

**NATIONAL LANGUAGE SERVICE CORPS (NLSC)
GLOBAL SKILLS SELF-ASSESSMENT**

FOR NLSC USE ONLY
CONTROL NUMBER

OMB No. 0704-0449
OMB approval expires

**PLEASE RETURN YOUR COMPLETED FORM TO:
NATIONAL LANGUAGE SERVICE CORPS, P.O. BOX 12221, ARLINGTON, VA 22219-2221**

The public reporting burden for this collection of information is estimated to average 18 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0449). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 131, Office of the Secretary of Defense; DoD Directive 5124.2, Under Secretary of Defense for Personnel and Readiness (USD(P&R)); 50 U.S.C. 1913, National Language Service Corps.
PRINCIPAL PURPOSE(S): To allow U.S. citizens with language skills to self-identify their skills for the purpose of temporary employment on an intermittent work schedule or service opportunities in support of DoD or another department or agency of the United States. The information will be used to determine eligibility for NLSC membership and to identify and contact NLSC members. Submitted forms are covered by Privacy Act System of Records Notice DHRA 07, National Language Service Corps (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6689/dhra-07.aspx>).
ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records or information therein may be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To another department or agency of the United States in need of temporary short-term foreign language services, where government employees are required or desired. The DoD Blanket Routine Uses at <http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx> may apply.
DISCLOSURE: Voluntary. However, failure to provide information may result in non-enrollment in the NLSC program and refusal to grant access to member areas of the NLSC portal.

SECTION 1 LISTENING

LANGUAGE: _____

INSTRUCTIONS: Read and consider the following six descriptions of listening proficiency (numbered 0 through 5, including 1+ through 4+). Afterwards, decide which description most accurately represents your overall listening proficiency in the language named above. If your language proficiency is substantially better than one level but not consistently as good as the next higher level, select the appropriate "plus" level.

NO PROFICIENCY	I have no practical understanding of the spoken language. My understanding is limited to occasional isolated words; I have essentially no ability to comprehend communication.	(X one)
		0
ELEMENTARY PROFICIENCY	When I engage in simple face-to-face conversations on familiar topics, I often misunderstand people, but I am able to ask them to slow down and repeat what they say. Within those limitations, I can understand them when they talk about basic survival needs such as getting a meal, obtaining a place to stay, getting directions and other travel-related information so long as the person is speaking more clearly than normal at a rate slower than normal, with frequent repetitions or rewording.	1
		1+
LIMITED WORKING PROFICIENCY	I can understand face-to-face speech in standard pronunciation spoken at a normal pace, with some repetition and rewording even when spoken by a native speaker who is not used to speaking to people with limited proficiency in this language. I can understand speech dealing with everyday topics, common personal and family news, well-known current events, and routine work matters. I can understand descriptions of different places and discussions about past, current, and future events. I can follow the essential points of the average discussion on work-related topics in my field. I can understand the facts, such as reported in news broadcasts, but I do not grasp deeper/hidden meanings or implications expressed through more complex language.	2
		2+
GENERAL PROFESSIONAL PROFICIENCY	I can understand the essentials of all speech in standard pronunciation, including discussions within my field of interest or specialization. I can follow accurately the essentials of conversations between educated native speakers of the language, reasonably clear telephone calls, radio broadcasts, news stories, oral reports, some oral technical reports, and public presentations on non-technical subjects. I can infer meanings that are not directly stated. I have trouble understanding native speakers if they speak very quickly or use dialect or slang.	3
		3+
ADVANCED PROFESSIONAL PROFICIENCY	I can understand all forms and styles of speech pertinent to my social and professional needs. This includes speech involving extensive and precise vocabulary, subtleties and nuances in standard dialects of the language, and technical discussion on professional topics within the range of my knowledge. I can understand language tailored to different audiences and purposes, including persuasion, representation, counseling, and negotiating. I can readily infer meanings and implications. I can easily understand all social conversations, radio broadcasts, and phone calls. I may experience some difficulty understanding speech heard under unfavorable conditions, such as through a poor quality loudspeaker or radio or in a noisy room.	4
		4+
EDUCATED NATIVE PROFICIENCY	I can fully understand educated and academic speech, abstract and professional discussions, regional dialects, highly colloquial speech, jokes and puns, and speech in noisy places or heard under unfavorable acoustic conditions. My comprehension of the language is fully equivalent to that of a well-educated native speaker.	5

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SECTION 2 READING

LANGUAGE: _____

INSTRUCTIONS: Read and consider the following six descriptions of reading proficiency (numbered 0 through 5, including 1+ through 4+). Afterwards, decide which description most accurately represents your overall reading proficiency in the language named above. If your language proficiency is substantially better than one level but not consistently as good as the next higher level, select the appropriate "plus" level.

NO PROFICIENCY	I have no practical ability to read the language. I consistently misunderstand or I cannot comprehend at all.	<i>(X one)</i>
		0
ELEMENTARY PROFICIENCY	I am able to read very simple text that is printed clearly with normal-style letters. For example, I can read and understand descriptions of persons, places or things. I can also understand- written explanations of geography and government such as those simplified for tourists, though I sometimes misinterpret what I read. When looking at more complex texts, I can only get some main ideas and locate prominent information or subject matter.	1
		1+
LIMITED WORKING PROFICIENCY	I can read simple written material in print on subjects I am familiar with. I am able to read straightforward, familiar and factual material with only some misunderstandings. I can locate the main ideas and details in material written for the general public. I can read uncomplicated prose on familiar subjects. I can generally comprehend most news articles involving description or narration of current events, travel, food, and music. I can also comprehend simple biographies, social notices, personal correspondence, routine business letters, and simple technical material written for the general public.	2
		2+
GENERAL PROFESSIONAL PROFICIENCY	I can read a variety of materials on unfamiliar subjects with normal speed and almost complete comprehension. I can fully understand news stories or international news items in magazines, routine correspondence, editorials, and general reports. I can understand technical reports and other materials in my field of specialization even when they include hypothesis, argumentation, and supported opinions. I can read and comprehend literature, including short stories, novels, and plays. I can usually read between the lines, if necessary. I rarely have to reread general vocabulary; however, I may have some difficulty with unusually complex structures or low frequency idioms.	3
		3+
ADVANCED PROFESSIONAL PROFICIENCY	I can read nearly all styles and forms of the language pertinent to professional needs fluently and accurately. I can readily follow unpredictable turns of thought and author intent in such materials as sophisticated editorials, specialized journal articles, professional documents, and complex literary texts, as well as any subject directed toward the nonspecialized reader. I can also read legal documents and legal texts written for the general reader and documents from earlier periods containing archaic forms of language.	4
		4+
EDUCATED NATIVE PROFICIENCY	I can fully understand extremely difficult and abstract prose, including general legal and technical material, as well as contemporary and classical literature. I can read classical or archaic forms of writing as well as a well-educated native. I can read a wide variety of handwritten documents. My speed and comprehension are equal to that of a well-educated native reader.	5

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SECTION 3 SPEAKING

LANGUAGE: _____

INSTRUCTIONS: Read and consider the following six descriptions of speaking proficiency (numbered 0 through 5, including 1+ through 4+). Afterwards, decide which description most accurately represents your overall speaking proficiency in the language named above. If your language proficiency is substantially better than one level but not consistently as good as the next higher level, select the appropriate "plus" level.

NO PROFICIENCY	I am unable to function in the spoken language. My oral production is limited to occasional isolated words. I have essentially no communicative ability	<i>(X one)</i>
		0
ELEMENTARY PROFICIENCY	I can engage in simple face-to-face conversations on familiar topics. People often misunderstand me, but I am able to make myself understood to people used to dealing with nonnative speakers by repeating myself. I have a very simple vocabulary and make a lot of grammatical errors, but I am able to take care of a lot of survival needs such as greeting people, introducing people, telling people about myself, and asking for basic information about hours of operation, how much things cost, simple directions to destinations, etc.	1
		1+
LIMITED WORKING PROFICIENCY	I can handle informal conversations successfully. I can begin, continue, and bring to completion a variety of communication tasks. I can handle most everyday social conversation with some confidence, but not with ease, including casual conversations about current events, work, family, and autobiographical information. I can describe events occurring in the past, present, and future. I have control of everyday vocabulary sufficient to discuss general topics of a concrete nature.	2
		2+
GENERAL PROFESSIONAL PROFICIENCY	I can participate effectively and with ease in both formal and informal conversations on abstract and professional topics as well as practical and social topics. I can discuss my particular interests and fields of competence with ease. In conversation, I can answer objections, clarify points, justify decisions, state and defend policy, or give a briefing. I show some breadth of vocabulary. I make occasional errors with low frequency and complex language, but these almost never impede communication.	3
		3+
ADVANCED PROFESSIONAL PROFICIENCY	I can speak the language fluently and accurately and with a high degree of effectiveness, reliability, and precision for all purposes within the range of my personal and professional experience and scope of responsibilities, even when communicating in sophisticated and demanding conversations. I can communicate effectively with varied audiences, purposes, tasks and settings. If a nonnative speaker, I may exhibit a slight foreign accent, although this never disturbs the native listener.	4
		4+
EDUCATED NATIVE PROFICIENCY	I speak the language as well as a highly articulate, well-educated, native speaker. I can use the language with complete flexibility and intuition, so that my speech on all levels is fully accepted by, and equivalent to, a well-educated native speaker in all of its features, including breadth of vocabulary, colloquialisms, and pertinent cultural references. My pronunciation is consistent with that of an educated native speaker of a standard dialect of the language.	5

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SECTION 4 WRITING

LANGUAGE: _____

INSTRUCTIONS: Read and consider the following six descriptions of writing proficiency (numbered 0 through 5, including 1+ through 4+). Afterwards, decide which description most accurately represents your overall writing proficiency in the language named above. If your language proficiency is substantially better than one level but not consistently as good as the next higher level, select the appropriate "plus" level.

NO PROFICIENCY	I have no functional writing ability.	<i>(X one)</i>
		0
ELEMENTARY PROFICIENCY	I can handle limited everyday needs by writing simple statements and questions on very familiar topics. For example, I can write down simple phone messages, excuses, notes to service people and simple notes to friends. My vocabulary is very limited, and I make a lot of grammatical errors, but someone who is used to dealing with a nonnative writer can understand most of my simple ideas.	1
		1+
LIMITED WORKING PROFICIENCY	I can handle routine social correspondence and write basic documentation on matters that address most limited work requirements. I can produce simple written texts about a very limited number of current events or daily situations. I am able to control most common formats and punctuation conventions, and people usually understand what I write even if they are not accustomed to nonnative writing.	2
		2+
GENERAL PROFESSIONAL PROFICIENCY	I can produce effective writing in most formal and informal written exchanges on practical, social and professional topics. The types of writing I can produce competently include reports, summaries, and short library research papers on current events, on particular areas of interest or on special fields. I can use complex sentences appropriately, and I control most common grammatical structures. As a result, I am also able to connect different ideas in clear ways.	3
		3+
ADVANCED PROFESSIONAL PROFICIENCY	I can produce written language precisely and accurately in a variety of prose styles pertinent to professional and educational needs. I am comfortable enough with grammar and writing conventions to be able to tailor what I write to suit particular audiences and to express subtleties and nuances. I can produce clear and well-organized prose using a variety of organizational patterns and cohesive devices such as ellipses, parallelisms, and subordination. I can write on all topics normally pertinent to professional and educational needs and on social issues of a general nature.	4
		4+
EDUCATED NATIVE PROFICIENCY	My writing proficiency is equal to that of a well educated native. I can write and edit informal and formal correspondence, official reports and documents, and professional/educational articles. I can produce or edit different genres of writing including legal, technical, educational and literary writing. I can write expressively and imaginatively without any pattern of errors.	5