

The University of New Mexico
Department of Foreign Languages and Literatures
www.fll.unm.edu
Spring 2017

Course syllabus: GERMAN 101

Course Instructor:

Office:

Office hours:

E-mail:

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Connect plus course ID:

Required materials:

<i>Kontakte</i> 8 th ed. (pkg: custom loose-leaf textbook + connect plus)	Terrell	McGraw-Hill	9781260024173
OR just connect plus (with e-text)	Terrell	McGraw-Hill	9781259689376
English grammar for students of German, 6 th ed.	Ed. Morton, J.	O&H Press	9780934034432

Optional materials:

Harper/Collins German College Dictionary			9780060515324
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Class Goals and Teaching Method:

German at UNM is taught using a 'communicative' approach, emphasizing the use of German in the classroom in practical communicative situations. You and your instructor will speak German exclusively, with only occasional exceptions. **You will not understand every word – do not worry, this is normal and expected.** Listen to your instructor and your fellow students as carefully as you can, and your skills in determining meaning in context will improve over time. The class is designed to foster your skills in all four areas of linguistic competence (speaking, writing, listening and reading comprehension) at the Novice-high level, in addition to cultural awareness. This is an introductory course aimed at teaching the student to communicate in German in everyday situations and to develop an understanding of German cultures through the identification of cultural products and practices, of cultural perspectives, and the ability to function at a survival level in an authentic cultural context. This course will also develop the student's sense of personal and social responsibility through the identification of social issues.

The course follows ACTFL guidelines, integrating the 5 C's: communication, cultures, connections, comparisons and communities, to offer the student a well-rounded classroom experience. Most importantly, we aim to have fun in class and support the learning process

through a positive atmosphere and a wide variety of activities and media! Be aware, however, that 2-3 hours of homework per class session is standard.

If you consistently keep up with assignments, by the end of the semester you will have satisfied the following objectives and developed the following essential skills relating to communication, and personal and social responsibility:

1. Students can communicate and exchange information about familiar topics using phrases and simple sentences, sometimes supported by memorized language.
2. Students can usually handle short social interactions in everyday situations by asking and answering simple questions
3. Students can write short messages and notes on familiar topics related to everyday life.
4. Students can often understand words, phrases, and simple sentences related to everyday life.
5. Students can recognize pieces of information and sometimes understand the main topic of what is being said.
6. Students can understand familiar words, phrases, and sentences within short and simple texts related to everyday life.
7. Students can sometimes understand the main idea of what they have read.
8. Students can identify beliefs, behaviors and cultural artifacts of the German-speaking world.
9. In English, students will engage with social issues confronting the German-speaking world to develop their sense of personal and social responsibility.

ASSESSMENTS: Students will be assessed over the course of the semester in the following areas:

- interpersonal communication
- listening and reading comprehension
- written assignments
- oral interview
- culture
- student self-assessment

All students of German 101 who have not already taken German classes at UNM are required to take the online German placement exam. The results of this exam must be turned in to your instructor during the first week of class. See <http://fill.unm.edu/resources/placement-tests.php> for specific information.



ACCOMMODATION STATEMENT Accessibility Services (Mesa Vista Hall 2021, 277-3506) provides academic support to students who have disabilities. If you think you need alternative accessible formats for undertaking and completing coursework, you should contact this service right away to assure your needs are met in a timely manner. If you need local assistance in contacting Accessibility Services, see the Bachelor and Graduate Programs Office.

TITLE IX- In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see pg 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

CAPS (Center for Academic Program Support) offers free German language tutoring. For more information on scheduling, see: caps.unm.edu/

Appropriate language placement: Language courses are most effective when all students in the class are at a similar level of competency. The department reserves the right to determine placement and to drop any student whose language proficiency level is inappropriate.

Student responsibilities

Homework: exercises from both Connect Plus and elsewhere will be assigned regularly by the instructor and are due on the assigned day. The instructor is not responsible for the student’s technical problems. For questions, contact the McGraw-Hill support team. If your problems prevent you from submitting work in a timely fashion, you will require proof of your dialogue with the McGraw-Hill support team to receive credit for the work, or to be exempted.

At the end of the semester, your lowest two assignment grades will be dropped.

Vocabulary: You will be responsible for the **vocabulary** in *Kontakte*, and for any additional words and phrases your instructor introduces and writes on the board.

Attendance: If you should miss a class, it is your responsibility to find out about any assignments and other relevant information. **Be sure to obtain telephone numbers and/or email addresses from at least two other students in your class** to contact in the event of an absence. Classes meet 3 (M/W/F) times a week. Attendance is absolutely essential and therefore **mandatory**. Class moves quickly, everything you learn in a language class is cumulative, and interactive classroom work is virtually impossible to make up solely through self-study. You are allowed 2 absences after which your attendance grade will be lowered

by 4% every absence. There are no "excused absences". **Four consecutive absences, or a total of more than 6 absences**, will result in an automatic **failing grade** for the course. Since this class is communicative in nature, you will be expected to be an **active part of class** during every session. Please see your instructor if you have questions about your standing in class participation.

CULTURE: You are required to write at least 4 journal entries per semester in English about the cultural subject(s) presented in the chapter or indicated by your instructor. Length of the entries will be determined by your instructor. These will be graded according to the rubric (see below). At least one of these entries will be in the form of an on-line discussion where you will be required to respond to at least 2 classmates' entries. The journal entries are considered as a part of the homework grade but consequences for failing to submit an entry will be considerably higher. Students are allowed 1 late entry, but each subsequent late or omitted journal entry will result in a reduction of 2% on the student's overall grade.

Culture rubric (80% meets objectives)	Excellent 100 – 90%	Good 89 – 80%	Limited 79 – 70%	Poor 69 – 0%
Understanding of cultural piece/text/video etc.	Clear understanding demonstrated.	Understanding is demonstrated for the most part.	Understanding is incomplete, but potential is there.	No understanding demonstrated, or misunderstood
Comparisons (between target culture and native culture) Articulation of differences and/or similarities	In-depth, insightful comparisons made. Multiple angles explored.	Interesting comparisons made, lacking some depth. Multiple angles mentioned.	Comparison(s) is mentioned but not explored. Superficial.	No comparisons
Personal, thoughtful engagement with topic	Original personal investment in the topic that seems well thought-out	Some personal engagement with evidence of reflection.	Personal engagement is either minimal and/or unconvincing	No personal engagement demonstrated
Relevance to topic	Completely and consistently on topic	Mostly on topic	Somewhat on topic	Not on topic
*Evidence of research	Excellent demonstration of researched topic	Demonstration of research is apparent, but lacks rigor	Demonstration of research is poor. Sources are poorly chosen.	No research demonstrated
**Length	Required length achieved	Required length achieved	Required length almost achieved	Unacceptable length

***Peer response	Complete	Missing some of the requirements	Missing most of the requirements	No peer response, or late peer response
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* evidence of research would only be applied in journal entries (in other words, not on the exam questions)

** length must be determined by individual instructors

*** Peer response valid only in on-line threaded discussions where peer responses are required

Essays: Three Essays will be assigned over the course of the semester. They will be assessed according to the following criteria: vocabulary, grammar, communication of ideas. They must be typed (12 font) and double-spaced. Rewrites are optional for the first 2, required for essay 3. Depending on the extent of your revisions, your essay may be graded up to 10% higher than the original. Late essays will not be accepted. In the case of the 3rd essay, if changes/corrections are deemed insufficient by the instructor in the rewrite, or if the rewrite is not turned in, that assignment will receive a "0". Naturally, the student will be expected to create and write these compositions by him/herself, without help from others and without the use of a computer translator or any other form of computer dictionary software. Any suspicion of plagiarism will be reported to the Dean of Students. Please read the guidelines found in your UNM *Pathfinder* regarding academic honesty and plagiarism: <http://pathfinder.unm.edu/campus-policies/student-code-of-conduct.html>

	Vocabulary	Grammar/Usage	Communication of ideas
90-100%	Excellent and appropriate control and choice of vocabulary; variety of words used	Excellent control of grammar, spelling, and punctuation; very few errors	Relevant and appropriate response to task, content communicated well; some creativity; appropriate length
80-89%	Good control and choice of vocabulary; moderate variety of words	Good control of grammar, spelling, and punctuation; some avoidable errors	Generally good content, though topic may not be fully explored or particularly creative; appropriate length
70-79%	Fair control and choice of vocabulary; minimal variety of words used	Fair control of grammar, spelling, and punctuation; many errors	Adequate content, though very repetitious and simplistic; not long enough
63-69%	Poor control and choice of vocabulary; definite lack of variety	Excessive grammar, spelling, and punctuation errors	Inadequate development of ideas and content; poor ability to communicate; brevity compromises message
50-62%	Incomprehensible	Meaning blocked; text dominated by errors	No relevance to task; And/or not enough text to evaluate

Exams: Two exams will be given throughout the semester. They are both a combination of proficiency and achievement, in other words, listening, reading and writing proficiency + grammar. No make-up tests are given.

Quizzes: Your instructor will give quizzes throughout the semester. The lowest two scores will be dropped at the end of the semester.

Oral assignments: To evaluate your progress in listening and speaking, there will be an oral presentation and an oral interview over the course of the semester. The presentation is an opportunity for you to speak to the class about a historically significant German figure (3-5 min. in length). If you are presenting a Powerpoint, you are limited to a maximum of 5 words of text per slide. A more detailed description of this assignment will be made available by the instructor. These presentations are for the benefit of the entire class, and as such should be "presented" and **not read**, in German, **not English**. It will be evaluated according to the following criteria: grammar, ease of expression, pronunciation, vocabulary, creativity, ability to engage class. The **mündliche Prüfung** [oral interview] involves the student and the instructor in informal conversation. You will answer questions and discuss basic ideas in German.

CAPS (Center for Academic Program Support)

Students are required to attend 2 CAPS conversation group sessions over the course of the semester. Be sure to fill out the **instructor notification form** prior to the CAPS sessions so that your instructor will be notified of your attendance. For attendance in sessions beyond the 2 required, the student will receive .5% extra credit for each session. (maximum total of 2%) (failure to attend these sessions will result in a loss of 2% on your overall grade per session)

CAPS also offers free German language tutoring. For more information on scheduling, see: caps.unm.edu/

Instructor notification form: <http://caps.unm.edu/tutoring/inf>

For any instructor that chooses the opt-out option with instructions for any student wishing to be exempted from that process, our Data Manager will gather statistics on each student in the entire class regarding visits. We keep a database of these instructors, so CAPS could add anyone who takes this option. CAPS would be happy to provide further clarification.

If you already know that you will be unable to attend these mandatory CAPS sessions, see your instructor within the first two weeks of the semester in order to arrange for alternative oral assignments.

Student self-assessment: Students will be charting their own progress through the course via "can-do statements". These will be available on the Learn site, due on a weekly basis, and graded as an assignment.

Final exam: This is a combination proficiency exam for reading and writing, as well as a grammar and culture exam. The listening exam will be administered during class time within 2 weeks of the final exam. The oral interview constitutes the oral assessment part of the final exam.

Assessments: Assessments are an opportunity to inform both the student and the teacher of the effectiveness of course learning and teaching. In some cases, assessments will be reflected in the overall student grade. In others, it is simply an opportunity to ensure that course objectives are being met.

GRADES: Grades will be calculated on a percentage basis as follows:

Participation and attendance	10%
homework	25%
Quizzes	5%
Compositions	10%
Exam 1	5%
Exam 2	5%
Oral presentation	10%
Oral interview	10%
Final exam (listening/reading/writing)	10%
Final exam (grammar/culture)	10%

Extra Credit: Two points of extra credit on the final grade are available for students who attend FLL German-sponsored events and activities, or the World Language Expo (some of which may require the submission of a brief report). Students will receive .5% for each event attended, with a maximum of 2% overall.

Withdraw: After the deadline to drop a course without Dean's approval (12th week of the semester for 16 week courses - check registrar.unm.edu for all course deadlines), you must obtain approval from the Dean of your college. Through your advisement center you may petition for Dean's approval. This process is for dropping one or more courses but not all courses for the semester. If you need to drop all of your courses, please meet with the Dean of Students Office (dos.unm.edu).

Criteria: Students may be allowed to drop courses because they have extenuating circumstances that prevent them from completing their course. Extenuating circumstances include but are not limited to:

- Medical condition of student or immediate family member that has made it impossible to continue the course
- Death of an immediate family member that necessitates leaving the University
- A work schedule that is requiring travel, extended work hours, or reassignment

Please contact your instructor or the lower-division coordinator (info at the top of the syllabus) in case of any questions and concerns related to this course. We are here to help!

Deutsch 101

(Homework will be assigned regularly by the instructor)

DATES	KONTAKTE	ESSAYS	QUIZZES	<i>English grammar</i> (numbers in parentheses correspond to line numbers, and are approximate)
18 Januar	Kennenlernen, Kursplan, Einführung A			Einführung A A.1 Polite commands (Sie) 152, 153 (55-65)
20 Januar	German placement exam results due			A.2 heißen 45, 46 (1-56), 47-9, Study Tips pp. 49-50 (205-18)
23 Januar				A.3 Case 28-9, 30 (99-115)
25 Januar				A.4 Grammatical gender: nouns/pronouns, 9-10, 36-7 (1-58), 40-2, 22-3 (1-69)
27 Januar				nominative definite article
30 Januar				A.5 Sie/du/ihr 37-8 (59-109)
1 Februar				
3 Februar			Quiz 1	
6 Februar				
8 Februar	Einführung B			B.1 Definite/indefinite articles 22-4, Study Tips p. 24
10 Februar			Quiz 2	
13 Februar				B.2 & B.3 sein, haben 25-7, 45-6 (1-56), 47-9 (81-99, 107-203),
15 Februar		Essay 1		Study Tips pp. 49- 51, 52 (1-24, 36-40), 54
17 Februar			Quiz 3	
20 Februar				

22 Februar				B.4 Noun plurals 15-6, Study Tips pp. 16-7 B.5 Personal pronouns 34 (1-25), 35 (55-64), 36-9, Study Tips p. 39, 41-2 B.6 kommen 45-9 (1-56, 81-203), Study Tips pp. 49-51 B.7 Possessive adjectives: mein/dein/Ihr 99 (1-3, 8-11), 111-12 (1-69), Study Tips p. 113
24 Februar			Quiz 4	
27 Februar	Kapitel 1	Essay 1 fällig		1.1 Present tense 52-3 (1-24, 35-40), 54
1 März				1.4 Word order in statements 126-7
3 März				1.5 Separable-prefix verbs 11-13 (1-4, 73-99)
4 März	WORLD LANGUAGE EXPO			1.6 Word order in questions 133-5 (1-69)
6 März				
8 März				
10 März	Prüfung 1			
12 - 19 März	SPRING BREAK			
20 März		Essay 2		
22 März				
24 März			Quiz 5	
27 März	Kapitel 2			2.1 Accusative case 28-30 (1-118), 31 (153-8, 162-5), 32 (166-7, 170-3)
29 März				2.2 Negative article kein 130 (1-11), 131 (59-79)
31 März		Essay 2 fällig	Quiz 6	2.4 Possessive adjectives 99 (1-3, 8-11), 111-12 (1-69), Study Tips p. 113
3 April				2.5 Present tense stem-changing verbs 54, 46 (40-65)
5 April				2.6 du-imperative 52-3 (1-16, 30-45)
7 April	Prüfung 2			3.1-3.2 Modal verbs 78, Study Tips pp. 78-9
10 April		Essay 3		3.3 Accusative personal
12 April	Kapitel 3			
14 April			Quiz 7	

17 April				pronouns 28-30 (1-118), 34 (1-30), 59-61 (1-95), 36-9, Study Tips p. 39, 3.4 Word order: dependent clauses 136-7, Study Tips p. 139
19 April				
21 April		Essay 3 fällig	Quiz 8	
24 April				
26 April				
28 April	Abschlussprüfung Hörverständnis			
1 Mai	Mündliche Prüfungen	Korrigierte r Essay 3 fällig		
3 Mai	Wiederholung			
5 Mai	Wiederholung			
8 Mai	Schriftliche Abschlußprüfung 12 :30-2 :30 p.m.			

GERMAN101 Course grammar structures
Einführung A - Kapitel 3

Einführung A - giving instructions, polite commands, names, German case system, Grammatical gender in nouns and pronouns, addressing people, numbers to 100, colors, items of clothing

Einführung B - definite and indefinite articles, **sein** and **haben**, plural nouns, personal pronouns, origins, possessive adjectives, classroom vocabulary, body, family, weather

Kapitel 1 - present tense, expressing likes and dislikes, telling time, word order in statements and questions, separable-prefix verbs, leisure vocabulary, school

Kapitel 2 - accusative case, negative articles, **möchten**, possessive adjectives, present tense of stem-vowel changing verbs, asking people to do things (**du**-imperative), household vocabulary, gifts, clothes, pastimes

Kapitel 3 - modal verbs: **können**, **wollen**, **mögen**, **müssen**, **sollen**, **dürfen**, accusative case with personal pronouns, word order in dependent clauses, separable-prefix verbs in dependent clauses, travel vocabulary, chores

Can-do statements

Student name		NCSSFL-ACTFL)	
✓	statement	date	evidence
Novice high: I can communicate and exchange information about familiar topics using phrases and simple sentences, sometimes supported by memorized language. I can usually handle short social interactions in everyday situations by asking and answering simple questions.			
I can exchange some personal information.			
	I can ask and say a home address and email address		
	I can ask and say someone's nationality		
	I can ask and talk about family members and their characteristics		
	I can ask and talk about friends, classmates, teachers, co-workers...		
I can exchange information using texts, graphs, or pictures			
	I can ask about and identify familiar things in a picture from a story.		
	I can ask about and identify important information about weather using a map.		
	I can ask about and respond to simple questions about dates, times, places, and events on schedules, posters, and tickets.		
	I can respond to simple questions based on graphs or visuals that provide information containing numbers or statistics		
I can ask for and give simple directions.			
	I can ask for directions to a place.		
	I can tell someone how to get from one place to another, such as go straight, turn left, or turn right		
	I can tell someone where something is located, such as next to, across from, in the middle of, etc.		
I can make plans with others.			
	I can accept or reject an invitation to do something or go somewhere.		
	I can invite and make plans with someone to do something or go somewhere.		
	I can exchange information about where to go, such as to the store, the movie theatre, a concert, a restaurant, the lab, or when to meet.		
I can interact with others in everyday situations.			
	I can order a meal		
	I can make a purchase.		

	I can buy a ticket.		
What else can you do?			

PRESENTATIONAL SPEAKING

Novice high: I can present basic information on familiar topics using language I have practiced using phrases and simple sentences.

I can present information about my life using phrases and simple sentences.

	I can describe my family and friends.		
	I can describe my school.		
	I can describe where I work and what I do.		

I can tell about a familiar experience or event using phrases and simple sentences.

	I can tell what I do in class or at work.		
	I can tell about what I do during the weekend.		
	I can tell about what happens after school or work.		

I can present basic information about a familiar person, place, or thing using phrases and simple sentences.

	I can describe a useful website.		
	I can talk about my favorite musical group, actor, or author.		
	I can describe a landmark, vacation location, or a place I visit.		
	I can talk about a famous person from history.		

I can present information about others using phrases and simple sentences.

	I can talk about others' likes and dislikes.		
	I can others' free-time activities.		
	I can give basic biographical information about others.		

I can give basic instructions on how to make or do something using phrases and simple sentences.

	I can tell how to prepare something simple to eat.		
	I can describe a simple routine, like getting lunch in the cafeteria.		
	I can give simple directions to a nearby location or to an online resource.		

I can present basic information about things I have learned using phrases and simple sentences.

	I can describe a simple process like a science experiment.		
	I can present a topic from a lesson based on pictures or photos.		
	I can present information about something I learned in a class or at work.		
	I can present information about something I learned in the community.		

What else can I do?

PRESENTATIONAL WRITING

Novice high: I can write short messages and notes on familiar topics related to everyday life.

I can write information about my daily life in a letter, blog, discussion board, or email message.

	I can introduce myself.		
	I can describe my family and friends.		
	I can describe my school.		
	I can describe where I work and what I do.		

I can write short notes using phrases and simple sentences.

	I can write a short postcard message.		
	I can write a special occasion message such as a birthday or congratulatory note.		
	I can write a short announcement, invitation, or thank-you note.		

I can write about a familiar experience or event using practiced material.

	I can write what I do in class or at work.		
	I can write what happens after school or during the weekend.		
	I can write about a website, a field trip, or an activity that I participated in.		

I can write basic information about things I have learned.

	I can write up a simple process like a science experiment.		
	I can write about a topic from a lesson using pictures or photos.		
	I can write about something I learned online, in a		

	class, at work, or in the community.		
I can ask for information in writing			
	I can request resources like brochures or posted information.		
	I can request an appointment with a classmate, teacher, or colleague.		
	I can request an application for a job, membership in a club, or admission to a school or program.		
What else can you do?			
INTERPRETIVE LISTENING			
Novice high: I can often understand words, phrases, and simple sentences related to everyday life. I can recognize pieces of information and sometimes understand the main topic of what is being said.			
I can sometimes understand simple questions or statements on familiar topics.			
	I can recognize the difference between a question and a statement		
	I can sometimes understand questions about how old I am, where I live, what I do in my free time, etc.		
	I can sometimes understand questions or statements about family.		
	I can sometimes understand questions or statements about my friends, classmates, or workmates.		
I can understand simple information when presented with pictures and graphs.			
	I can understand some facts about the weather when weather symbols are used.		
	I can understand when someone describes physical descriptions from a photo or an art work.		
	I can follow along with simple arithmetic problems when I can see the figures.		
I can sometimes understand the main topic of conversations that I overhear.			
	I can sometimes understand if people are referring to me.		
	I can sometimes understand if people are talking about their homes or asking for directions.		

	I can sometimes understand a simple transaction between a customer and a sales clerk.		
What else can you do?			
INTERPRETIVE READING			
Novice high: I can understand familiar words, phrases, and sentences within short and simple texts related to everyday life. I can sometimes understand the main idea of what I have read.			
I can usually understand short simple messages on familiar topics.			
	I can understand basic familiar information from an ad.		
	I can sometimes identify the purpose of a brochure.		
	I can identify information from a movie brochure or poster.		
	I can understand simple information in a text message from a friend.		
I can sometimes understand short, simple descriptions with the help of pictures or graphs.			
	I can understand simple captions under photos		
	I can understand very basic information from a real estate ad.		
	I can understand website descriptions of clothing items and make an appropriate purchase.		
	I can identify the categories on a graph.		
I can sometimes understand the main idea of published materials.			
	I can distinguish a birthday wish from a note expressing thanks.		
	I can identify destinations and major attractions on a travel brochure.		
	I can locate places on city maps.		
I can understand simple everyday notices in public places on topics that are familiar to me.			
	I can understand a simple public transportation schedule.		
	I can locate notices on where to park.		
	I can understand notices that tell of street or metro closings.		

	I can understand a store's hours of operation.		
	I can read the labels on a recycling bin.		
What else can you do?			

Student name:		Can-do statements (NCSSFL-ACTFL)	
✓	statement	date	evidence
INTERPERSONAL SPEAKING			
Novice low: I can communicate on some very familiar topics using single words and phrases that I have practiced and memorized.			
I can greet my peers			
	I can say hello and goodbye		
I can introduce myself to someone			
	I can tell someone my name		
I can answer a few simple questions.			
	I can respond to yes/no questions.		
	I can answer an either/or question.		
	I can respond to who, what, when, where questions.		
Novice mid: I can communicate on very familiar topics using a variety of words and phrases that I have practiced and memorized.			
I can greet and leave people in a polite way.			
	I can say hello and goodbye to someone my age or younger.		
	I can say hello and goodbye to my teacher, professor or supervisor.		
	I can say hello and goodbye to a person I do not know.		
I can introduce myself and others.			
	I can introduce myself and provide basic personal information.		
	I can introduce someone else.		
	I can respond to an introduction.		

I can answer a variety of simple questions.			
	I can answer questions about what I like and dislike.		
	I can answer questions about what I am doing and what I did.		
	I can answer questions about where I'm going or where I went.		
	I can answer questions about something I have learned.		
I can make some simple statements in a conversation.			
	I can tell someone what I am doing.		
	I can say where I went.		
	I can say whom I am going to see.		
	I can express a positive reaction, such as "Great!"		
I can ask some simple questions.			
	I can ask who, what, when, where questions.		
	I can ask questions about something that I am learning.		
I can communicate basic information about myself and people I know.			
	I can say my name and ask someone's name.		
	I can say or write something about the members of my family and ask about someone's family.		
	I can say or write something about friends and classmates or co-workers.		
I can communicate some basic information about my everyday life.			
	I can give times, dates, and weather information.		
	I can talk about what I eat, learn, and do.		
	I can talk about places I know.		
	I can ask and understand how much something costs.		
	I can tell someone the time and location of a community event.		
What else can you do?			
PRESENTATIONAL SPEAKING			
Novice low: I can present information about myself and some other very familiar topics using single words or memorized phrases.			
I can recite words and phrases that I have learned.			
	I can count from 1-10.		
	I can say the date and the day of the week.		
	I can list the months and seasons.		

I can state the names of familiar people, places, and objects in pictures and posters using words or memorized phrases.			
	I can name famous landmarks and people.		
	I can name countries on a map.		
	I can list items I see every day.		
I can introduce myself to a group.			
	I can state my name, age, and where I live.		
	I can give my phone number, home address, and email address.		
I can recite short memorized phrases, parts of poems, and rhymes.			
	I can sing a short song.		
	I can recite a nursery rhyme.		
	I can recite a simple poem.		
Novice mid: I can present information about myself and some other very familiar topics using a variety of words, phrases, and memorized expressions			
I can present information about myself and others using words and phrases.			
	I can say what I look like.		
	I can say what I am like.		
	I can say what someone looks like.		
	I can say what someone is like		
I can express my likes and dislikes using words, phrases, and memorized expressions.			
	I can say which sports I like and don't like.		
	I can list my favorite free-time activities and those I don't like.		
	I can state my favorite foods and drinks and those I don't like.		
I can present information about familiar items in my immediate environment.			
	I can talk about my house.		
	I can talk about my school or where I work.		
	I can talk about my room or office and what I have in it.		
	I can present basic information about my community, town/city, state, or country.		
I can talk about my daily activities using words, phrases, and memorized expressions.			
	I can list my classes and tell what time they start and end.		
	I can name activities and their times in my daily schedule.		
	I can talk about what I do on the weekends.		
I can present simple information about something I learned using words, phrases, and memorized expressions.			
	I can talk about holiday celebrations based on pictures		

	or photos.		
	I can name the main cities on a map.		
	I can talk about animals, colors, foods, historical figures, or sports based on pictures or photos.		
What else can I do?			

PRESENTATIONAL WRITING

Novice low: I can copy some familiar words, characters, or phrases.

I can copy some characters or letters and words that I see on the wall or board, in a book, or on the computer.

	I can copy the letters of the alphabet.		
	I can copy the characters that I am learning.		
	I can copy a simple phrase like "Happy Birthday," "Happy Holidays," etc.		

I can write words and phrases that I have learned.

	I can write my name, home address, and my email address.		
	I can write numbers such as my phone number.		
	I can write the date and the day of the week.		
	I can write the months and seasons.		

I can label familiar people, places, and objects in pictures and posters.

	I can label famous landmarks and people.		
	I can write the names of countries on a map.		
	I can list items I see every day.		
	I can label items in a room.		

Novice mid: I can write lists and memorized phrases on familiar topics.

I can fill out a simple form with some basic personal information.

	I can fill out a form with my name, address, phone number, birth date, and nationality.		
	I can complete a simple online form.		
	I can fill out a simple schedule.		

I can write about myself using learned phrases and memorized expressions.

	I can list my likes and dislikes such as favorite subjects, sports, or free-time activities.		
	I can list my family members, their ages, their relationships to me, and what they like to do.		
	I can list my classes and tell what time they start and		

	end.		
	I can write simple statements about where I live.		
I can list my daily activities and write lists that help me in my day-to-day life.			
	I can label activities and their times in my daily schedule.		
	I can write about what I do on the weekends.		
	I can write a to-do list.		
	I can write a shopping list.		
I can write notes about something I have learned using lists, phrases, and memorized expressions.			
	I can list the main cities of a specific country.		
	I can write the phrases and memorized expressions connected with holiday wishes and celebrations in a specific country.		
	I can create a list of topics or categories using vocabulary I have learned.		
	I can write something I hear or have heard such as simple information in a phone message or a classroom activity.		
What else can you do?			
INTERPRETIVE LISTENING			
Novice low: I can recognize a few memorized words and phrases when I hear them spoken.			
I can occasionally identify the sound of a character or a word.			
	I can recognize the sound of a few letters when they are spoken or spelled out.		
I can occasionally understand isolated words that I have memorized, particularly when accompanied by gestures or pictures.			
	I can understand greetings.		
	I can recognize some color words.		
	I can understand some numbers.		
	I can understand some food items.		
Novice mid: I can recognize some familiar words and phrases when I hear them spoken.			
I can understand a few courtesy phrases.			
	I can understand when people express thanks.		
	I can understand when people introduce themselves.		
	I can understand when someone asks for a name.		
I can recognize and sometimes understand basic information in words and phrases			

that I have memorized.			
	I can understand days of the week and the hour.		
	I can recognize when I hear a date.		
	I can recognize some common weather expressions.		
I can recognize and sometimes understand words and phrases that I have learned for specific purposes.			
	I can recognize the names of the planets in a science class.		
	I can recognize the names of some parts of the body in a health or fitness class.		
What else can you do?			
INTERPRETIVE READING			
Novice low: I can recognize a few letters or characters. I can identify a few memorized words and phrases when I read.			
I can recognize a few letters or characters.			
	I can alphabetize a few names or words.		
	I can match a character in a headline to a supporting visual.		
I can connect some words, phrases, or characters to their meanings.			
	I can recognize some cities on a map.		
	I can identify some menu items.		
Novice mid: I can recognize some letters or characters. I can understand some learned or memorized words and phrases when I read.			
I can recognize words, phrases, and characters with the help of visuals.			
	I can recognize entrance and exit signs.		
	I can identify family member words on a family tree.		
	I can identify healthy nutritional categories.		
	I can identify the simple labels on a science-related graph.		
I can recognize words, phrases, and characters when I associate them with things I already know.			
	I can check off words or phrases on a to-do list, grocery list, or scavenger hunt list.		
	I can identify labeled aisles in a supermarket.		
	I can choose a restaurant from an online list of local eateries.		
	I can identify scores from sports teams because I		

	recognize team names and logos.		
	I can identify artists, titles, and music genres from iTunes.		
	I can identify the names of classes and instructors in a school schedule.		
What else can you do?			

NCSSFL Interculturality can-do statements			
NOVICE			
Investigation of Products and Practices			
I can identify some products and practices of cultures.			
	I can identify some common products related to home and community life of other cultures and my own		
	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>I can identify some geographical features of other countries</i> <i>I can identify familiar landmarks</i> <i>I can recognize some traditional and popular songs</i> <i>I can recognize some similarities and differences between the designs of houses, buildings, or towns.</i> <i>I can identify specific locations to have a meal, purchase a ticket, or buy something that I need.</i> <i>I can recognize some similarities and differences between my daily schedule and that of a peer in another culture</i> 		
	I can identify some common practices related to home and community life of other cultures and my own.		
	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>I can identify some common habits of eating of other cultures</i> <i>I can identify some habits of dress in other cultures.</i> <i>I can express the time and date as locals do.</i> <i>I can sometimes use the appropriate holiday greeting.</i> 		

Understanding of cultural perspectives

I can identify some basic cultural beliefs and values

	I can identify some beliefs and values related to age, gender, social class and ethnicity.		
	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>I can sometimes tell the way people address each other differently based on age and social standing.</i> <i>I can sometimes recognize that appropriate dress is determined by cultural traditions</i> <i>I can recognize that gender and age can determine one's role in a family, school, and the workplace</i> 		
	I can identify some characteristics of national identity.		
	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>I can identify some elements of geography that define a nation.</i> <i>I can identify symbols that represent a nation</i> <i>I can identify the importance of some historical events through their celebration of national holidays and monuments</i> <i>I can identify major religions of a nation</i> 		
	I can identify ways in which cultures are globalized		
	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>I can identify some similar leisure activities across cultures</i> <i>I can identify some similar forms of dress across cultures</i> <i>I can identify common fast food restaurants across cultures</i> <i>I can identify examples of common technology use across cultures</i> 		

Participation in Cultural Interaction

I can function at a survival level in an authentic cultural context.

	I can imitate some simple patterns of behavior in familiar settings across cultures		
	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>I can imitate appropriate greetings</i> <i>I can recognize and imitate table manners</i> <i>I can sometimes identify what is culturally appropriate to say when gift-giving in situations,</i> 		

	<p><i>such as a birthday party, New Year's, a wedding, etc.</i></p> <ul style="list-style-type: none"> <i>I can recognize and imitate culturally appropriate behavior in a restaurant or other public place</i> 		
	I can use memorized language and very basic cultural knowledge to interact with others.		
	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>I can sometimes ask and answer questions or make simple comments in a familiar cultural context such as a family event or a social event with peers</i> <i>I can understand and mention a general cultural reference, such as a song or movie title, author or composer, in a conversation</i> <i>I can play a simple board or card game with friends</i> 		
	I can use memorized language, and very basic knowledge of the culture to accomplish simple, routine tasks.		
	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>I can use a city map, GPS, or signs to help me find my way</i> <i>I can recognize and imitate how people count and use money in order to make a purchase</i> <i>I can follow a team's win-loss record from a Web site</i> 		

ACTFL oral proficiency guidelines: **Speaking**

for sample audio clips, go to: <http://actflproficiencyguidelines2012.org/speaking>

<p style="text-align: center;">NOVICE general description</p>	<p>The Novice level is characterized by the ability to communicate minimally with learned material. Novice-level speakers can communicate short messages on highly predictable, everyday topics that affect them directly. They do so primarily through the use of isolated words and phrases that have been encountered, memorized, and recalled. Novice-level speakers may be difficult to understand even by the most sympathetic interlocutors accustomed to non-native speech.</p>
<p style="text-align: center;">Novice-low</p>	<p>Speakers at the Novice Low sublevel have no real functional ability and, because of their pronunciation, may be unintelligible. Given adequate time and familiar cues, they may be able to exchange greetings, give their identity, and name a number of familiar objects from their immediate environment. They are unable to perform functions or handle topics pertaining to the Intermediate level, and cannot therefore participate in a true conversational exchange.</p>
<p style="text-align: center;">Novice-mid</p>	<p>Speakers at the Novice Mid sublevel communicate minimally by using a number of isolated words and memorized phrases limited by the particular context in which the language has been learned. When responding to direct questions, they may say only two or three words at a time or give an occasional stock answer. They pause frequently as they search for simple vocabulary or attempt to recycle their own and their interlocutor's words. Novice Mid speakers may be understood with difficulty even by sympathetic interlocutors accustomed to dealing with non-natives. When called on to handle topics and perform functions associated with the Intermediate level, they frequently resort to repetition, words from their native language, or silence.</p>
<p style="text-align: center;">Novice-hi</p>	<p>Speakers at the Novice High sublevel are able to handle a variety of tasks pertaining to the Intermediate level, but are unable to sustain performance at that level. They are able to manage successfully a number of uncomplicated communicative tasks in straightforward social situations. Conversation is restricted to a few of the predictable topics necessary for survival in the target language culture, such as basic personal information, basic objects, and a limited number of activities, preferences, and immediate needs. Novice High speakers respond to simple, direct questions or requests for information. They are also able to ask a few formulaic questions.</p> <p>Novice High speakers are able to express personal meaning by relying</p>

	<p>heavily on learned phrases or recombinations of these and what they hear from their interlocutor. Their language consists primarily of short and some times incomplete sentences in the present, and may be hesitant or inaccurate. On the other hand, since their language often consists of expansions of learned material and stock phrases, they may sometimes sound surprisingly fluent and accurate. Pronunciation, vocabulary, and syntax may be strongly influenced by the first language. Frequent misunderstandings may arise but, with repetition or rephrasing, Novice High speakers can generally be understood by sympathetic interlocutors used to non-natives. When called on to handle a variety of topics and perform functions pertaining to the Intermediate level, a Novice High speaker can sometimes respond in intelligible sentences, but will not be able to sustain sentence-level discourse.</p>
<p>INTERMEDIATE general description</p>	<p>The Intermediate level is characterized by the speaker's ability to:</p> <ul style="list-style-type: none"> ▪ create with the language by combining and recombining learned elements, though primarily in a reactive mode ▪ initiate, minimally sustain, and close in a simple way basic communicative tasks ▪ ask and answer questions. <p>Speakers at the Intermediate level are distinguished primarily by their ability to create with the language when talking about familiar topics related to their daily life. They are able to recombine learned material in order to express personal meaning. Intermediate-level speakers can ask simple questions and can handle a straightforward survival situation. They produce sentence-level language, ranging from discrete sentences to strings of sentences, typically in present time. Intermediate-level speakers are understood by interlocutors who are accustomed to dealing with non-native learners of the language.</p>
<p>Intermediate-low</p>	<p>Speakers at the Intermediate Low sublevel are able to handle successfully a limited number of uncomplicated communicative tasks by creating with the language in straightforward social situations. Conversation is restricted to some of the concrete exchanges and predictable topics necessary for survival in the target-language culture. These topics relate to basic personal information; for example, self and family, some daily activities and personal preferences, and some immediate needs, such as ordering food and making simple purchases. At the Intermediate Low sublevel, speakers are primarily reactive and struggle to answer direct questions or requests for information. They are also able to ask a few appropriate questions. Intermediate Low speakers manage to sustain the functions of the Intermediate level, although just barely.</p> <p>Intermediate Low speakers express personal meaning by combining and recombining what they know and what they hear from their interlocutors into short statements and discrete sentences. Their responses are often filled with hesitancy and inaccuracies as they search for appropriate linguistic forms and vocabulary while attempting to give form to the message. Their speech is characterized</p>

	<p>by frequent pauses, ineffective reformulations and self-corrections. Their pronunciation, vocabulary and syntax are strongly influenced by their first language. In spite of frequent misunderstandings that may require repetition or rephrasing, Intermediate Low speakers can generally be understood by sympathetic interlocutors, particularly by those accustomed to dealing with non-natives.</p>
<p>Intermediate-mid</p>	<p>Speakers at the Intermediate Mid sublevel are able to handle successfully a variety of uncomplicated communicative tasks in straightforward social situations. Conversation is generally limited to those predictable and concrete exchanges necessary for survival in the target culture. These include personal information related to self, family, home, daily activities, interests and personal preferences, as well as physical and social needs, such as food, shopping, travel, and lodging.</p> <p>Intermediate Mid speakers tend to function reactively, for example, by responding to direct questions or requests for information. However, they are capable of asking a variety of questions when necessary to obtain simple information to satisfy basic needs, such as directions, prices, and services. When called on to perform functions or handle topics at the Advanced level, they provide some information but have difficulty linking ideas, manipulating time and aspect, and using communicative strategies, such as circumlocution.</p> <p>Intermediate Mid speakers are able to express personal meaning by creating with the language, in part by combining and recombining known elements and conversational input to produce responses typically consisting of sentences and strings of sentences. Their speech may contain pauses, reformulations, and self-corrections as they search for adequate vocabulary and appropriate language forms to express themselves. In spite of the limitations in their vocabulary and/or pronunciation and/or grammar and/or syntax, Intermediate Mid speakers are generally understood by sympathetic interlocutors accustomed to dealing with non-natives.</p> <p>Overall, Intermediate Mid speakers are at ease when performing Intermediate-level tasks and do so with significant quantity and quality of Intermediate-level language.</p>
<p>Intermediate-hi</p>	<p>Intermediate High speakers are able to converse with ease and confidence when dealing with the routine tasks and social situations of the Intermediate level. They are able to handle successfully uncomplicated tasks and social situations requiring an exchange of basic information related to their work, school, recreation, particular interests, and areas of competence.</p> <p>Intermediate High speakers can handle a substantial number of tasks associated with the Advanced level, but they are unable to sustain performance of all of these tasks all of the time. Intermediate High speakers can narrate and describe in all major time frames using connected discourse of paragraph length, but not all the time.</p>

	<p>Typically, when Intermediate High speakers attempt to perform Advanced-level tasks, their speech exhibits one or more features of breakdown, such as the failure to carry out fully the narration or description in the appropriate major time frame, an inability to maintain paragraph-length discourse, or a reduction in breadth and appropriateness of vocabulary.</p> <p>Intermediate High speakers can generally be understood by native speakers unaccustomed to dealing with non-natives, although interference from another language may be evident (e.g., use of code-switching, false cognates, literal translations), and a pattern of gaps in communication may occur.</p>
<p>ADVANCED general description</p>	<p>Speakers at the Advanced level engage in conversation in a clearly participatory manner in order to communicate information on autobiographical topics, as well as topics of community, national, or international interest. The topics are handled concretely by means of narration and description in the major time frames of past, present, and future. These speakers can also deal with a social situation with an unexpected complication. The language of Advanced-level speakers is abundant, the oral paragraph being the measure of Advanced-level length and discourse. Advanced-level speakers have sufficient control of basic structures and generic vocabulary to be understood by native speakers of the language, including those unaccustomed to non-native speech.</p> <p>The Advanced level is characterized by the speaker's ability to:</p> <ul style="list-style-type: none"> ▪ converse in a clearly participatory fashion ▪ initiate, sustain, and bring to closure a wide variety of communicative tasks, including those that require an increased ability to convey meaning with diverse language strategies due to a complication or an unforeseen turn of events ▪ satisfy the requirements of school and work situations ▪ narrate and describe with paragraph-length connected discourse.
<p>Advanced-Low</p>	<p>Speakers at the Advanced Low sublevel are able to handle a variety of communicative tasks. They are able to participate in most informal and some formal conversations on topics related to school, home, and leisure activities. They can also speak about some topics related to employment, current events, and matters of public and community interest.</p> <p>Advanced Low speakers demonstrate the ability to narrate and describe in the major time frames of past, present, and future in paragraph-length discourse with some control of aspect. In these narrations and descriptions, Advanced Low speakers combine and link sentences into connected discourse of paragraph length, although these narrations and descriptions tend to be handled separately rather than interwoven. They can handle appropriately the essential linguistic challenges presented by a complication or an unexpected</p>

	<p>turn of events.</p> <p>Responses produced by Advanced Low speakers are typically not longer than a single paragraph. The speaker's dominant language may be evident in the use of false cognates, literal translations, or the oral paragraph structure of that language. At times their discourse may be minimal for the level, marked by an irregular flow, and containing noticeable self-correction. More generally, the performance of Advanced Low speakers tends to be uneven.</p> <p>Advanced Low speech is typically marked by a certain grammatical roughness (e.g., inconsistent control of verb endings), but the overall performance of the Advanced-level tasks is sustained, albeit minimally. The vocabulary of Advanced Low speakers often lacks specificity. Nevertheless, Advanced Low speakers are able to use communicative strategies such as rephrasing and circumlocution.</p> <p>Advanced Low speakers contribute to the conversation with sufficient accuracy, clarity, and precision to convey their intended message without misrepresentation or confusion. Their speech can be understood by native speakers unaccustomed to dealing with non-natives, even though this may require some repetition or restatement. When attempting to perform functions or handle topics associated with the Superior level, the linguistic quality and quantity of their speech will deteriorate significantly.</p>
<p>Advanced-mid</p>	<p>Speakers at the Advanced Mid sublevel are able to handle with ease and confidence a large number of communicative tasks. They participate actively in most informal and some formal exchanges on a variety of concrete topics relating to work, school, home, and leisure activities, as well as topics relating to events of current, public, and personal interest or individual relevance.</p> <p>Advanced Mid speakers demonstrate the ability to narrate and describe in the major time frames of past, present, and future by providing a full account, with good control of aspect. Narration and description tend to be combined and interwoven to relate relevant and supporting facts in connected, paragraph-length discourse.</p> <p>Advanced Mid speakers can handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine situation or communicative task with which they are otherwise familiar. Communicative strategies such as circumlocution or rephrasing are often employed for this purpose. The speech of Advanced Mid speakers performing Advanced-level tasks is marked by substantial flow. Their vocabulary is fairly extensive although primarily generic in nature, except in the case of a particular area of specialization or interest. Their discourse may still reflect the oral paragraph structure of their own language rather than that of the target language.</p>

	<p>Advanced Mid speakers contribute to conversations on a variety of familiar topics, dealt with concretely, with much accuracy, clarity and precision, and they convey their intended message without misrepresentation or confusion. They are readily understood by native speakers unaccustomed to dealing with non-natives. When called on to perform functions or handle topics associated with the Superior level, the quality and/or quantity of their speech will generally decline.</p>
Advanced high	<p>Speakers at the Advanced High sublevel perform all Advanced-level tasks with linguistic ease, confidence, and competence. They are consistently able to explain in detail and narrate fully and accurately in all time frames. In addition, Advanced High speakers handle the tasks pertaining to the Superior level but cannot sustain performance at that level across a variety of topics. They may provide a structured argument to support their opinions, and they may construct hypotheses, but patterns of error appear. They can discuss some topics abstractly, especially those relating to their particular interests and special fields of expertise, but in general, they are more comfortable discussing a variety of topics concretely.</p> <p>Advanced High speakers may demonstrate a well-developed ability to compensate for an imperfect grasp of some forms or for limitations in vocabulary by the confident use of communicative strategies, such as paraphrasing, circumlocution, and illustration. They use precise vocabulary and intonation to express meaning and often show great fluency and ease of speech. However, when called on to perform the complex tasks associated with the Superior level over a variety of topics, their language will at times break down or prove inadequate, or they may avoid the task altogether, for example, by resorting to simplification through the use of description or narration in place of argument or hypothesis.</p>
SUPERIOR general description	<p>The Superior level is characterized by the speaker's ability to:</p> <ul style="list-style-type: none"> ▪ participate effectively in most formal and informal conversations on practical, social, professional, and abstract topics ▪ support opinions and hypothesize using native-like discourse strategies.
Superior	<p>Speakers at the Superior level are able to communicate with accuracy and fluency in order to participate fully and effectively in conversations on a variety of topics in formal and informal settings from both concrete and abstract perspectives. They discuss their interests and special fields of competence, explain complex matters in detail, and provide lengthy and coherent narrations, all with ease, fluency, and accuracy. They present their opinions on a number of issues of interest to them, such as social and political issues, and provide structured arguments to support these opinions. They are able to construct and develop hypotheses to explore alternative possibilities.</p> <p>When appropriate, these speakers use extended discourse without unnaturally lengthy hesitation to make their point, even when engaged in abstract elaborations. Such discourse, while coherent, may</p>

	<p>still be influenced by language patterns other than those of the target language. Superior-level speakers employ a variety of interactive and discourse strategies, such as turn-taking and separating main ideas from supporting information through the use of syntactic, lexical, and phonetic devices.</p> <p>Speakers at the Superior level demonstrate no pattern of error in the use of basic structures, although they may make sporadic errors, particularly in low-frequency structures and in complex high-frequency structures. Such errors, if they do occur, do not distract the native interlocutor or interfere with communication.</p>
DISTINGUISHED	<p>Speakers at the Distinguished level are able to use language skillfully, and with accuracy, efficiency, and effectiveness. They are educated and articulate users of the language. They can reflect on a wide range of global issues and highly abstract concepts in a culturally appropriate manner. Distinguished-level speakers can use persuasive and hypothetical discourse for representational purposes, allowing them to advocate a point of view that is not necessarily their own. They can tailor language to a variety of audiences by adapting their speech and register in ways that are culturally authentic.</p> <p>Speakers at the Distinguished level produce highly sophisticated and tightly organized extended discourse. At the same time, they can speak succinctly, often using cultural and historical references to allow them to say less and mean more. At this level, oral discourse typically resembles written discourse.</p> <p>A non-native accent, a lack of a native-like economy of expression, a limited control of deeply embedded cultural references, and/or an occasional isolated language error may still be present at this level.</p>

ACTFL proficiency guidelines: Writing for writing samples, go to: http://actflproficiencyguidelines2012.org/writing	
NOVICE general description	<p>Writers at the Novice level are characterized by the ability to produce lists and notes, primarily by writing words and phrases. They can provide limited formulaic information on simple forms and documents. These writers can reproduce practiced material to convey the most simple messages. In addition, they can transcribe familiar words or phrases, copy letters of the alphabet or syllables of a syllabary, or reproduce basic characters with some accuracy.</p>
Novice-low	<p>Writers at the Novice Low sublevel are able to copy or transcribe familiar words or phrases, form letters in an alphabetic system, and copy and produce isolated, basic strokes in languages that use syllabaries or characters. Given adequate time and familiar cues, they can reproduce from memory a very limited number of isolated words or familiar phrases, but errors are to be expected.</p>

Novice-mid	Writers at the Novice Mid sublevel can reproduce from memory a modest number of words and phrases in context. They can supply limited information on simple forms and documents, and other basic biographical information, such as names, numbers, and nationality. Novice Mid writers exhibit a high degree of accuracy when writing on well-practiced, familiar topics using limited formulaic language. With less familiar topics, there is a marked decrease in accuracy. Errors in spelling or in the representation of symbols may be frequent. There is little evidence of functional writing skills. At this level, the writing may be difficult to understand even by those accustomed to non-native writers.
Novice-hi	Writers at the Novice High sublevel are able to meet limited basic practical writing needs using lists, short messages, postcards, and simple notes. They are able to express themselves within the context in which the language was learned, relying mainly on practiced material. Their writing is focused on common elements of daily life. Novice High writers are able to recombine learned vocabulary and structures to create simple sentences on very familiar topics, but are not able to sustain sentence-level writing all the time. Due to inadequate vocabulary and/or grammar, writing at this level may only partially communicate the intentions of the writer. Novice High writing is often comprehensible to natives used to the writing of non-natives, but gaps in comprehension may occur.
INTERMEDIATE general description	Writers at the Intermediate level are characterized by the ability to meet practical writing needs, such as simple messages and letters, requests for information, and notes. In addition, they can ask and respond to simple questions in writing. These writers can create with the language and communicate simple facts and ideas in a series of loosely connected sentences on topics of personal interest and social needs. They write primarily in present time. At this level, writers use basic vocabulary and structures to express meaning that is comprehensible to those accustomed to the writing of non-natives.
Intermediate-low	Writers at the Intermediate Low sublevel are able to meet some limited practical writing needs. They can create statements and formulate questions based on familiar material. Most sentences are recombinations of learned vocabulary and structures. These are short and simple conversational-style sentences with basic word order. They are written almost exclusively in present time. Writing tends to consist of a few simple sentences, often with repetitive structure. Topics are tied to highly predictable content areas and personal information. Vocabulary is adequate to express elementary needs. There may be basic errors in grammar, word choice, punctuation, spelling, and in the formation and use of non-alphabetic symbols. Their writing is understood by natives used to the writing of non-natives, although additional effort may be required. When Intermediate Low writers attempt to perform writing tasks at the Advanced level, their writing will deteriorate significantly and their message may be left incomplete.

Intermediate-mid	Writers at the Intermediate Mid sublevel are able to meet a number of practical writing needs. They can write short, simple communications, compositions, and requests for information in loosely connected texts about personal preferences, daily routines, common events, and other personal topics. Their writing is framed in present time but may contain references to other time frames. The writing style closely resembles oral discourse. Writers at the Intermediate Mid sublevel show evidence of control of basic sentence structure and verb forms. This writing is best defined as a collection of discrete sentences and/or questions loosely strung together. There is little evidence of deliberate organization. Intermediate Mid writers can be understood readily by natives used to the writing of non-natives. When Intermediate Mid writers attempt Advanced-level writing tasks, the quality and/or quantity of their writing declines and the message may be unclear.
Intermediate-hi	Writers at the Intermediate High sublevel are able to meet all practical writing needs of the Intermediate level. Additionally, they can write compositions and simple summaries related to work and/or school experiences. They can narrate and describe in different time frames when writing about everyday events and situations. These narrations and descriptions are often, but not always, of paragraph length, and they typically contain some evidence of breakdown in one or more features of the Advanced level. For example, these writers may be inconsistent in the use of appropriate major time markers, resulting in a loss of clarity. The vocabulary, grammar and style of Intermediate High writers essentially correspond to those of the spoken language. Intermediate High writing, even with numerous and perhaps significant errors, is generally comprehensible to natives not used to the writing of non-natives, but there are likely to be gaps in comprehension.
ADVANCED general description	Writers at the Advanced level are characterized by the ability to write routine informal and some formal correspondence, as well as narratives, descriptions, and summaries of a factual nature. They can narrate and describe in the major time frames of past, present, and future, using paraphrasing and elaboration to provide clarity. Advanced-level writers produce connected discourse of paragraph length and structure. At this level, writers show good control of the most frequently used structures and generic vocabulary, allowing them to be understood by those unaccustomed to the writing of non-natives.
Advanced-low	Writers at the Advanced Low sublevel are able to meet basic work and/or academic writing needs. They demonstrate the ability to narrate and describe in major time frames with some control of aspect. They are able to compose simple summaries on familiar topics. Advanced Low writers are able to combine and link sentences into texts of paragraph length and structure. Their writing, while adequate to satisfy the criteria of the Advanced level, may not be substantive. Writers at the Advanced Low sublevel demonstrate the ability to

	<p>incorporate a limited number of cohesive devices, and may resort to some redundancy and awkward repetition. They rely on patterns of oral discourse and the writing style of their first language. These writers demonstrate minimal control of common structures and vocabulary associated with the Advanced level. Their writing is understood by natives not accustomed to the writing of non-natives, although some additional effort may be required in the reading of the text. When attempting to perform functions at the Superior level, their writing will deteriorate significantly.</p>
Advanced-mid	<p>Writers at the Advanced Mid sublevel are able to meet a range of work and/or academic writing needs. They demonstrate the ability to narrate and describe with detail in all major time frames with good control of aspect. They are able to write straightforward summaries on topics of general interest. Their writing exhibits a variety of cohesive devices in texts up to several paragraphs in length. There is good control of the most frequently used target-language syntactic structures and a range of general vocabulary. Most often, thoughts are expressed clearly and supported by some elaboration. This writing incorporates organizational features both of the target language and the writer's first language and may at times resemble oral discourse. Writing at the Advanced Mid sublevel is understood readily by natives not used to the writing of non-natives. When called on to perform functions or to treat issues at the Superior level, Advanced-Mid writers will manifest a decline in the quality and/or quantity of their writing.</p>
Advanced-hi	<p>Writers at the Advanced High sublevel are able to write about a variety of topics with significant precision and detail. They can handle informal and formal correspondence according to appropriate conventions. They can write summaries and reports of a factual nature. They can also write extensively about topics relating to particular interests and special areas of competence, although their writing tends to emphasize the concrete aspects of such topics. Advanced High writers can narrate and describe in the major time frames, with solid control of aspect. In addition, they are able to demonstrate the ability to handle writing tasks associated with the Superior level, such as developing arguments and constructing hypotheses, but are not able to do this all of the time; they cannot produce Superior-level writing consistently across a variety of topics treated abstractly or generally. They have good control of a range of grammatical structures and a fairly wide general vocabulary. When writing at the Advanced level, they often show remarkable ease of expression, but under the demands of Superior-level writing tasks, patterns of error appear. The linguistic limitations of Advanced High writing may occasionally distract the native reader from the message.</p>
Superior	<p>Writers at the Superior level are able to produce most kinds of formal and informal correspondence, in-depth summaries, reports, and research papers on a variety of social, academic, and professional</p>

	<p>topics. Their treatment of these issues moves beyond the concrete to the abstract.</p> <p>Writers at the Superior level demonstrate the ability to explain complex matters, and to present and support opinions by developing cogent arguments and hypotheses. Their treatment of the topic is enhanced by the effective use of structure, lexicon, and writing protocols. They organize and prioritize ideas to convey to the reader what is significant. The relationship among ideas is consistently clear, due to organizational and developmental principles (e.g., cause and effect, comparison, chronology). These writers are capable of extended treatment of a topic which typically requires at least a series of paragraphs, but can extend to a number of pages.</p> <p>Writers at the Superior level demonstrate a high degree of control of grammar and syntax, of both general and specialized/professional vocabulary, of spelling or symbol production, of cohesive devices, and of punctuation. Their vocabulary is precise and varied. Writers at this level direct their writing to their audiences; their writing fluency eases the reader's task.</p> <p>Writers at the Superior level do not typically control target-language cultural, organizational, or stylistic patterns. At the Superior level, writers demonstrate no pattern of error; however, occasional errors may occur, particularly in low-frequency structures. When present, these errors do not interfere with comprehension, and they rarely distract the native reader.</p>
Distinguished	<p>Writers at the Distinguished level can carry out formal writing tasks such as official correspondence, position papers, and journal articles. They can write analytically on professional, academic, and societal issues. In addition, Distinguished-level writers are able to address world issues in a highly conceptualized fashion.</p> <p>These writers can use persuasive and hypothetical discourse as representational techniques, allowing them to advocate a position that is not necessarily their own. They are also able to communicate subtlety and nuance. Distinguished-level writing is sophisticated and is directed to sophisticated readers. Writers at this level write to their audience; they tailor their language to their readers.</p> <p>Distinguished-level writing is dense and complex; yet, it is characterized by an economy of expression. The writing is skillfully crafted and is organized in a way that reflects target-culture thought patterns. At the Distinguished level, length is not a determining factor. Distinguished-level texts can be as short as a poem or as long as a treatise.</p>

	Writers at the Distinguished level demonstrate control of complex lexical, grammatical, syntactic, and stylistic features of the language. Discourse structure and punctuation are used strategically, not only to organize meaning but also to enhance it. Conventions are generally appropriate to the text modality and the target culture.
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ACTFL proficiency guidelines: Listening	
for listening samples, go to: http://actflproficiencyguidelines2012.org/listening	
Novice general description	<p>At the Novice level, listeners can understand key words, true aural cognates, and formulaic expressions that are highly contextualized and highly predictable, such as those found in introductions and basic courtesies.</p> <p>Novice-level listeners understand words and phrases from simple questions, statements, and high-frequency commands. They typically require repetition, rephrasing and/or a slowed rate of speech for comprehension. They rely heavily on extralinguistic support to derive meaning.</p> <p>Novice-level listeners are most accurate when they are able to recognize speech that they can anticipate. In this way, these listeners tend to recognize rather than truly comprehend. Their listening is largely dependent on factors other than the message itself.</p>
Novice-low	At the Novice Low sublevel, listeners are able occasionally to recognize isolated words or very high-frequency phrases when those are strongly supported by context. These listeners show virtually no comprehension of any kind of spoken message, not even within the most basic personal and social contexts.
Novice-mid	At the Novice Mid sublevel, listeners can recognize and begin to understand a number of high-frequency, highly contextualized words and phrases including aural cognates and borrowed words. Typically, they understand little more than one phrase at a time, and repetition may be required.
Novice-hi	At the Novice High sublevel, listeners are often but not always able to understand information from sentence-length speech, one utterance at a time, in basic personal and social contexts where there is contextual or extralinguistic support, though comprehension may often be very uneven. They are able to understand speech dealing with areas of practical need such as highly standardized messages, phrases, or instructions, if the vocabulary has been learned.
Intermediate general description	At the Intermediate level, listeners can understand information conveyed in simple, sentence-length speech on familiar or everyday topics. They are generally able to comprehend one utterance at a time while engaged in face-to-face conversations or in routine listening tasks such as understanding highly contextualized messages,

	<p>straightforward announcements, or simple instructions and directions. Listeners rely heavily on redundancy, restatement, paraphrasing, and contextual clues.</p> <p>Intermediate-level listeners understand speech that conveys basic information. This speech is simple, minimally connected, and contains high-frequency vocabulary.</p> <p>Intermediate-level listeners are most accurate in their comprehension when getting meaning from simple, straightforward speech. They are able to comprehend messages found in highly familiar everyday contexts. Intermediate listeners require a controlled listening environment where they hear what they may expect to hear.</p>
Intermediate-low	At the Intermediate Low sublevel, listeners are able to understand some information from sentence-length speech, one utterance at a time, in basic personal and social contexts, though comprehension is often uneven. At the Intermediate Low sublevel, listeners show little or no comprehension of oral texts typically understood by Advanced-level listeners.
Intermediate-mid	At the Intermediate Mid sublevel, listeners are able to understand simple, sentence-length speech, one utterance at a time, in a variety of basic personal and social contexts. Comprehension is most often accurate with highly familiar and predictable topics although a few misunderstandings may occur. Intermediate Mid listeners may get some meaning from oral texts typically understood by Advanced-level listeners.
Intermediate-hi	At the Intermediate High sublevel, listeners are able to understand, with ease and confidence, simple sentence-length speech in basic personal and social contexts. They can derive substantial meaning from some connected texts typically understood by Advanced-level listeners although there often will be gaps in understanding due to a limited knowledge of the vocabulary and structures of the spoken language.
Advanced general description	<p>At the Advanced level, listeners can understand the main ideas and most supporting details in connected discourse on a variety of general interest topics, such as news stories, explanations, instructions, anecdotes, or travelogue descriptions. Listeners are able to compensate for limitations in their lexical and structural control of the language by using real-world knowledge and contextual clues. Listeners may also derive some meaning from oral texts at higher levels if they possess significant familiarity with the topic or context.</p> <p>Advanced-level listeners understand speech that is authentic and connected. This speech is lexically and structurally uncomplicated. The discourse is straightforward and is generally organized in a clear and predictable way.</p> <p>Advanced-level listeners demonstrate the ability to comprehend language on a range of topics of general interest. They have sufficient knowledge of language structure to understand basic time-frame</p>

	<p>references. Nevertheless, their understanding is most often limited to concrete, conventional discourse.</p>
Advanced low	<p>At the Advanced Low sublevel, listeners are able to understand short conventional narrative and descriptive texts with a clear underlying structure though their comprehension may be uneven. The listener understands the main facts and some supporting details. Comprehension may often derive primarily from situational and subject-matter knowledge.</p>
Advanced mid	<p>At the Advanced Mid sublevel, listeners are able to understand conventional narrative and descriptive texts, such as expanded descriptions of persons, places, and things, and narrations about past, present, and future events. The speech is predominantly in familiar target-language patterns. Listeners understand the main facts and many supporting details. Comprehension derives not only from situational and subject-matter knowledge, but also from an increasing overall facility with the language itself.</p>
Advanced high	<p>At the Advanced High sublevel, listeners are able to understand, with ease and confidence, conventional narrative and descriptive texts of any length as well as complex factual material such as summaries or reports. They are typically able to follow some of the essential points of more complex or argumentative speech in areas of special interest or knowledge. In addition, they are able to derive some meaning from oral texts that deal with unfamiliar topics or situations. At the Advanced High sublevel, listeners are able to comprehend the facts presented in oral discourse and are often able to recognize speaker-intended inferences. Nevertheless, there are likely to be gaps in comprehension of complex texts dealing with issues treated abstractly that are typically understood by Superior-level listeners.</p>
Superior	<p>At the Superior level, listeners are able to understand speech in a standard dialect on a wide range of familiar and less familiar topics. They can follow linguistically complex extended discourse such as that found in academic and professional settings, lectures, speeches, and reports. Comprehension is no longer limited to the listener's familiarity with subject matter, but also comes from a command of the language that is supported by a broad vocabulary, an understanding of more complex structures and linguistic experience within the target culture. Superior listeners can understand not only what is said, but sometimes what is left unsaid; that is, they can make inferences.</p> <p>Superior-level listeners understand speech that typically uses precise, specialized vocabulary and complex grammatical structures. This speech often deals abstractly with topics in a way that is appropriate for academic and professional audiences. It can be reasoned and can contain cultural references.</p>
Distinguished	<p>At the Distinguished level, listeners can understand a wide variety of forms, styles, and registers of speech on highly specialized topics in language that is tailored to different audiences. Listeners at the Distinguished level can understand language such as that found in classical theater, art films, professional symposia, academic debates,</p>

	<p>public policy statements, literary readings, and most jokes and puns. They are able to comprehend implicit and inferred information, tone, and point of view, and can follow highly persuasive arguments. They are able to understand unpredictable turns of thought related to sophisticated topics. In addition, their listening ability is enhanced by a broad and deep understanding of cultural references and allusions. Listeners at the Distinguished level are able to appreciate the richness of the spoken language.</p> <p>Distinguished-level listeners understand speech that can be highly abstract, highly technical, or both, as well as speech that contains very precise, often low-frequency vocabulary and complex rhetorical structures. At this level, listeners comprehend oral discourse that is lengthy and dense, structurally complex, rich in cultural reference, idiomatic and colloquial. In addition, listeners at this level can understand information that is subtle or highly specialized, as well as the full cultural significance of very short texts with little or no linguistic redundancy.</p> <p>Distinguished-level listeners comprehend language from within the cultural framework and are able to understand a speaker's use of nuance and subtlety. However, they may still have difficulty fully understanding certain dialects and nonstandard varieties of the language.</p>
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ACTFL proficiency guidelines: Reading for reading samples, go to: http://actflproficiencyguidelines2012.org/reading	
Novice general description	<p>At the Novice level, readers can understand key words and cognates, as well as formulaic phrases that are highly contextualized.</p> <p>Novice-level readers are able to get a limited amount of information from highly predictable texts in which the topic or context is very familiar, such as a hotel bill, a credit card receipt or a weather map. Readers at the Novice level may rely heavily on their own background knowledge and extralinguistic support (such as the imagery on the weather map or the format of a credit card bill) to derive meaning.</p> <p>Readers at the Novice level are best able to understand a text when they are able to anticipate the information in the text. At the Novice level, recognition of key words, cognates, and formulaic phrases makes comprehension possible.</p>
Novice-low	At the Novice Low sublevel, readers are able to recognize a limited number of letters, symbols or characters. They are occasionally able to identify high-frequency words and/or phrases when strongly supported by context.
Novice-mid	At the Novice Mid sublevel, readers are able to recognize the letters or symbols of an alphabetic or syllabic writing system or a limited number of characters in a character-based language. They can identify a number of highly contextualized words and phrases

	including cognates and borrowed words but rarely understand material that exceeds a single phrase. Rereading is often required.
Novice-hi	At the Novice High sublevel, readers can understand, fully and with relative ease, key words and cognates, as well as formulaic phrases across a range of highly contextualized texts. Where vocabulary has been learned, they can understand predictable language and messages such as those found on train schedules, roadmaps, and street signs. Readers at the Novice High sublevel are typically able to derive meaning from short, non-complex texts that convey basic information for which there is contextual or extralinguistic support.
Intermediate general description	<p>At the Intermediate level, readers can understand information conveyed in simple, predictable, loosely connected texts. Readers rely heavily on contextual clues. They can most easily understand information if the format of the text is familiar, such as in a weather report or a social announcement.</p> <p>Intermediate-level readers are able to understand texts that convey basic information such as that found in announcements, notices, and online bulletin boards and forums. These texts are non-complex and have a predictable pattern of presentation. The discourse is minimally connected and primarily organized in individual sentences and strings of sentences containing predominantly high-frequency vocabulary.</p> <p>Intermediate-level readers are most accurate when getting meaning from simple, straightforward texts. They are able to understand messages found in highly familiar, everyday contexts. At this level, readers may not fully understand texts that are detailed or those texts in which knowledge of language structures is essential in order to understand sequencing, time frame, and chronology.</p>
Intermediate-low	At the Intermediate Low sublevel, readers are able to understand some information from the simplest connected texts dealing with a limited number of personal and social needs, although there may be frequent misunderstandings. Readers at this level will be challenged to derive meaning from connected texts of any length.
Intermediate-mid	At the Intermediate Mid sublevel, readers are able to understand short, non-complex texts that convey basic information and deal with basic personal and social topics to which the reader brings personal interest or knowledge, although some misunderstandings may occur. Readers at this level may get some meaning from short connected texts featuring description and narration, dealing with familiar topics.
Intermediate-hi	At the Intermediate High sublevel, readers are able to understand fully and with ease short, non-complex texts that convey basic information and deal with personal and social topics to which the reader brings personal interest or knowledge. These readers are also able to understand some connected texts featuring description and narration although there will be occasional gaps in understanding due to a limited knowledge of the vocabulary, structures, and writing conventions of the language.
Advanced	At the Advanced level, readers can understand the main idea and

<p>general description</p>	<p>supporting details of authentic narrative and descriptive texts. Readers are able to compensate for limitations in their lexical and structural knowledge by using contextual clues. Comprehension is likewise supported by knowledge of the conventions of the language (e.g., noun/adjective agreement, verb placement, etc.). When familiar with the subject matter, Advanced-level readers are also able to derive some meaning from straightforward argumentative texts (e.g., recognizing the main argument).</p> <p>Advanced-level readers are able to understand texts that have a clear and predictable structure. For the most part, the prose is uncomplicated and the subject matter pertains to real-world topics of general interest.</p> <p>Advanced-level readers demonstrate an independence in their ability to read subject matter that is new to them. They have sufficient control of standard linguistic conventions to understand sequencing, time frames and chronology. However, these readers are likely challenged by texts in which issues are treated abstractly.</p>
<p>Advanced low</p>	<p>At the Advanced Low sublevel, readers are able to understand conventional narrative and descriptive texts with a clear underlying structure though their comprehension may be uneven. These texts predominantly contain high-frequency vocabulary and structures. Readers understand the main ideas, and some supporting details. Comprehension may often derive primarily from situational and subject-matter knowledge. Readers at this level will be challenged to comprehend more complex texts.</p>
<p>Advanced mid</p>	<p>At the Advanced Mid sublevel, readers are able to understand conventional narrative and descriptive texts, such as expanded descriptions of persons, places, and things and narrations about past, present, and future events. These texts reflect the standard linguistic conventions of the written form of the language in such a way that readers can predict what they are going to read. Readers understand the main ideas, facts, and many supporting details. Comprehension derives not only from situational and subject-matter knowledge but also from knowledge of the language itself. Readers at this level may derive some meaning from texts that are structurally and/or conceptually more complex.</p>
<p>Advanced high</p>	<p>Able to follow essential points of written discourse at the At the Advanced High sublevel, readers are able to understand, fully and with ease, conventional narrative and descriptive texts of any length as well as more complex factual material. They are able to follow some of the essential points of argumentative texts in areas of special interest or knowledge. In addition, they are able to understand parts of texts that deal with unfamiliar topics or situations. These readers are able to go beyond comprehension of the facts in a text, and to begin to recognize author-intended inferences. An emerging awareness of the aesthetic properties of language and of its literary styles permits comprehension of a wide variety of texts. Misunderstandings may occur when reading texts that are</p>

	structurally and/or conceptually more complex.
Superior	<p>At the Superior Level, readers are able to understand texts from many genres dealing with a wide range of subjects, both familiar and unfamiliar. Comprehension is no longer limited to the reader's familiarity with subject matter, but also comes from a command of the language that is supported by a broad vocabulary, an understanding of complex structures and knowledge of the target culture. Readers at the Superior level can draw inferences from textual and extralinguistic clues.</p> <p>Superior-level readers understand texts that use precise, often specialized vocabulary and complex grammatical structures. These texts feature argumentation, supported opinion, and hypothesis, and use abstract linguistic formulations as encountered in academic and professional reading. Such texts are typically reasoned and/or analytic and may frequently contain cultural references.</p> <p>Superior-level readers are able to understand lengthy texts of a professional, academic or literary nature. In addition, readers at the Superior level are generally aware of the aesthetic properties of language and of its literary styles, but may not fully understand texts in which cultural references and assumptions are deeply embedded.</p>
Distinguished	<p>At the Distinguished level, readers can understand a wide variety of texts from many genres including professional, technical, academic, and literary. These texts are characterized by one or more of the following: a high level of abstraction, precision or uniqueness of vocabulary; density of information; cultural reference; or complexity of structure. Readers are able to comprehend implicit and inferred information, tone, and point of view and can follow highly persuasive arguments. They are able to understand unpredictable turns of thought related to sophisticated topics.</p> <p>Readers at the Distinguished level are able to understand writing tailored to specific audiences as well as a number of historical, regional, and colloquial variations of the language. These readers are able to appreciate the richness of written language. Distinguished-level readers understand and appreciate texts that use highly precise, low-frequency vocabulary as well as complex rhetorical structures to convey subtle or highly specialized information. Such texts are typically essay length but may be excerpts from more lengthy texts.</p> <p>Distinguished-level readers comprehend language from within the cultural framework and are able to understand a writer's use of nuance and subtlety. However, they may still have difficulty fully understanding certain nonstandard varieties of the written language.</p>

