



Europass Curriculum Vitae

Personal information

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|----------------------------|--|--------|---------------------------------|
| Surname(s) / First name(s) | HIRSCH Claudia | | |
| Address(es) | Promenadegasse 43/4/8 A-1170 Wien Vienna - Austria | | |
| Telephone(s) | (+43-676) 392 7 134 (Mobile 1) | Mobile | (+43-6991) 953 1 484 (Mobile 2) |
| E-mail(s) | claudia.hirsch@chello.at | | |
| Nationality | Austrian | | |
| Date of birth | 17 July 1966 | | |
| Gender | Female | | |



Desired employment / Occupational field

Political Analysis and Reporting:

Post Nr. 21546

PPI - Political & information

ETHIOPIA, Addis Ababa

Education and training

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| Dates | October 1996 - October 1997 |
| Title of qualification awarded | Postgraduate Degree Diploma in International Affairs |
| Principal subjects / occupational skills covered | <ul style="list-style-type: none">• Diplomacy, International Relations, Politics, Law and Economics:<ul style="list-style-type: none">- Political science and international relations;- Structure and functioning of international organisations and the EU;- Economics and international economic relations;- International law, institutional and material European law;- Contemporary political history with emphasis on the states of Central, Eastern and South-Eastern Europe;- Language training in English for the Cambridge Proficiency Diploma, and French;- Study Trips to Brussels and Strasbourg (EU Institutions) and Budapest (exchange with Hungarian students of international relations). |
| Name and type of organisation providing education and training | Diplomatic Academy of Vienna, Austria Postgraduate |
| Level in national or international classification | M.A. in International Affairs |

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| Dates | October 1984 - July 1995 |
| Title of qualification awarded | Mag. Phil. (Magistra Philosophiae) |
| Principal subjects / occupational skills covered | <ul style="list-style-type: none"> • THESIS: „Die Bedeutung von Fernando Ortiz im Verständnis der afrocubanischen Glaubensvorstellungen. Analyse einer ethnohistorischen Betrachtungsweise.“ 300 p., Vienna, 1995 • FIRST SUBJECT Ethnology - Cultural Anthropology - Ethnohistory and Theories - Ethnomedicine - Religious Anthropology - Ethnolinguistics - Ethnomusicology and Arts - Technology - Field Research - Documentary Filming, etc.; Main regional subjects: Africa, Latin America, the Caribbean; Subtopics: African Diaspora, Cross-culturalism, Cultural Change, Ethnic Identity. • SECOND SUBJECT Spanish - Romance - Linguistics - Phonetics - Culture and Literature, etc. |
| Name and type of organisation providing education and training | Universität Wien, Vienna, Austria: <ul style="list-style-type: none"> - Institut für Völkerkunde - Institut für Romanistik, Spanisch |
| Level in national or international classification | ~ Masters Degree |

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| Dates | August 1993 - May 1995 |
| Title of qualification awarded | Diplomas/Certificates in Cultural Anthropology, Arts, Literature |
| Principal subjects / occupational skills covered | <ul style="list-style-type: none"> • Studies on Afro-Cuban Culture and Religions: <ul style="list-style-type: none"> - African Diaspora to the Caribbean; - African cultural heritage, traditions and religions; - Social Sciences; - Theory of "transculturation"; - Formation of nation and identities; - Cuban history, arts, music, dance and literature, etc. |
| Name and type of organisation providing education and training | Universidad de La Habana: <ul style="list-style-type: none"> - Instituto Superior de Arte, - Instituto de Antropología, - Instituto de Literatura y Lingüísticas, - Academia de Ciencias |
| Level in national or international classification | University certificates |

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| Dates | October 1988 - December 1990 |
| Title of qualification awarded | Certified Tourism Manager |
| Principal subjects / occupational skills covered | <ul style="list-style-type: none"> • Travel, Transport and Tourism Economics, Leisure Industry: <ul style="list-style-type: none"> - (Micro)economics; - Tourism law (business and commercial law), Politics; - Business Administration; - Management Techniques, Project Management; - Finance, Accountancy, Controlling and Statistics; - Media, Communications and Public Relations; - Marketing Strategies, Market Research, Pricing and Sales Policy, Advertising, Psychology; - Tourism Sectors and Carriers, Transportation and Shipping; - Global Tourism History, Geography, Ecology and Environment; - Business English and Spanish; - Special Courses in IT - EDP |
| Name and type of organisation providing education and training | Wirtschaftsuniversität Wien: <ul style="list-style-type: none"> - Austrian University Course in Tourism |
| Level in national or international classification | Advanced University Degree: Academic Tourism Expert |

Work experience

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| Dates | 16 January 2006 - 31 December 2006 |
| Occupation or position held | UNODC Drug Control Officer P3 |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Preparation, finalization and publication of the revised 2006 edition of the "Multilingual Dictionary of Narcotic Drugs and Psychotropic Substances under International Control (MLD)", 2. Vol. 818 p.; In English, French, Spanish, Arabic, Chinese and Russian, complemented with a chapter on the international regime of drug control, details on the scheduling history and the current control status of the substances under the 1961 and 1971 Conventions; - Drafts for new MLD on Precursors and Essential Chemicals under International Control; - Detailed research on the topics in question; - Creation of a database on all MLD entries (chemical names, molecular formulas, trade names, pharmaceutical preparations, etc.); - Close cooperation involving training, guidance and support to the Translation Sections and Documents Control; - Ad-hoc support, language and IT expertise for other publications and tasks of the Laboratory and Scientific Section. |
| Name and address of employer | United Nations Secretariat UNOV - UNODC/DPA/PARB/LSS Laboratory and Scientific Section Vienna International Centre P.O. Box 500, A-1400 Vienna, Austria |
| Type of business or sector | International Organization - International Civil Servant (Fields of Work: Drug Control / Chemistry / Terminology / IT / Editing / International Law related) |

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| Dates | 01 February 2005 - 31 December 2005 |
| Occupation or position held | INCB Drug Control Officer P3 |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Cooperation with the Chief of the Narcotics Control and Estimates Section in the monitoring of the implementation by Governments of the 1961 Single Convention on Narcotic Drugs and in the execution of the decisions of INCB: - Supervision of data entry into data bases, analysis of statistics and identification of discrepancies in statistics, evaluation of information received from Governments in response to questionnaires, maintenance of the estimates system of narcotic drugs; - Correspondence with Governments on behalf of the INCB in English, Spanish and French for the Secretary's signature in execution of the decisions of the INCB and answering queries from Governments; - Assistance to Governments in the control of narcotic drugs, training of national drug control administrators, - Organization and coordination of a Training Seminar for the competent authorities of the Russian Federation; - Preparation of studies and documentations for the information of, and discussion by, the members of the INCB, preparation of working papers for the INCB Board sessions, parts of INCB publications and background material for INCB missions / technical visits; Update of the Section's training material in all UN languages and corrections of other documents; - Internet research, provision of assistance and solutions with regard to the use of PC programmes, Cooperation with the Global Systems Manager and his staff concerning the application and use of the IDS database in the NCES Section; - Obligations concerning the control system for narcotic drugs and carrying out ad-hoc assignments, as requested, concerning the implementation of the control system for narcotic drugs under the international treaties. |
| Name and address of employer | United Nations Secretariat UNOV - UNODC/DTA/INCB/NCES International Narcotics Control Board (INCB), Vienna International Centre P.O. Box 500 A-1400 Vienna, Austria |
| Type of business or sector | International Organization - International Civil Servant (Fields of Work: Drug Control / International Law related / International Relations / Statistics / IT) |

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| Dates | October 2004 - November 2004 |
| Occupation or position held | Attaché |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Temporary replacement of the attaché in charge of the reception in the Front Office. - Reception and phone; - Providing information to the public; - Assisting the consulate (visa and other documentary applications, tourism, etc.); - Translation / Interpretation (Spanish-English-German); - Several other duties, bilateral and multilateral tasks for the Cuban Embassy, Consulate and Permanent Mission. |
| Name and address of employer | Embassy and Permanent Mission to the International Organizations of Cuba in Austria Kaiserstrasse 84, A- 1070 Vienna, Austria (formerly Himmelhofgasse 40 a-c, 1130) |
| Type of business or sector | Embassy, International Relations / Administration and Public Information related |
| Dates | May 2004 - September 2004 |
| Occupation or position held | IT Consultant |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Computer security and maintenance services and training for the diplomatic staff in Spanish: - Software and hardware advisory services according to the software, hardware and network requirements; - Testing and monitoring operating systems and installing additional hardware and software; - Emergencies: analyzing, identifying and solving problems, e.g.: data recuperation after data losses due to virus infection, configuration problems, hardware defects, etc.; - PC user training; - Other IT services as required. |
| Name and address of employer | Embassy and Permanent Mission to the International Organizations of Cuba in Austria Kaiserstrasse 84, A- 1070 Vienna, Austria (formerly Himmelhofgasse 40 a-c, 1130) |
| Type of business or sector | Computer Information System Specialists and Trainers |
| Dates | January 2003 - January 2005 |
| Occupation or position held | IT Consultant |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Computer security and maintenance services and training, multilingual IT services: - Software and hardware advisory services according to the client's software, hardware and network requirements; - Purchasing, installing, testing and monitoring operating systems and additional hardware and software; - Emergencies: analyzing, identifying and solving problems, e.g.: data recuperation after data losses due to virus infection, hacking, configuration problems, hardware defects, etc.; - PC user training in the client's / user's / student's mother tongue (English, Spanish, German, etc.); - Other IT services as required. |
| Name and address of employer | Independent Consultant |
| Type of business or sector | Computer Information Systems Specialists and Training |
| Dates | October 2001 - January 2005 |
| Occupation or position held | Projects Consultant |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Consulting services for Austrian tourism industry projects in Cuba and others: - Provision of information on business activities in Cuba; - Mission to Cuba in April 2004 through the Cuban Embassy in Austria; - Negotiations/ mediation in inter-cultural conflicts / translations German-Spanish-German; - Other bilateral tasks. |
| Name and address of employer | Independent consultant, also in cooperation with the Embassy and Permanent Mission to the International Organizations of Cuba in Austria |
| Type of business or sector | International Economics and Relations, Industry, Tourism and Development |

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| Dates | October 2001 - January 2005 |
| Occupation or position held | Language Teacher and integration support for migrants |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Private Language Courses in German, English and Spanish: <ul style="list-style-type: none"> - Special German courses in Spanish for Latin-American immigrants to Vienna (financed by the Catholic Church, 1020, Vienna) - Spanish, English and French for German speakers; - German and English for Spanish speakers. |
| Name and address of employer | Independent Teacher, also in cooperation with the church institution "COMUNIDAD SANTA MARIA WIEN" , A-1020 Vienna |
| Type of business or sector | Education and Development Training related: Language training and integration support for migrants |
| Dates | January 2002 - December 2002 |
| Occupation or position held | International Trade Consultant |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Consulting and cooperation with SALM-Bräu for export and installation of a brewery in Havana, Cuba: <ul style="list-style-type: none"> - Providing information on business activities in Cuba; - Mediation and interpretation; - Preparation and translation of the contract; - Other ad-hoc duties. |
| Name and address of employer | SALM BRÄU, Vienna Headquarter Vienna, Austria |
| Type of business or sector | International Economy: Trade / Brewery Industry |
| Dates | March 1999 - September 2001 |
| Occupation or position held | INCB Associate Drug Control Officer |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Assisting the Chief of Psychotropics Control Unit in the monitoring of the implementation by Governments of the 1971 Convention on Psychotropic Substances and in the execution of the decisions of INCB aimed at limiting manufacture of and trade in psychotropic substances to legitimate needs: <ul style="list-style-type: none"> - Supervision of data entry into data bases; - Analysis of statistics on trade and identification of discrepancies in trade statistics; - Evaluation of information received from Governments in response to questionnaires; - Investigation of authenticity of import orders; - Drafting of correspondence with Governments in English, Spanish and French; - Assistance to Governments in the control of psychotropic substances; - Training of national drug control administrators; - Preparation of background material for INCB missions and technical visits, mission reports as well as working papers for INCB Board sessions and parts of INCB publications; - Update of the Unit's training material; - Development and administration of specific databases; - Organization and preparation of expert meetings; - Organization and accompaniment of INCB Missions to Venezuela and the Dominican Republic in March 2001; - Training of new staff member (P2); - Other duties performed at the P2 and P3 level. |
| Name and address of employer | United Nations Secretariat UNOV - ODCCP/UNDCP/INCB-PSY International Narcotics Control Board (INCB) Vienna International Centre P.O. Box 500 Vienna, A-1400 Austria |
| Type of business or sector | International Organization - International Civil Servant (Fields of Work: Drug Control / International Law related / International Relations / Statistics / IT) |

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| Dates | January 1995 - December 1998 |
| Occupation or position held | Scientific Director, Curator |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Exposition project on Afro-Cuban Culture and Religions based on my scientific research work: <ul style="list-style-type: none"> - Scientific management, concept and organization with the Cuban contract party; - Translation, interpretation; - Mediation and negotiations in Austria and in Cuba; - Other ad-hoc duties. |
| Name and address of employer | Amt der NÖ Landesregierung, Abt. Kultur und Wissenschaft, St. Pölten, Wien, Austria |
| Type of business or sector | International Cultural Affairs / Curators / Cultural Anthropologists |
| Dates | October 1997 - September 1998 |
| Occupation or position held | University Lecturer |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Lecture and Seminar on tourism in developing countries for students of sociology: <ul style="list-style-type: none"> - Introduction to the historic and economic framework of and theories on tourism industry in general; - Theories on cultural change; - Socio-economic and environmental impacts of tourism industry in developing countries, etc.; - Followed by an excursion to Cuba with field studies and the preparation of a questionnaire on tourist's expectations, stereotypes, behaviour and perceptions of the travel destination Cuba; - Spanish course for students taking part in the excursion. |
| Name and address of employer | Institute of Sociology, University of Vienna, 1090 Vienna, Austria |
| Type of business or sector | Education at the Academic Level: University and higher education specialists |
| Dates | July 1997 - September 1997 |
| Occupation or position held | Drug Information Assistant (Internship) |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Elaboration of a computerized cross-reference index database on the decisions of the International Narcotics Control Board concerning the control of narcotic drugs, taken during its sessions according to the provisions of the 1961 Convention. |
| Name and address of employer | United Nations Secretariat UNOV - ODCCP/UNDCP/INCB-EST Vienna International Centre P.O. Box 500 A-1400 Vienna, Austria |
| Type of business or sector | International Organization (Fields of Work: Drug Control / International Law related / International Relations / IT) |
| Dates | March 1987 - September 1987 |
| Occupation or position held | Stewardess |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Hovercraft on the route Vienna-Budapest-Vienna: <ul style="list-style-type: none"> - Providing the passengers with food & beverage; - Sale of duty free products; - Translation and interpretation services (Passengers-Captain & Crew-Customs, etc.); - Other services as required. |
| Name and address of employer | AVANTI Passhöhe, Semmering Stmk. Semmering, Austria |
| Type of business or sector | Tourism Industry / Transportation, Traffic and Travel related |

Personal skills and competences

Mother tongue(s)

German

Other language(s)

Self-assessment

European level ()*

English

Spanish

French

Arabic (UN Courses)

Italian

**Turkish, Portuguese, Dutch,
Greek, Croatian, Quechua,
Amharic, etc.**

| Understanding | | | | Speaking | | | | Writing | |
|---------------|------------------|---------|------------------|--------------------|------------------|-------------------|------------------|---------|------------------|
| Listening | | Reading | | Spoken interaction | | Spoken production | | | |
| C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user |
| C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user |
| C1 | Proficient user | C1 | Proficient user | B2 | Independent user | B2 | Independent user | B1 | Independent user |
| A2 | Basic User | A2 | Basic User | A2 | Basic User | A2 | Basic User | A2 | Basic User |
| B2 | Independent user | B2 | Independent user | B2 | Independent user | B2 | Independent user | B1 | Independent user |
| A1 | Basic User | A1 | Basic User | A1 | Basic User | A1 | Basic User | A1 | Basic User |

(*) Common European Framework of Reference (CEF) level

Social skills and competences

- Good ability to adapt to multicultural environments, gained through my study and work experience in the field as social and cultural scientist, in the tourism industry, as well as in the United Nations, including UN missions and assistance to Governments, broad relations with the international community, and cooperation with international institutions and an Embassy / Permanent Mission;
- Good communication skills gained through my experiences as University lecturer, linguist and social scientist, language teacher, mediator, translator and interpreter and through my work with the UN;
- Focus on creating a warm working atmosphere based on trust and mutual support - also fostered by my experiences in developing countries and work with migrants as well as with handicapped youth (specialized PC and arts training);
- Team spirit, patience and empowering others through integrity and ability to motivate the team and idealism, positive spirit and endurance;
- Creativity and flexibility;

Organisational skills and competences

- Leadership through my experience as teacher, as UN professional and in project work;
- Judgement and decision making: Experience as focal point for implementation, organization and problem solution;
- Capacity in planning and organizing work in a timely manner even under time constraints, adhering to deadlines, and handling stressful situations;
- Preparation of expert meetings, training seminars and missions;
- Networking with national competent authorities, Embassies, Institutions and Associations and Representatives
- Building trust, full integrity and discretion in sensitive matters;
- Vision, flexibility in dealing with new situations and challenges, creativity and client orientation

Technical skills and competences

- Good command of quality control processes through supervising experiences, revising and correcting of draft correspondence, reports and other documents as well as consultancies, teaching, training and coaching activities;
- Solid analytical capability through detailed field and other research work as well as data and information analysis, furthermore, in socio-economics, cultural affairs, bilateral and multilateral affairs, etc.;
- Drafting, reporting and publishing skills;
- Proficient language skills

Computer skills and competences

- As IT expert, multilingual PC proficiency:
- Good command of Microsoft Office text and data processing tools as well as of other applications including graphic, audio and video, web design, file conversion, databases, etc.;
- PC security and maintenance services: operating systems, installation and configuration of hardware and software, data-recovery, training, etc.;
- Pocket PC and Smartphones as well as other consumer electronic products.

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| Artistic skills and competences | <ul style="list-style-type: none"> - Dancing Teacher through about 20 years (Oriental Dance), including performance and basic percussion); - Music (Guitar, flutes, keyboard, percussion) in form of leisure activities as well as through experiences as artistic manager of Latin American cultural music groups (e.g. "Sayari Llacta", cultural association of Quechua, Arequipa, Peru); - Painting (leisure activity); - Sports: Sailing, Swimming and Skiing |
| Other skills and competences | <ul style="list-style-type: none"> - 1996 Award of the foundation "Dr. Maria Schaumayer-Stiftung" for scientific research work (award of the year for female scientists); - Since 2000: Listed with biography as specialist for Latin-American studies in: Stumpf Markus „Österreichische Lateinamerika - Forschung, WissenschaftlerInnen und ExpertInnen, Tätigkeiten und neuere Veröffentlichungen.“, Wien: Lateinamerika-Institut; also on-line in: http://www.lateinamerika-studien.at. |
| Driving licence | <ul style="list-style-type: none"> - Austrian national driving licence "B" |
| Additional information | <ul style="list-style-type: none"> • Professionally related activities (project and research work, field studies, and lectures): - Since 1986: Long-term scientific research work and field studies in Latin America and the Caribbean, in Cuba, Peru and Bolivia; Short Term Field Studies and project visits in the Bahamas, Guatemala, Mexico, Chile and others; Other countries with longer-term or frequent stays: Ethiopia, Cyprus, Turkey, Greece, Syria, Tunisia, Italy, etc. - Participation in several International Conventions, in Austria, Germany and Cuba, related to Latin America and the Caribbean. - Member of International Cultural Associations: Club der Absolventen und Freunde der Diplomatischen Akademie (Diplomatic Academy of Vienna); Österreichisches Lateinamerika Institut LAI (Austrian Latin America Institute); Österreichisch-Kubanische Gesellschaft OEKG; Club Tourismus (University of Economics, Vienna); - Since 2005: Guest lectures at the Institute for Political Sciences, University of Vienna, at a preparatory seminar for excursions to Cuba - 1996 and 1997: Simultaneous interpretation of guest lectures from Cuban University teachers at the Institute of Sociology in Vienna, Austria. - 1997: Chairperson at VIMUN '97, OSCE, AFA (Academic Forum for Foreign Affairs, in the Committee on Ethnic Minorities). - 1996 Lecture on Afro-Cuban religions, Museum of Ethnology, Hanover, Germany - 1994 Collaboration in the "Convención de Turismo de Varadero 1994" , Cuba (tourism agency PEGASUS Austria); - 1991 Czechoslovakia: Preparation of a Programme for Tourism Development, Institute of Tourism, University of Economics of Vienna. • Publications: - 2006: "Multilingual Dictionary of Narcotic Drugs and Psychotropic Substances under International Control (MLD)", 2. Vol. 818 p.; In English, French, Spanish, Arabic, Chinese and Russian, UNITED NATIONS PUBLICATION, New York, 2006; - 2001: Article on my research work in Cuba and interview by Sebastian Zimmer, "Cult: Changó, Ochún and Babalú Ayé. Even the Cuban Gods Like To Smoke Cigars" in: European Cigar Cult Journal, Spring Edition 1/2001; - 1999: Quarterly Article series "Die afrokubanischen Religionen und ihre Musik", (Afro-Cuban Religions and their Music) in: Pan Arts Magazin, Wien; - 1998: Article "Santería - das religiöse Erbe Afrikas", in: Sympathiemagazin "Cuba verstehen", Studienkreis für Tourismus und Entwicklung, D-Starnberger See • References: - Mr. Pavel Pachta, Deputy Secretary of the INCB, UNODC, Vienna International Centre, P.O. Box 500, A-1400 Vienna, Austria - Mr. Gerhard Reiweger, Deputy Director, Diplomatic Academy of Vienna, Favoritenstrasse 15A, A-1040 Vienna-Austria; - Mr. Peter Stania, Director of the International Institute for Peace (IIP), Honorary Consul to the Dominican Republic and teacher at the Diplomatic Academy of Vienna, Möllwaldplatz 5, A-1040 Vienna - Austria • Marital Status: Single |
| Annexes | Will be submitted upon request. |

EUROPEAN LEVELS - SELF ASSESSMENT GRID

| | | A1 | A2 | B1 | B2 | C1 | C2 |
|---|--------------------|---|---|---|---|--|---|
| U N D E R S T A N D I N G | Listening | I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly. | I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements. | I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear. | I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect. | I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort. | I have no difficulty in understanding an kind of spoken language, whether live broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent. |
| | Reading | I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues. | I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters. | I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters. | I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose. | I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field. | I can read with ease virtually all forms of the written language, including abstract structurally or linguistically complex texts such as manuals, specialised articles and literary works. |
| S P E A K I N G | Spoken Interaction | I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics. | I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself. | I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events). | I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views. | I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers. | I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey fine shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it. |
| | Spoken Production | I can use simple phrases and sentences to describe where I live and people I know. | I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job. | I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions. | I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. | I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion. | I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points. |
| W R I T I N G | Writing | I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form. | I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something. | I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions. | I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences. | I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind. | I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works. |