

**LANGUAGE SKILL SELF-IDENTIFICATION**

Name: \_\_\_\_\_

As a part of our French Language Services Implementation Plan, Staff with any oral capabilities in French are asked to voluntarily self-identify as having oral French language capabilities by completing Section A of the following survey.

This is entirely voluntary and participation in any French Language Services will likewise be on a voluntary basis. If you possess oral capabilities in a language other than French or English, you are invited to self-identify on a voluntary basis by completing Section B of the survey. Likewise, this is entirely voluntary and any participation in providing services in the language you identify will be on a voluntary basis only.

An awareness of our staff’s oral capabilities in various languages will help in coordinating the best possible service for any of our clients who have limited language comprehension in English.

**Section A**

*Please put an “x” in the appropriate box on the left hand side to indicate what level of French Language Oral Capability you have:*

Elementary level:

At this level one has no real autonomy of expression. The ability to speak is limited to some memorized material on familiar topics related to work. One is able to verbalize isolated words, expressions of two or three words, and express simple, unconnected sentences. The range of vocabulary is limited and the delivery is slow and awkward. One can handle greetings, leave taking, and other expressions of courtesy. The limited vocabulary, the frequent errors, and slow delivery severely inhibit communication.

Intermediate level:

At this level one possesses some ability to work in French. One shows some spontaneity in language production but the fluency is very uneven resulting in halting speech. One is able to participate in simple conversations on a one-to-one basis. The vocabulary is limited to that used in simple, non-technical, daily conversational usage. One can make and answer requests for information or directions, give simple instructions and discuss simple needs. When addressing this person the speaker may have to slow down and repeat if he/she wishes to be understood.

Advanced level:

At this level one has the ability to participate in conversations and satisfy many work requirements. One can discuss work related matters with some ease and facility, expressing opinions and offering views. One is able to take part in a variety of verbal exchanges and to participate in meetings and discussion groups. However, one still needs help with handling complications and difficulties. One is generally good in either grammar or vocabulary but not in both.

Superior level:

At this level one has the ability to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics. One is able to give verbal presentations in both formal and informal settings. One masters some idioms and specific vocabulary relevant to a variety of contexts.

**Section B**

Do you have oral language capabilities in any language other than French or English?

Yes       No

If yes, please specify language:

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Using the guidelines from Section A, at what capability level:

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**Section C**

Comments: