

## **LANGUAGE QUALIFICATION REQUIREMENTS**

### ***Level I: Rudimentary Knowledge***

At this level an employee is, at most, required to have a rudimentary verbal understanding of a very limited English vocabulary, such as might be required in understanding and following instructions of the type that might be given to a pool chauffeur. In many situations, not even this level of understanding is required, as in positions of laborer and certain trades or occupations where contacts are primarily with other local employees.

### ***Level II: Limited Knowledge***

At this level an employee needs only a limited knowledge of written and spoken English, and a vocabulary limited to the specific occupation. An employee at this level would be expected to understand and carry out verbal instructions of a repetitive character, and to be able to prepare simple reports of the type that might be expected of a motor pool dispatcher.

### ***Level III: Good Working Knowledge***

At this level an employee is required to have a good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members and the general public, including both English speaking and non-English speaking persons.

### ***Level IV: Fluent***

At this level an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.

### ***Level V: Professional translator / Interpreter or equivalent***

This level is essentially limited to professional translators and interpreters whose proficiency in written and spoken English truly matches that of a well-educated native speaker. This includes the ability to deal effectively with highly technical and sophisticated terminology in which fine nuances of meaning may at times assume major importance in negotiations. At this level an employee should be capable of simultaneous translation, as in the case of conference reporting. An equivalent level of difficulty and responsibility relates to those employees who are required to be fluent in two or more foreign languages, or two or more distinctly different and complex native dialects.