



TRAINING OUTLINE

CLIENT		ADDRESS	
INTERNAL COMMUNICATION GUIDELINES		LANGUAGE OF REPORTING	

TRAINEE

NAME AND SURNAME		POSITION / ROLE	
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CURRENT LEVEL SKILL BY SKILL

LEVELS	A0	A1	A2	A2+	B1	B1+	B2	B2+	C1	C2	Levels (CEFR)
GENERAL SKILLS											beginner 0.0 ▶ A1
Speaking											elementary A1 ▶ A2
Reading											pre-intermediate A2 ▶ B1
Listening											intermediate B1 ▶ B2
Writing											upper-intermediate B2 ▶ C1
BUSINESS SKILLS											advanced C1 ▶ C2
Presenting											How to assess:  Student's level  Not assessed
Negotiating											
Telephoning											
Socialising											
Meetings											
Correspondence											

CURRENT LEVEL	
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TARGET LEVEL	
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TRAINING NEEDS

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SCHEDULE

DAYS / TIME		START DATE / FINISH DATE	
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GOALS

AIM	▪
OBJECTIVES	▪

MATERIAL

- Training Report
- Trainee's material (emails, messages, recordings, reports)

PROGRESS CHECKS

- Training Report quizzes in Quizlet
- Simulations of the business communication skills as specified in the OBJECTIVES

OTHER

- Training Outline – to be completed after lesson 1
- Progress Report – to be completed before the end of the course