



Case Western Reserve University

Assessing English Proficiency

C1 - SPEAKING FOR HUMAN RESOURCES PROFESSIONALS



What is the question the candidates are answering?

1. I faced a challenge at work when I couldn't meet a project deadline due to unexpected issues. To solve it, I communicated with my team, explained the situation, and together, we adjusted the timeline. We worked extra hours and delegated tasks more efficiently.
2. I had a problem at work when my computer stopped working. I asked a colleague for help, and they showed me how to restart it.
3. I encountered a significant challenge at work involving a complex client issue. To resolve it, I conducted a thorough analysis of the problem, collaborated with cross-functional teams, and implemented a multifaceted solution. Additionally, I engaged in proactive communication with the client, managing expectations effectively and ensuring a positive outcome.

Assess the English level of each candidate (A1-C2). Explain your decision.



Answer the questions below.



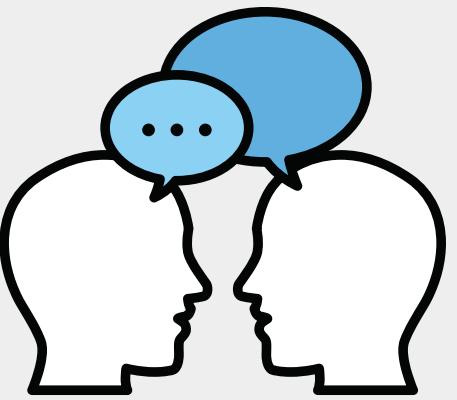
How often do you assess the English level of the candidates?



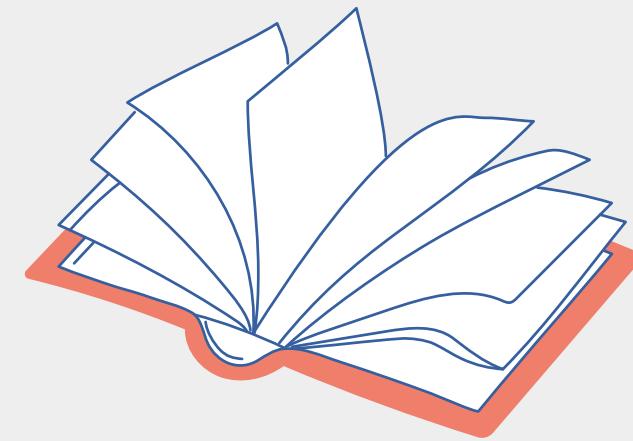
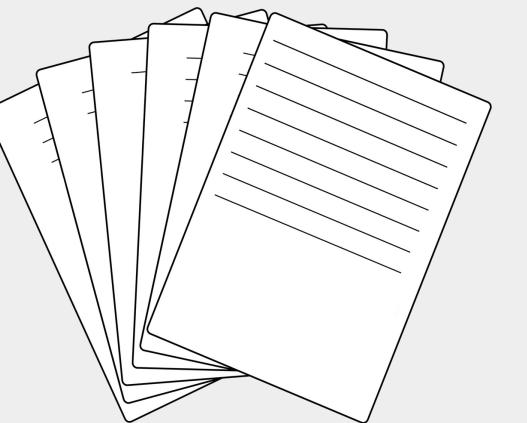
How do you normally do it?



Do you think your method of assessment is efficient? Could it be improved? How?

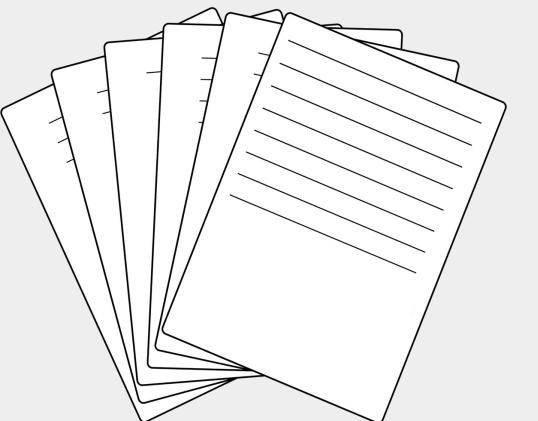


Language skills

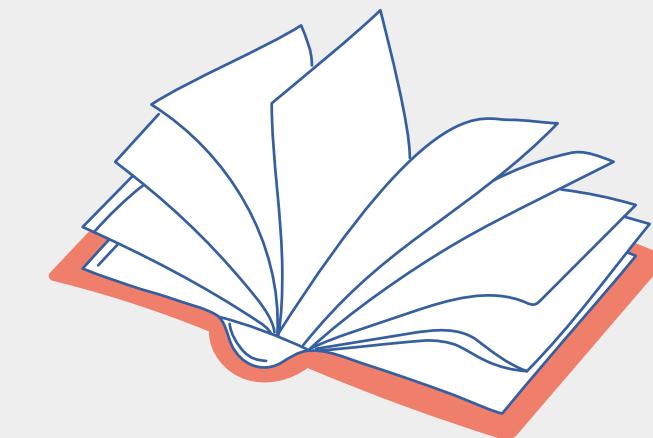




How can you assess
speaking and
listening?



Writing



Reading

Match three ways of speaking and listening to the reasons.

1. Small talk

a. It can show how well the scholar can explain a work / research-related experience from the past and how a scholar has handled setbacks, pressure, teamwork, etc.

2. Open-ended questions

b. It tests the ability to use everyday English and function independently in the community.

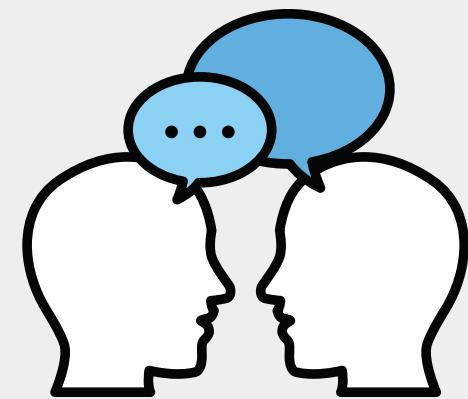
3. Behavioural job interview questions

c. It allows an interviewee to develop a two- three- minute response.

What positive and negative aspects of a candidate can you observe during this assessment?



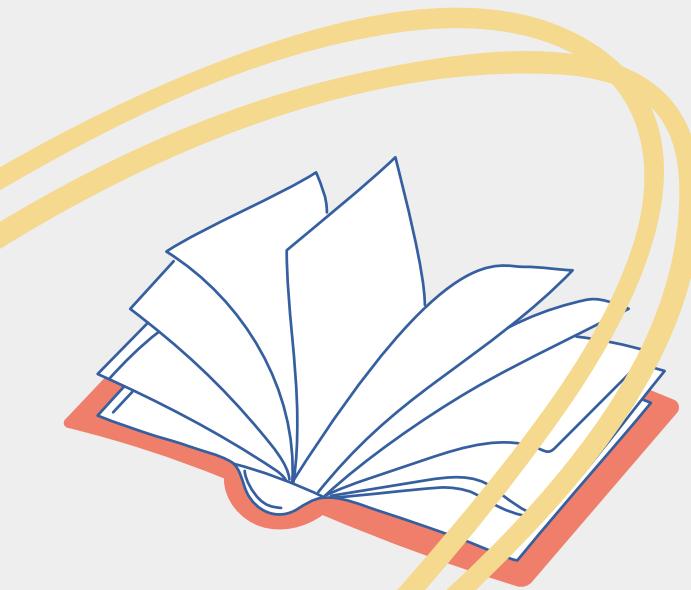
Listening



Speaking



Writing



Reading

How can you assess
reading and writing?

Here are some ways in which you can assess reading and writing.

Exchange a few emails.

Give a writing assignment.

Talk about past writing projects.

Read an article before the meeting and discuss it once you meet up.

Which of the methods is the most effective?

Do you think that reading and writing skills are as important as speaking and listening? Why (not)?

Are you able to recognize the level of candidates? Match the levels to the abilities.

A1	A2	B1	B2	C1	C2
a. Can understand the main ideas of complex texts. They can interact with some fluency and communicate easily, and express their opinions.	b. Can easily understand almost everything they hear and read. They can express themselves fluently and spontaneously with precision in complex situations.	c. Can communicate using frequently used expressions in everyday situations. They interact in simple and direct exchanges of information and can describe things around them and things they need.	d. Can communicate using familiar everyday expressions and very basic phrases. They can introduce themselves and answer simple questions about personal details.	e. Can understand a wide range of long, complex texts. They can interact and express themselves fluently and spontaneously and use language flexibly and effectively in social, academic and personal situations.	f. Can understand information about familiar topics. They can communicate in most situations whilst travelling in an English-speaking area.



British Council



Match the questions to the levels.

1. How do you handle disagreements or conflicts with colleagues?

4. Describe a typical day at your previous job.

7. Explain a complex idea or process in your field to someone with no background knowledge.

2. Can you tell me your name and where you're from?

5. Where do you see yourself professionally in the next five years?

8. Discuss a recent development in your industry and its potential impact on your current role.

3. Can you propose a creative solution to a common problem in your field?

6. What is your favourite hobby or activity?

9. Describe a project you've led and the strategies you employed to ensure its success.

Answer the questions.

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