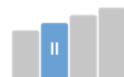


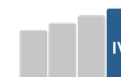
- Everyday social exchanges
- Clear public announcements
- Basic advice and instructions
- Basic advertisements
- Simple work-related requests
- Simple, clear voice messages
- Information sharing meetings - moderated, with supporting material
- Short informative presentations
- Interviews - familiar subjects
- Biographical summaries



- Social exchanges
- Public announcements with some interference
- Warning messages
- Advice on day-to-day problems • Advertisements
- Detailed instructions
- Work-related requests
- Feedback on work-related tasks or projects
- Voice messages with some interference
- Information sharing meetings – moderated
- Live broadcasts
- Informative and instructional presentations • Short speeches
- Self-paced training sessions
- Podcasts with transcripts
- News and interviews in the media - topical subjects, recorded
- Documentaries and films with subtitles



- Social exchanges with emotional content
- Public announcements in demanding contexts
- Warning messages with some interference
- Advice on work-related issues
- Specialized instructions
- Complex work-related requests
- Feedback in performance reviews
- Decision-making meetings
- Work-related discussions between fluent speakers
- Conferences
- Speeches
- Persuasive presentations and lectures
- Live training sessions
- Podcasts
- News and interviews in the media - unfamiliar subjects
- Documentaries, series, films and plays



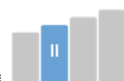
As UN Level IV is the expert level of language competence, the learning objectives of the language user are highly specialized and will vary significantly depending on the given context, the field of expertise and the tasks required.

Therefore, the suggested texts and communicative situations are solely included for UN levels I to III.

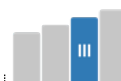




- Formulaic, everyday notes and emails
- Simple text messages and social media posts
- Simple online exchanges
- Basic administrative forms
- Simple instructions
- Simple meeting agendas
- Announcements and notices with visual support
- Brochures and leaflets
- Webpages with much visual content
- Charts, signs, tickets and cards
- Basic advertisements • Biographical summaries
- Book and film summaries
- Simple news stories, magazine articles and reviews
- Simple surveys and questionnaires
- Simple Informative handouts



- Standard, professional emails and letters
- Text messages and social media exchanges - familiar subjects
- Blogs - familiar subjects
- Detailed administrative forms
- Instructions - familiar subjects
- Meeting agendas
- Meeting minutes and summaries
- Information circulars - familiar subjects
- Public announcements, rules and warning messages
- Regulations
- Vacancy notices
- Handbooks or booklets - familiar subjects • Webpages
- Advertisements for goods or services
- Intranet articles, broadcasts and cultural announcements - familiar subjects
- News stories, magazine articles and reviews - familiar subjects
- Biographical or historical articles
- Work-related documents with some technical detail:
 - General reports - non-specialized audiences,
 - Surveys and questionnaires,
 - Feedback and comments in questionnaires,
 - Instructional presentation handouts,
 - CVs or resumes / PHPs, cover letters



- Complex emails and letters
- Complex text messages and social media exchanges
- Blogs
- Procedures and guidelines
- Official rules and regulations
- Staff rules
- Administrative instructions
- Information circulars
- Webpages with little visual content
- Manuals or books
- Essays and journals
- Job descriptions
- Intranet articles, broadcasts and cultural announcements
- Complex news stories, magazine articles and reviews
- Complex press releases and statements
- Specialized work-related documents:
 - Reports and proposals
 - Memos
 - Concept notes
 - Talking points
 - Terms of reference (ToR)
 - Resolutions
 - Work plans
 - Performance reports



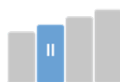
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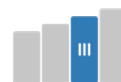




- Simple social exchanges and personal conversations
- Introductions
- Information exchanges on general tasks •
- Basic instructions and advice - practical information
- Simple work-related requests
- Basic public exchanges - transactions
- Information sharing meetings - moderated, with supporting material
- Routine permission requests
- Simple voice messages
- Basic informative presentations



- General social exchanges and personal conversations
- Social exchanges with some emotional content
- Routine discussions on work duties and tasks •
- Detailed instructions and advice – procedures
- Routine work-related requests
- Routine administrative exchanges •
- Information sharing meetings – moderated
- Training sessions - as attendee
- Permission requests and granting •
- Voice messages
- Informative and instructional presentations •
- Feedback - work-related tasks or projects
- Summaries - general, on familiar subjects
- Segments of professional interviews - as interviewee



- Complex social exchanges and personal conversations
- Impromptu discussions
- Emotionally challenging exchanges
- Complex work-related discussions
- Detailed, specialized instructions and advice – troubleshooting
- Complex work-related requests
- Problem-solving and decision-making meetings
- Press releases, short public statements
- Announcements in demanding contexts
- Training sessions - as trainer
- Persuasive presentations
- Short speeches
- Feedback - performance review
- Summaries - complex, unfamiliar subjects
- Status-update reports
- Professional interviews - as interviewee or panel member



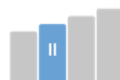
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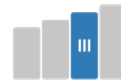




- Formulaic, everyday emails
- Simple text messages and social media posts
- Simple online exchanges
- Formulaic notes, messages and cards
- Simple personal and work-related forms
- Simple notices, announcements and advertisements
- Basic personal profiles
- Basic biographical summaries



- Standard, professional emails and letters
- General text messages and social media exchanges
- Webpages and blogs - familiar subjects
- General notices and advertisements
- Short essays and reviews
- Biographical summaries
- Book and film summaries
- Work-related documents with some technical detail:
 - Meeting agendas - following a template
 - Meeting minutes - following a template
 - Work-related summaries - familiar subjects
 - General surveys and questionnaires
 - Feedback and comments in questionnaires
 - Short presentations - familiar subjects
 - General procedures and instructions



- Complex emails and letters
- Complex text messages and social media exchanges
- Webpages and blogs
- Promotional material - brochures, leaflets and advertisements
- Broadcasts and information circulars
- Newsletters
- Complex essays and reviews
- Work-related summaries - complex subjects
- Press releases
- Intranet articles
- Notices of vacancy with job descriptions, following a template
- Meeting agendas
- Meeting minutes
- Extended presentations
- Specialized work-related documents - drafts, following a template:
 - Terms of reference (ToR)
 - Talking points
 - Administrative instructions
 - Concept notes
 - Reports and proposals
 - Analyses
 - Memos
- CVs or resumes, PHPs and cover letters
- Work plan descriptions - following a template
- Performance appraisal documents
- Self-evaluation forms - mid-point and end-of-cycle



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