



Properly completing the document Europass language passport

Europass language passport is a standard template for presenting your language skills using the Common European Framework of Reference for Languages. It's self-assessment tool, in which you can documentary your experience and knowledge on languages need validation. For officially evaluation and confirmation on your level on knowledge on language please contact the Centre for evaluation on knowledge on language. You can create and update your own language passport on-line on this link

<https://europass.cedefop.europa.eu/editors/mk/lp/compose>.

For completing your Europass language passport you need to follow this instructions:

1. Keep to the structure of the template
2. Be clear and concise
3. Check your Language Passport on completion
4. Pay attention on presenting on your language passport
5. Check your language passport after you completed

Apart from your personal information such as name and surname and your mother tongue in the language passport there is also self-assessment grid with Common European Framework of Reference for Languages. There you will find three parts: Understanding, Speaking and Writing. In the part Understanding there are two fields: Listening and Reading, in the part speaking there are also two fields: Spoken interaction and Spoken production and in the field writing there is only one part writing. The part with the self- gridding is making with the fields that are in the common framework and they are A1 and A2- Basic User, B1 and B2-Independent user and C1 and C2- Proficient user.

A1-Listening- I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly

A1- Reading- I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.

A1- Spoken interaction- I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.

A1- Spoken production- I can use simple phrases and sentences to describe where I live and people I know

A1- Writing- I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form

A2-Listening- I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.

A2- Reading- I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.

A2- Spoken interaction - I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.

A2- Spoken production- I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.

A2- Writing- I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.

B1-Listening- I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.

B1- Reading- I can understand texts that consist mainly of high frequency everyday or jobrelated language. I can understand the description of events, feelings and wishes in personal letters.

B1- Spoken interaction - I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).

B1- Spoken production- I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.

B1- Writing- I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.

B2-Listening- I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.

B2- Reading- I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.

B2- Spoken interaction - I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.

B2- Spoken production- I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.

B2- Writing- I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.

C1-Listening- I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.

C1- Reading- I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.

C1- Spoken interaction - I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers

C1- Spoken production- I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.

C1- Writing- I can express myself in clear, wellstructured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.

C2-Listening- I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.

C2- Reading- I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.

C2- Spoken interaction -I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.

C2- Spoken production- I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.

C2- Writing- I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works

Finally, you need to specify the diplomas and certificates, the institution that is published the diplomas and certificates, the date of publishing and the level. Europass language passport is published on all EU languages and according to this it's also published on Macedonian language. Also you can find template for already filled language passport and Manual hoe to fill the Europass Language Passport on the web-page www.europass.mk. Europass language passport is using in republic of Macedonia and in whole Europe for finding a job, studies, seminar, training and etc.