

(3) Levels of Foreign-Language Competence

Foreign-language training is provided to employees and spouses in relation to the need for knowledge in the specific foreign language.

This need is measured, for training purposes, against three levels: basic, intermediate, and advanced.

(3.1) Basic Level

Competence at the *basic* level will ease living in a foreign environment and is not directly job-related. Persons at this level will be able to satisfy routine travel needs and minimum courtesy requirements and will be able to understand simple related written material. They will be able to ask and answer questions on very familiar topics, understand simple questions and statements allowing for slow speech, repetitions or paraphrases. Persons at this level will be able to order a simple meal, ask for lodging, ask and give simple directions, make routine purchases in shops and tell time. The ability to read street signs, personal and place names, maps, menus and basic messages in the host language is expected when the Roman alphabet is used. Reading comprehension using other alphabets may be lower.

This level of training is generally intended for employees who do not need any language skills to perform their jobs and for spouses.

(3.2) Intermediate Level

Persons with the *intermediate* level of competence will be able to satisfy routine social demands and limited work requirements. They can handle, but not necessarily with great facility, most social situations including introductions and casual conversations. They can manage limited work requirements such as routine business with local officials and supervise locally-engaged staff. They may need help in complicated work or business situations. These people can understand most conversations on non-technical subjects. They can also read uncomplicated familiar prose such as news items, business letters and simple technical material written for the general reader, using familiar sentence patterns.

The intermediate level is suggested for those who use the host country language regularly by, for example, supervising locally engaged staff and/or in contact with the general public. As a guide, it is suggested that the employees have a need to use the host country language in the performance of at least 20 per cent of their duties. Persons requiring this degree of skill could include:

- Office Managers
- Administrative Officers
- General relations personnel
- those officers performing Immigra-