

COUNCIL OF EUROPE CONSEIL DE L'EUROPE

European Language Portfolio
Portfolio européen des langues

Accredited model No 9.2001



Dossier Section Section dossier

Your language passport contains details of language qualifications you hold and your language biography is a showcase for all the language learning experiences you have had and may be planning for. But if asked *'Can you give a concrete example of the sort of thing you can actually do in the foreign language?'* what could you offer? The dossier section of your European Language Portfolio allows you to keep any evidence you have of your ability to use languages. Examples of evidence you might wish to include are:

- **statements of the kinds of tasks you can achieve using the language** (e.g. a list of 'I can...' statements about what you can do at work - 'Understand the gist of an incoming foreign language fax; make a foreign visitor to my company welcome on arrival; cope with an incoming phone call well enough to pass the speaker to the right colleague...etc) A grid is provided to help you set this out.
- **actual written/printed/recorded specimens of what you can say, understand, read or write in the language. Recordings of speech may be audio or video.**
NB If you have already compiled a portfolio of evidence e.g. for an NVQ language unit, a sample of this can be included.
- **certificates, or copies of these, relating to qualifications you have listed in the 'passport' section**
- **evidence from witnesses to your ability**
(e.g. a card from a foreign colleague thanking you for your help and congratulating you on your ability to speak their language, or a statement from a witness to the effect that you can perform a task - a photocopy master form is provided for this)

The photocopy master pages which follow are simply to help you get started on your dossier. You may have your own preferred way of presenting your evidence for easy access.

If you do want to use the model pages:

- a contents page (pcm 1) is included to enable you to list the evidence you have included in the dossier by page number. To do this, number the title page of each set of evidence by hand and copy the number to the contents list, to enable a reader to locate the relevant evidence easily.
- a practical competence statement table (pcm 2) is provided for you to list and refer to specific language tasks you can perform.
- there is a page (pcm 4) for you to list certificates you have included in your dossier.
- there is a statement form (pcm 5) that any witness to your competence can fill in on your behalf

All of the above is optional. Include any evidence that you believe best represents your competence in any language. See back for example of how evidence might be assembled.

Please remember, before using any form, to make extra blank copies!



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Dossier section - Contents
Section Dossier - Contenu

For each language and/or culture for which evidence is shown, a section number is given on this page.

Evidence for each section includes:

- the 'practical competence statement' (pcm 2), listing the tasks for which evidence is provided for the language in question and giving the reference number e.g. 2.4 (= 4th sample for section 2)
- a separate page (pcm 3) headed by a reference number (see above) for each sample of evidence
- certificates (pcm 4 for list), both national and institutional, of competence (e.g. examination certificates) or attendance (e.g. at courses, conferences etc) which relate to the holder's competence in the language covered by the section
- 'Witness statements' (pcm 5) from colleagues, friends etc, who can vouch for the holder's competence.

Language

_____	<u>Section 1</u>
_____	<u>Section 2</u>
_____	<u>Section 3</u>
_____	<u>Section 4</u>
_____	<u>Section 5</u>
_____	<u>Section 6</u>

Practical competence statement (optional)
Déclaration de compétence pratique (facultative)

(This table can be used to list typical work or other tasks which could be carried out using each language. Where a qualification is held which is based on a national standard or detailed description of competences these may be included in the dossier. The table may also be useful where a qualification is not held but where the user can nonetheless operate effectively)

Description of tasks I can carry out using _____ *(language)*

TASK	Dossier ref. if applicable	Level of competence	
		Common European Framework	National Language Standards

Evidence sample - title sheet
Témoignages - feuille descriptive

Some evidence will be self-explanatory but if the holder wishes to describe the circumstances under which the evidence was produced this page provides that opportunity. The sample might be stuck or clipped to this sheet or (e.g. cassette) placed with it in a sleeve.

Language: _____ Sample reference number: _____

Task: _____

Skill: _____

Date of performance: _____

Circumstances under which the performance exemplified took place (e.g. purpose, location, what support was available, outcome of the performance, if not apparent)

Certificates awarded - summary
Diplômes décernés - sommaire

Date of award	Title of award	Common European Framework nearest equivalent

Certificates of attendance (courses, conferences etc)
Certificats de présence (stages, congrès etc)

Date of award	Title of event	Outcomes/achievements

Witnessed competent performance statement
Témoignage de performance compétente

_____ has demonstrated his/her competence in
_____ (language) in the following way:

This performance corresponds to Level _____ of the Common European Framework
in: _____ (relevant skill)
(Give nearest equivalent on the Global Scale A1-C2)

Signature of witness to competent performance _____
(if appropriate)

Date _____

European Language Portfolio - Dossier Section - Witnessed performance statement

Guidance
Mode d'emploi

How a section of your dossier might look
Forme que pourrait prendre une section de votre dossier

Section 1		Language <i>Russian</i>	
Task - skill	evidence ref.	Level	
		CEF	NLS
List of key tasks you can perform, each with skill reference (e.g. 'Understanding - Listening comprehension)			
Write simple formal letter, including my own variations on a familiar model (Writing)	1.1 Letter	B1	W2
Discuss alternative arrangements for a future meeting on the telephone (Spoken Interaction)	1.2 Cassette	B1	S2
Read mainly factual technical reports in relevant trade journals (Reading Comprehension)	1.3 Text and summary	B2	R3

Sample 1.1 Language *Russian*

Дцкцк шзыгь вц дцк ыше фьеуб сцтыусеугук


фвшзшысштп

удшеб ыув вшфь тцтгьн тшир угшыьцв ештсшвгте ге дфцкууе вцдцку ьфптф фдшйгфь укфе мцдгзфе.

Дцкцк шзыгь вцдцк ыше фьеуб сцтыусеугук фвшзшысштп удшеб ыув вшфь тцтгьн тшир угшыьцв ештсшвгте ге дфцкууе ьфптф фдшйгфь укфе мцдгзфе. Вгшы фгеуь муд угь шкшгку вцдцк шт рутвкुकше шт мгдзгефеу мудше уыуу ыцдуюешу сцт гфеб муд шддгь вцдцку уг аугпшфе тгддф ышы фе мукц укцы фссгыфт уе шгыец цвщц вштшышь йгш идфтвше экфууе ге якшд вудутше фгпгу вгшы вцдцку еу аугпшфе тгддф афсидшыш.

* graphic representation of Russian text only

Sample 1.3 Language *Russian*




Sample 1.2 Language *Russian*

Дцкцк шзыгь вцдцк ыше фьеуб сцт ыусеугук фвшзшысштп удшеб ыув вшфь тцтгь ьн тшир угшыьцв ешт свгте ге дфцкууе вцдцку ьфптф фдш йгфь укфе мцдгзфе.

Дцкцк шзыгь вцдцк ыше фьеуб сцт ыусеугук фвшзшысштп удшеб ыув вшфь тцтгь ьн тшир угшыьцв ешт свгте ге дфцкууе ьфптф фдшйгфь укфе мцдгзфе. Вгшы фгеуь муд угь шкшгку вцдцк шт рутвкुकше шт мгдзгефеу мудше уыуу ыцдуюешу сцт гфеб

муд шддгь вцдцку уг аугпшфе тгддф ышы фе мукц укцы фссгыфт уе шгыец цвщц вштшышь йгш идфтвше экфууе ге якшд вудутше фгпгу вгшы вцдцку еу аугпшфе тгддф афсидшыш.



* graphic representation of Russian text only