

Référentiel

de Compétences

Savoir agir

— SAVOIR, OUI... SAVOIR AGIR, C'EST MIEUX ! —

Référentiel de Compétences Communicatives en anglais

❖ Compétence 1 : Compréhension Orale

Domaine de compétence	Compétence 1: Compréhension Orale	Description
Compétences Communicatives en anglais	**An1**: Understand spoken English in a range of everyday, professional, and academic contexts.	Identify main ideas, specific details, and speaker intent in extended speech, while building strategies to follow authentic conversations, lectures, and discussions at a natural pace.
Situations professionnelles	Follow conversations in social settings, such as making plans, giving directions, or discussing current events in intercultural settings.	
	Follow spoken instructions and procedures in workplace settings, such as meetings, briefings, or customer interactions.	
	Understand academic lectures and presentations, identifying key points, and supporting examples.	
	Participate effectively in group discussions by listening actively, interpreting others' opinions, and responding appropriately.	
	Recognize tone, intent, attitude, argument, stance and implied meaning in various listening situations to respond more accurately and appropriately.	

Niveau de la compétence		Eléments de Compétences	Code	Modalité d'évaluation
ND	Recognize familiar words and basic phrases, identify the main idea in short everyday conversations, and follow simple instructions and directions.	Identify basic information in short spoken texts: Understand familiar words and basic phrases related to personal information, everyday needs, or routine activities.	An 1.1	- Identify main ideas, specific details, and tone in slow, clear speech related to professional or academic situations (e.g., find the correct meeting room after listening to an office announcement, or confirm an academic or professional project deadline…) - Recognize the topic, speaker attitude, and relationships between ideas in short spoken communications in workplace and academic settings to: ○ complete a form during conference registration, course enrollment) based on information heard in an announcement or briefing. ○ fill in a meeting agenda, timetable, or lab schedule from a spoken explanation. - Recognize topic, speaker attitude, and relationships between ideas.
		Recognize the topic or gist of a conversation: Identify the main idea or topic of a short everyday conversation or dialogue (e.g., at a café, shop, or on the phone, at the workplace).		
		Follow simple instructions or directions		

Niveau de la compétence		Eléments de Compétences	Code	Modalité d'évaluation
NI	Recognize main ideas, key details, and speaker attitudes in a variety of spoken texts, including everyday conversations, workplace discussions, and academic lectures.	Recognize main ideas and supporting details**:** Interpret the central message and relevant details in longer spoken texts (e.g., interviews, stories, or reports). Recognize speaker attitude, intent, and tone**:** Interpret how something is said, including the speaker's tone, mood, or purpose (e.g., to agree, complain, persuade, or suggest). Follow the structure of a spoken text: analyze the structure of spoken texts (e.g., introductions, transitions, conclusions, sequencing of ideas).	An 1.2	- Identify the structure of a lecture, a presentation, or a procedure. - Identify the main idea of a team meeting discussion. - Recognize key supporting details during a university lecture. - Take structured notes during a lecture or training session to summarize key arguments. - Trace the sequence of stages in a work procedure or lecture after hearing an explanation. - Connect causes and effects presented during a presentation or panel discussion. - Infer a speaker's attitude (e.g., agreement, doubt) in a group conversation. - Give a short spoken or written summary after listening to a project briefing or class lecture. - Distinguish the difference between facts and opinions in a professional meeting or academic talk. - Take notes from a professional training session/ lecture. - Respond to a customer interaction, colleague's update, or a recorded academic lecture
NA	Understand complex spoken texts, including abstract, nuanced, academic or professional content, and critically interpret meaning, purpose, and stance in a range of formal and informal contexts.	Infer implied meaning, assumptions, and unstated conclusions in discussions, debates, or lectures. Analyze speaker stance and argumentation: Evaluate the speaker's position, reasoning, and persuasive strategies in argumentative or critical discourse.	An 1.3	- Interpret implied meaning or bias in an academic debate or business negotiation. - Analyze the purpose of a conference keynote or expert panel discussion. - Evaluate the strength of arguments in an academic lecture or research presentation. - Compare/Contrast different viewpoints from a professional roundtable or academic symposiums. - Infer meanings in different academic and professional situations (e.g., conference conventions, business meetings, networking mixers, award ceremonies)

Niveau de la compétence		Eléments de Compétences	Code	Modalité d'évaluation
NA	Understand complex spoken texts, including abstract, nuanced, academic or professional content, and critically interpret meaning, purpose, and stance in a range of formal and informal contexts.	Follow and synthesize information from long and complex spoken texts, including academic lectures, panel discussions, meetings, or documentaries.	An 1.3	- Summarize and synthesize academic or professional talks (e.g., keynote speeches, panel discussions, workshop and training sessions, paper presentations. - Critique a speaker's stance during a formal debate or a scholarly presentation. - Distinguish nuanced arguments from emotional appeals in a policy discussion or academic conference. - Formulate an informed response after listening to complex lectures, public forums, or strategic meetings.

❖ Compétence 2 : Compréhension Ecrite

Domaine de compétence	Compétence 2 : Compréhension Ecrite	Description
Compétences Communicatives en anglais	**An 2**: Understand written English across a range of texts—from everyday materials to academic and professional messages/ documents.	Identify main ideas, supporting details, and text organization, and infer implicit meaning, while building strategies for critical analysis and information synthesis.
Situations professionnelles	Read emails, instructions, and memos in workplace settings.	
	Extract key information from websites, manuals, or official texts.	
	Interpret non-verbal information (e.g., charts, graphs, signs, illustrations…) in academic and professional contexts.	
	Analyze articles, reports, or essays in academic or professional contexts.	
	Evaluate written arguments and structure in opinion or various text genres.	

Niveau de la compétence		Eléments de Compétences	Code	Modalité d'évaluation
ND	Read short, simple texts such as signs, forms, emails, and personal messages, and identify key information, familiar names, words, and basic phrases related to everyday needs.	Identify familiar words, names, and basic phrases in everyday professional and academic texts.	An 2.1	- Recognize important details in a short message such as email, form, or announcement, or on a product package (e.g., date, place, time). - Follow basic instructions on a written document (e.g., poster, form…).
		Extract specific information from short, simple texts such as forms, lists, notices, and timetables.		
		Identify main idea in brief personal or professional texts.		

Niveau de la compétence		Eléments de Compétences	Code	Modalité d'évaluation
NI	Read moderately complex written texts in academic and professional contexts, while beginning to interpret tone, purpose, and implied meaning.	Identify the main ideas and supporting details in moderately complex texts such as articles, reports, and workplace communications.	An 2.2	- Identify the main idea in academic or professional articles, advertisements, workplace reports, or company announcements… - Locate supporting details in academic or professional articles, advertisements, workplace reports, or company announcements… - Outline the structure of any written document such as a textbook chapter or professional manual. - Interpret the tone (e.g., formal, persuasive) of a business email or editorial. - Distinguish between facts and opinions in academic texts. - Identify the writer's purpose in academic or professional documents (e.g., academic essays or marketing brochures). - Connect supporting examples to main points in academic or professional documents (e.g., academic article, promotional materials).
		Recognize the structure and purpose of a text, including how ideas are organized and linked.		
		Interpret tone, intention, and implied meaning in opinion-based or semi-formal texts.		
NA	Analyze and critique complex written academic and professional texts of varied genres.	Interpret implicit meaning, assumptions, and inferences in complex written discourse.	An 2.3	- Analyze and interpret arguments in scholarly journal articles, promotional materials, editorials, reports, policy papers, debate transcripts (e.g., parliamentary debates…), - Evaluate the credibility of academic sources - Synthesize information from multiple academic or professional texts into a coherent text. - Infer assumptions or hidden biases in reports, transcribed debates, or case studies.
		Evaluate the coherence, structure, and development of ideas in complex text genres.		
		Assess author stance, tone, and rhetorical strategies used to persuade, critique, analyze, or inform…etc.		

❖ Compétence 3 : Production Orale

Domaine de compétence	Compétence 3 : Production Orale	Description
Compétences Communicatives en anglais	**An 3**: Communicate effectively and appropriately in spoken English across every day, professional, and academic contexts.	Communicate clearly and fluently in spoken English through a range of speaking tasks—from everyday conversations to structured academic or professional discussions—building accuracy, fluency, and confidence.
Situations professionnelles	Participate in every day, academic or professional situations such as meetings, interviews, workplace problem-solving tasks (at restaurants, on the phone, at school, at work…).	
	Communicate fluently and spontaneously about everyday academic, and professional topics.	
	Deliver short presentations or reports on academic or real-world topics.	
	Summarize and report information orally in academic or workplace settings (e.g., after reading a report, analyzing a chart, or conducting a task).	
	Use appropriate language and tone for different social, academic, and professional situations, adjusting formality and vocabulary as needed.	

Niveau de la compétence		Eléments de Compétences	Code	Modalité d'évaluation
ND	Express basic ideas and needs in simple, clear language in familiar situations.	Introduce oneself and others.	An 3.1	- Introduce oneself and others in every day, academic, or professional situations (introducing oneself and/ or others during business meals, company visits, job interviews, fairs…). - Ask for help (to find an item in a store, information, directions…). - Describe family or daily routines in simple utterances. - Order food and drink at a café/restaurant. - Apologize for being late to class or a meeting, wrong or late delivery in business. - Invite friends/coworkers/ guests for meals. - Express thanks after receiving help.
		Ask and answer simple questions (e.g., daily routine, preferences)		
		Use common expressions in everyday situations (e.g., shopping, ordering food)		

Niveau de la compétence		Éléments de Compétences	Code	Modalité d'évaluation
NI	Communicate effectively in a range of situations, using connected speech to describe, explain, and interact in everyday, professional, and academic contexts.	Use clear and coherent speech to describe and narrate events, experiences, or procedures. Express opinions, concepts, or tasks using appropriate vocabulary, register, and intonation. Sustain interaction through turn-taking, responding to questions, and maintaining flow in dialogues or discussions.	An 3.2	- Describe job responsibilities or study routine in detail. - Report about a community activity, a meeting, training session, or work event recently attended, a recent field trip, a special project during a recent internship or job experience) - Ask about and share opinions about a book, or article in a group discussion. - Describe the steps of a simple process during a workplace meeting. - Summarize the main points of a class lecture or work training. - Recommend a restaurant or service to a friend or colleague. - Participate in a team meeting by giving opinions and agreeing/disagreeing politely. - Engage in a customer service dialogue (e.g., returning a product). - Ask and answer questions during a peer interview.
NA	Speak fluently, accurately, and appropriately in complex discussions, presentations, and debates, showing awareness of tone, style, and audience.	Present arguments and defending viewpoints. Summarize and synthesize spoken or written information. Engage in academic or professional dialogue with appropriate register.	An 3.3	- Defend a position during a formal debate. - Deliver a structured academic or professional presentation with supporting examples. - Evaluate other people's opinions, projects, or actions - Lead a discussion panel or team meeting, managing turn-taking and time. - Pitch a new idea in a business meeting using evidence and emotional appeals. - Give a thoughtful commentary after attending a conference session. - Synthesize points from multiple speakers into a coherent summary during a group project. - Adapt tone appropriately when speaking to a professor vs. a classmate or a manager vs. a client. - Respond fluently and appropriately to unexpected questions in a Q&As or interviews.

Compétence 4: Production Écrite

Domaine de compétence	Compétence 4: Production Ecrite	Description
Compétences Communicatives en anglais	**An 4**: Write clear, coherent, and appropriate texts for professional and academic purposes.	Express ideas effectively in written English by producing structured, genre-appropriate texts, while developing control over grammar, vocabulary, organization, and tone through planning, drafting, revising, and editing across diverse contexts.
Situations professionnelles	Write everyday texts such as emails, messages, and personal notes.	
	Complete professional writing tasks including CVs, cover letters, and workplace emails.	
	Produce academic texts such as paragraphs, summaries, essays, and reports.	
	Organize and express ideas clearly, using appropriate linking devices, structure, and transitions.	
	Revise and edit writing for clarity, accuracy, and coherence based on feedback or self-assessment.	

Niveau de la compétence		Eléments de Compétences	Code	Modalité d'évaluation
ND	Write short, simple texts using familiar vocabulary and basic sentence structures.	Write simple personal information (e.g., forms, short emails, or messages)	An 4.1	- Write a short paragraph about oneself (name, country, hobbies, job, company, education, qualifications, and experience). - Describe a country, family, hobbies, or daily routines. - Send a simple formal or informal message (email, online note, to a friend or co-worker) to inform, thank, invite, or apologize… - Complete a basic form (name, address, phone number).
		Write short descriptions of familiar topics (e.g., daily routine, family, hobbies).		
		Write short paragraphs using basic sentence patterns and punctuation.		

Niveau de la compétence		Éléments de Compétences	Code	Modalité d'évaluation
NI	Write connected, well-organized texts for different purposes, expressing opinions, narrating experiences, and explaining ideas clearly.	Structure written texts in accordance with the typical organization, format, and purpose of common academic and professional genres. Adapt language, style, level of formality, and register to audience and purpose. Use editing and revision strategies to improve clarity and accuracy.	An 4.2	- Write a story about a memorable experience or trip in a professional or academic context. - Write a detailed description of a place, event, or person. - Write an email explaining a problem and suggesting a solution. - Write a letter or post expressing opinion on a community issue. - Summarize the main ideas of an academic article or presentation. - Write a short essay supporting one side of an argument. - Write about similarities and differences between two products or courses … - Produce a written document combining visual and textual information (ads, posters, blogs & websites) - Write a journal entry about what is learned from a recent experience
NA	Produce well-structured, detailed, and stylistically appropriate texts across a range of academic and professional genres.	Produce well-structured, extended texts that fulfill the communicative and organizational conventions of complex academic and professional genres. Use precise, varied language and register to express subtle distinctions in meaning, tone, and stance. Revise and refine texts independently to enhance coherence, accuracy, and communicative effectiveness.	An 4.3	- Write critical reviews of academic articles, business reports, studies, presentations, or products - Synthesize information from multiple sources to compose academic or professional reports (e.g., medical, technical, business fields). - Develop simple ideas into full-length essays, persuasive papers, position papers, or problem-solution articles on complex issues. - Write research proposals (e.g., for a graduation project), produce business plans (e.g., for a start-up). - Produce structured academic reports on a completed project, formal critiques (e.g., a new company product or marketing campaign).