cultural nature)
analyze, summarize and react to detailed (written or oral) information
argue a case effectively

Intermediate + lead a small group of people at a meeting
participate actively in meetings on technical or professional subjects
present an analysis of a problem and suggest alternatives
argue a point and justify an opinion
ask questions outside own area of expertise

Intermediate talk about professional matters with some preparation
answer questions on job or company with ease
exchange opinions and recommend action
distinguish and express degrees of approval and disapproval

Intermediate – understand main points about common business/technical subjects
ask for specific information and give basic instructions
exchange opinions on predictable topics
state alternatives and recommend action in simple language

Beginner + ask/answer routine job-related questions
give simple information about numbers, sizes and weights
understand basic information on a familiar topic
state simple requirements within own job area

Date :

Signature of participant

Signature of trainer

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- Presentations -

This is to certify that is able to perform the tasks indicated below by a tick

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|-----------------------|---|
| <i>Advanced</i> | give presentations before a large international audience
apply the correct terminology to convince and persuade people |
| <i>Advanced –</i> | give complex full-length presentations to a professional audience
adapt language to target group
answer a wide range of questions articulately |
| <i>Intermediate +</i> | present a project, system or procedure clearly
give a basic professional/technical training course
perform confidently at a job interview
answer personal and professional questions with ease |
| <i>Intermediate</i> | present a subject with slides (with advance preparation)
answer simple questions on a related subject
describe and discuss a graph, chart or diagram
compose simple texts for slides |
| <i>Intermediate –</i> | present an organizational chart of the company
give basic operating instructions
present a plan with technical specifications
describe current projects |
| <i>Beginner +</i> | identify objects and describe their position
ask basic questions about a presentation
follow a simple, illustrated presentation/demonstration on a familiar topic |

Date :

Signature of participant

Signature of trainer

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