

Competencies -- Literacy Levels
Outcome Measures Definitions & Educational Functioning Level Descriptors

Beginning ESL Literacy	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
	-cannot speak or understand English -or understands only isolated words or phrases.	- has no or minimal reading or writing skills in any language - little or no comprehension of how print corresponds to spoken language -may have difficulty using a writing instrument.	-functions minimally or not at all in English - communicate only through gestures or a few isolated words, such as name and other personal information -very routine entry-level jobs with no oral or written communication in English
Beginning ESL	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
	-understands frequently used words -simple phrase spoken slowly and with some repetition -little to no control over basic grammar -some understanding of simple questions	- recognizes, reads, and writes numbers and letters -may need frequent re-reading -writes a limited number of basic sight words and familiar words and phrases -uses inconsistent simple punctuation -frequent errors in spelling	-has simple oral communication abilities using simple learned and repeated phrases -may need frequent repetition - provide personal information on simple forms - recognize common forms of print, i.e. labels, product names - handle routine entry-level jobs that require basic written and oral English communication
Low Intermediate ESL	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
	-understands simple learned phrases & limited new phrases containing familiar vocabulary - express basic survival needs & participate in some routine social conversations -some control of basic grammar	- reads simple material on familiar subjects - write simple notes & messages but lacks clarity & focus -sentence structure lacks variety but shows some control of basic grammar -consistent use of punctuation (periods, capitalization)	- interpret simple directions & schedules, signs, & maps - fill out simple forms but needs support on some documents that are not simplified - handle routine entry level jobs that involve some written or oral English communication with job tasks demonstrated - use simple computer programs & complete routine tasks using technology (tax machine, computer)

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High Intermediate ESL	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
	<ul style="list-style-type: none"> - understand learned phrases & short new phrases containing familiar vocabulary - communicate basic survival needs with some help - participate in conversation in limited social situation & use new phrases - inconsistent control of more complex grammar 	<ul style="list-style-type: none"> - care read text on familiar subjects - use context to determine meaning - write simple paragraphs with main idea & supporting details on familiar topics - self and peer edit for spelling & punctuation 	<ul style="list-style-type: none"> - meet basic survival & social needs - follow some simple oral & written instruction - has some ability to communicate on the phone on familiar subjects - write messages & notes related to basic needs - complete basic medical forms & job applications - handle jobs that involve basic oral instructions & written communication - work with or learn basic computer software - follow simple instructions for using technology
Low Advanced ESL	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
	<ul style="list-style-type: none"> - converse on many everyday subjects & some with unfamiliar vocabulary & speak creatively but with hesitation - clarify general meaning by rewording & has control of basic grammar - understands descriptive & spoken narrative & can comprehend abstract concepts in familiar contexts 	<ul style="list-style-type: none"> - able to read simple descriptions & narratives on familiar subjects - make some minimal inferences but not consistently - write simple narrative descriptions & short essays on familiar topics - consistent use of basic punctuation but makes grammatical errors with complex structures 	<ul style="list-style-type: none"> - function independently to meet most survival needs & can communicate on the telephone on familiar topics - interpret simple charts & graphics - handle jobs that require simple oral & written instructions - use all basic software applications
High Advanced ESL	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
	<ul style="list-style-type: none"> - understand & participate effectively in face-to-face conversations on everyday subjects - clarify general meaning & control basic grammar 	<ul style="list-style-type: none"> - read authentic materials on everyday subjects - uses increased control of language & meaning-making strategies - write multiparagraph essays - writing contains well formed sentences & few grammatical errors 	<ul style="list-style-type: none"> - has a general ability to use English effectively to meet most routine social & work situations - has high ability to communicate on the telephone & understand radio & television - interact with the public - instruct others in use of software & technology

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	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
Beginning ABE Literacy	<ul style="list-style-type: none"> - no or minimal reading & writing skills -little or no comprehension of how print corresponds to spoken language -may have difficulty using a writing instrument -at upper range, can recognize, read, & write letter & numbers - write a limited number of basic sight words & familiar words & phrases - write basic personal information -inconsistently uses simple punctuation 	<ul style="list-style-type: none"> - little or no recognition of numbers or simple counting skills 	<ul style="list-style-type: none"> -little or no ability to read basic signs or maps & can provide limited personal information on simple forms - handle routine entry level jobs that require little or no basic written communication & no knowledge of computers or other technology
	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
Beginning Basic Education	<ul style="list-style-type: none"> - read simple material on familiar subjects & comprehend simple & compound sentences in single or linked paragraphs containing a familiar vocabulary -write simple notes & messages on familiar situations but lacks clarity & focus -sentence structure lacks variety, but individual shows some control of basic grammar & use of punctuation 	<ul style="list-style-type: none"> - count, add, & subtract three digit numbers -perform multiplication through 12 -identify simple fractions & perform simple arithmetic operations 	<ul style="list-style-type: none"> - read simple directions, signs, & maps -fill out simple forms requiring basic personal information -write phone messages -make simple change -minimal knowledge of & experience with using computers and technology -handle basic entry level jobs that require minimal literacy skills -recognizes very short, explicit, pictorial texts -reads want ads & complete simple job applications

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Low Intermediate Basic Education	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
	<ul style="list-style-type: none"> - read text on familiar subjects -use context to determine meaning -interpret actions required in specific written directions -write simple paragraphs -self & peer edit for spelling & punctuation errors 	<ul style="list-style-type: none"> - perform with high accuracy all four basic math operations with whole numbers up to three digits -identify & use all basic mathematical symbols 	<ul style="list-style-type: none"> - handle basic reading, writing, & computational task related to life roles, such as medical forms, order forms, or job applications -read simple charts, graphs, labels, & payroll stubs -use simple computer programs & perform a sequence of routine task given direction using technology -qualify for entry level jobs that require following basic written instructions & diagrams with assistance -read simple dials & scales & take routine measurements
High Intermediate Basic Education	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
	<ul style="list-style-type: none"> - read simple descriptions & narratives on familiar subjects -make some minimal inferences about familiar texts & compare & contrast information but not consistently -write simple narrative descriptions & short essays on familiar topics -has consistent use of basic punctuation 	<ul style="list-style-type: none"> - perform all four basic math operations with whole numbers & fractions -determine correct math operations for solving narrative math problems -convert fractions to decimals & decimals to fractions -perform basic operations on fractions 	<ul style="list-style-type: none"> - handle basic life skills tasks such as graphs, charts, & labels -follow multistep diagrams -read authentic materials on familiar subjects -complete forms such as a job application & reconcile a bank statement -handle jobs that involve following simple written instructions & diagrams -read procedural texts with diagrams -learn or work with most basic computer software -follow simple instruction for using technology