



TOEIC

Know English. Know Success.

CAN-DO LEVELS TABLE

The descriptions below are intended to serve as guidelines to understanding the listening and reading competence reflected by the corresponding scores and apply in most cases. We also suggest estimated level descriptors of productive skills.

Part 1: Listening Section			Part 2: Reading section			Total scores*
Scores	Listening	Speaking	Scores	Reading	Writing	
455-495	<ul style="list-style-type: none"> - understand mother-tongue speakers of English in meetings - function in all of the situations described below whether professional or social, concerning concrete or abstract subjects 	<ul style="list-style-type: none"> - conduct meetings with mother-tongue speakers of English - perform all of the below with a greater degree of ease... 	+ 455-495	<ul style="list-style-type: none"> - read adequately for most professional needs - read highly technical manuals in own area - read all of the below... 	<ul style="list-style-type: none"> - write effectively, both formally and informally; however, work for publication will still require review - produce the documents described below without undue difficulty 	= General Professional Proficiency(>960 Advanced) 905 - 990
395-450	<ul style="list-style-type: none"> - understand most work related situations; - understand most speakers of English in international meetings - function in all of the situations described below but with a greater degree of facility and accuracy 	<ul style="list-style-type: none"> - satisfy most work requirements - conduct a job interview in own area of expertise - sustain fluency, accuracy and appropriate register in known situations 	+ 395-450	<ul style="list-style-type: none"> - read most types of documents with varying degrees of ease - read even highly-technical subjects with little use of dictionary - experience difficulties with sophisticated menus, novels... 	<ul style="list-style-type: none"> - write an employment application - write a letter of complaint - write the documents below with increasing degrees of accuracy and ease ; 	= Advanced Working Proficiency 785 - 900
305-390	<ul style="list-style-type: none"> ...understand : - explanations of work problems - requests for products on phone - discussions of current events by mother-tongue speakers of English - headline news on radio 	<ul style="list-style-type: none"> - adapt language use for different audiences in most cases - make short (30 minute) formal presentations if prepared - discuss topics of general interest using nonelaborate structures 	+ 305-390	<ul style="list-style-type: none"> - read with only the occasional use of a dictionary: - technical manuals - many news articles ; - popular novels - identify inconsistencies in points of view 	<ul style="list-style-type: none"> - write with some effort: - letters to potential clients - 5 page formal reports - summaries of meetings - job application letters 	= Basic Working Proficiency 605 - 780
205-300	<ul style="list-style-type: none"> ...understand : - explanations related to routine work tasks in one to one situations - some travel announcements - limited social conversations 	<ul style="list-style-type: none"> - describe own job responsibilities and academic background - discuss past and future projects - make travel arrangements over the phone 	+ 205-300	<ul style="list-style-type: none"> - understand basic technical manuals for beginners - use a dictionary to understand more highly technical documents - read agenda for a meeting 	<ul style="list-style-type: none"> - write with some difficulty: - short memos - letters of complaint - descriptions of processes - fill out simple application forms 	= Intermediate 405 - 600
130-200	<ul style="list-style-type: none"> - understand simple exchanges in everyday professional or personal life with a person used to speaking with non mother-tongue speakers - take simple phone messages 	<ul style="list-style-type: none"> - produce simple if hesitant language adequate for elementary functions with patient listeners: introductions, directions, requesting information, ordering food... 	+ 130-200	<ul style="list-style-type: none"> - use a directory - understand simple instructions - read simple, standardized business correspondence 	<ul style="list-style-type: none"> - write short notes, directions and lists with difficulty - not fill out forms, write detailed memos, letters or reports 	= Elementary 255 - 400
05-125	<ul style="list-style-type: none"> - understand adequately for immediate survival needs, directions, prices... - comprehend simple questions in social situations 	<ul style="list-style-type: none"> - name objects, colors, clothes, people, days, months, dates, & give the time - only reproduce formulaic language - telegraphic style 	+ 05-125	<ul style="list-style-type: none"> - understand odd words e.g. shop names - read simple memos and menus, train or bus schedules, traffic signs... 	<ul style="list-style-type: none"> - write odd words, formulaic language - not write creative sentences 	= Novice 10 - 250