

# Einstufungstest

- Zu jedem Einstufungstest gehört ein Antwortbogen, den Sie bitte zunächst mit Ihrem Namen und Ihrer Anschrift ausfüllen.
- Auf den folgenden Aufgabenblättern finden Sie zu jeder Frage vier Antwortvorschläge. Nur eine der Antworten ist richtig.
- Auch wenn Sie nur über sehr geringe Vorkenntnisse verfügen, sollten Sie den Test in jedem Fall – so gut es geht – bearbeiten.
- Kreuzen Sie die Ihrer Meinung nach richtige Antwort zu jeder Frage auf dem Antwortbogen (bitte nicht direkt auf dem Einstufungstest) an. Der Antwortbogen wird dabei zeilenweise ausgefüllt, beginnend bei 1.
- Der Einstufungstest ist in seiner Progression auf das von uns eingesetzte Lernmaterial abgestimmt. Er beginnt mit sehr einfachen Fragen und wird von Frage zu Frage schwieriger.
- Wenn Sie das Gefühl haben, die richtige Antwort nur noch erraten zu können, sollten Sie den Einstufungstest beenden, da sonst das Ergebnis durch mögliche Zufallstreffer verfälscht wird.
- Bitte füllen Sie auch die zweite und dritte Seite des Antwortbogens aus. Hier möchten wir erfahren, wie Sie Ihre derzeitigen Sprachkenntnisse erworben haben und welche Schwerpunkte bei Ihrem Sprachtraining berücksichtigt werden sollen.
- Für die Bearbeitung des Einstufungstests haben wir maximal 50 Minuten vorgesehen.
- Benutzen Sie bei der Bearbeitung des Einstufungstests bitte keine Wörterbücher oder sonstige Hilfsmittel.

<b>Example:</b>	<b>Franz ... not Mexican</b>	<b>Correct answer</b>
	a) am                      b) are                      c) is                      d) has	a   b <del>c</del> d

**Stage one:**

1. **Is Mary in room 12? – Yes, \_\_\_\_\_ is.**  
a) he                      b) it                      c) she                      d) they
2. **Is this your mobile? – No, it \_\_\_\_\_.**  
a) is                      b) aren't                      c) not                      d) isn't
3. **This is Mike. He's \_\_\_\_\_ New York.**  
a) of                      b) from                      c) out of                      d) out
4. **\_\_\_\_\_ Cardiff? – It's in Wales.**  
a) What's                      b) Whose                      c) Where's                      d) Who's
5. **Which language \_\_\_\_\_ in Liechtenstein?**  
a) do they speak                      b) are they speaking                      c) speak they                      d) they speak
6. **The hotel room \_\_\_\_\_ a coffee machine.**  
a) has not                      b) have not                      c) don't have                      d) doesn't have
7. **\_\_\_\_\_? – It's very big.**  
a) What is like Mexico City                      b) What's Mexico City like  
c) What's Mexico City                      d) How's Mexico City
8. **How much \_\_\_\_\_ a cup of coffee in London?**  
a) is                      b) costs                      c) cost                      d) makes

**Stage two:**

9. **The meeting is \_\_\_\_\_ Friday \_\_\_\_\_ the morning.**  
a) on / at                      b) at / on                      c) in / at                      d) on / in
10. **What \_\_\_\_\_ on the weekend?**  
a) you do                      b) do you make                      c) do you do                      d) make you
11. **She \_\_\_\_\_ work at eight, every weekday morning.**  
a) starts always                      b) is always starting                      c) is starting always                      d) always starts
12. **What \_\_\_\_\_ to drink? – Mineral water, please.**  
a) you want                      b) do you like                      c) would you like                      d) you like
13. **\_\_\_\_\_ that report?**  
a) He is still writing                      b) Is he still writing                      c) Does he still write                      d) Writes he still
14. **Shall we meet in the restaurant? – Yes, \_\_\_\_\_ in the restaurant.**  
a) why meet                      b) we shall meet                      c) let's meet                      d) we won't meet
15. **What time \_\_\_\_\_ your work last Friday?**  
a) did you finish                      b) have you finished                      c) finished you                      d) you finished
16. **Have you got any brothers and sisters? – \_\_\_\_\_ one brother and two sisters.**  
a) I have got                      b) I got                      c) I has a                      d) I have no

## Stage three:

17. Does Germany produce a lot of machines? – Yes, Germany produces \_\_\_\_\_ machines.  
 a) much                      b) many                      c) a little                      d) few
18. The man \_\_\_\_\_ repairs the machines is on vacation.  
 a) which                      b) he                      c) what                      d) who
19. The company's doing \_\_\_\_\_. Profits are up.  
 a) well                      b) nice                      c) good                      d) finely
20. Their products are \_\_\_\_\_ than ours.  
 a) still expensive                      b) more expensively                      c) expensiver                      d) more expensive
21. I'm afraid we don't have \_\_\_\_\_ parts for that model.  
 a) some                      b) any                      c) this                      d) that
22. I'd like \_\_\_\_\_ a copy of it.  
 a) you to make                      b) that you make                      c) that you will make                      d) you making
23. What time \_\_\_\_\_ the office tomorrow?  
 a) you leave                      b) you will leave                      c) are you leaving                      d) leave you
24. What's the plan? When \_\_\_\_\_ meet the Queen next summer?  
 a) is he                      b) is he going to                      c) he going to                      d) he will

## Stage four:

25. The engineers \_\_\_\_\_ speak Arabic.  
 a) need not to                      b) have not need to                      c) don't need to                      d) have not to
26. Barry McKenzie \_\_\_\_\_ in Australia.  
 a) would be born                      b) is born                      c) has been born                      d) was born
27. If we \_\_\_\_\_ a profit, we'll have a big party.  
 a) would make                      b) made                      c) will make                      d) make
28. \_\_\_\_\_ you ever \_\_\_\_\_ basketball?  
 a) Did / played                      b) Have / played                      c) Had / played                      d) Have / play
29. Hello, could I speak to Alice Johnson, please? – \_\_\_\_\_.  
 a) Speaking                      b) I'm speaking                      c) On the phone                      d) Yes, it's me
30. She always does her homework. Why \_\_\_\_\_ she \_\_\_\_\_ it yet?  
 a) did / do                      b) has / done                      c) hasn't / done                      d) has / doing
31. He is responsible \_\_\_\_\_ the accounts.  
 a) for checking                      b) to control                      c) for check                      d) to do
32. I'm sorry, but you \_\_\_\_\_ smoke in the office.  
 a) must not to                      b) needn't                      c) don't have to                      d) are not allowed to

## Stage five:

33. **Everyone knows he's good \_\_\_\_\_ the staff.**  
 a) by motivating      b) with motivating      c) at motivating      d) how he motivates
34. **She works \_\_\_\_\_ but also very \_\_\_\_\_.**  
 a) fast / efficient      b) fast / efficiently      c) fastly / efficiently      d) more fast / efficient
35. **At inlingua, lessons \_\_\_\_\_ only by native speakers.**  
 a) is given      b) will be      c) are give      d) are taught
36. **The tickets \_\_\_\_\_ in the last half hour.**  
 a) have been send      b) have been sent      c) have be sent      d) were being sent
37. **The directors can give \_\_\_\_\_ a holiday at any time.**  
 a) himself      b) themselves      c) themself      d) theirselves
38. **He said he \_\_\_\_\_ me as soon as he was ready.**  
 a) will call      b) called      c) calls      d) would call
39. **I \_\_\_\_\_ my email, when everything froze.**  
 a) was checking      b) was checked      c) checked      d) checking
40. **If I \_\_\_\_\_ enough money, I'd go on a world cruise.**  
 a) would have      b) have      c) had      d) have had

## Stage six:

41. **He \_\_\_\_\_ for them since January.**  
 a) is working      b) has been working      c) works      d) was working
42. **Let's go into the living room, \_\_\_\_\_?**  
 a) don't we      b) do we      c) shall we      d) will we
43. **Green energy sources \_\_\_\_\_ developed.**  
 a) are still      b) have still been      c) will still being      d) are still being
44. **Mr. Harald Schmidt is not a colleague \_\_\_\_\_.**  
 a) of mine      b) of me      c) from me      d) from mine
45. **Before I became a trainer, I \_\_\_\_\_ work as a salesman.**  
 a) used to      b) am used to      c) was used to      d) were to
46. **The managers didn't realize that somebody \_\_\_\_\_ sensitive information.**  
 a) have stolen      b) have been stealing      c) had been stealing      d) has been stealing
47. **Before we purchased the company, it \_\_\_\_\_ a lot of money.**  
 a) has been losing      b) has lost      c) was in      d) had lost
48. **You can't use her car \_\_\_\_\_ you have permission.**  
 a) if      b) when      c) should      d) unless

## Stage seven:

49. I'm responsible \_\_\_\_\_ all our raw materials.  
 a) to purchase      b) for purchasing      c) for purchase      d) to purchasing
50. I think we should consider the offer, but we \_\_\_\_\_ rush into a decision.  
 a) shouldn't      b) oughtn't      c) ought to      d) must
51. I \_\_\_\_\_ the company in 2002. I love it here and now I \_\_\_\_\_ here for 10 years.  
 a) joined / worked      b) joined / have been working  
 c) had joined / have been working      d) had joined / been working
52. Have you drawn \_\_\_\_\_ the budget yet? – No, what do we need to budget \_\_\_\_\_?  
 a) up / for      b) on / for      c) on / with      d) up / with
53. You can't access the network without a password.  
 It \_\_\_\_\_ if you have the password.  
 a) cannot be accessed      b) can only be accessed  
 c) is only be accessed      d) be only accessed
54. They're thinking \_\_\_\_\_ more staff.  
 a) that they take on      b) to be taking on      c) on take on      d) about taking on
55. You must wear protective equipment in this area. It \_\_\_\_\_ at all times.  
 a) can be worn      b) must be worn      c) should wearing      d) has to be
56. We don't do the copying ourselves. We \_\_\_\_\_ by a copying firm.  
 a) let it done      b) have it make      c) let it do      d) have it done

## Stage eight:

57. I don't \_\_\_\_\_ know the answer at the moment.  
 a) obviously      b) factually      c) presently      d) actually
58. The new machine isn't bad, but we're not \_\_\_\_\_ satisfied with it.  
 a) totally      b) relatively      c) reasonably      d) fairly
59. I'll let you know as soon as the meeting \_\_\_\_\_.  
 a) is started      b) has started      c) will start      d) is starting
60. At the end of this week, \_\_\_\_\_ on this project for three years.  
 a) I'll be working      b) I'll been working  
 c) I'll have been working      d) I will work
61. I wish I \_\_\_\_\_ his advice.  
 a) took      b) would have taken      c) have taken      d) had taken
62. By the end of the month, we \_\_\_\_\_ the project.  
 a) have completed      b) will complete      c) are going to complete      d) will have completed
63. I would recommend \_\_\_\_\_ the contract.  
 a) cancelling      b) to cancel      c) to cancelling      d) cancel
64. Before he bought the restaurant, it \_\_\_\_\_ money.  
 a) have losing      b) have been losing      c) had been losing      d) had losing

## Stage nine:

65. **Would you mind \_\_\_\_\_ that?**  
 a) deal with      b) dealing with      c) dealing for      d) deal for
66. **We're all on holiday next week so we've decided \_\_\_\_\_ the meeting to August 15.**  
 a) to put down      b) to put up      c) to put off      d) to put on
67. **It wasn't easy, but in the end I \_\_\_\_\_ convince them.**  
 a) able to      b) succeeded to      c) am able to      d) managed to
68. **You should drive more carefully. – What do you mean? I \_\_\_\_\_ carefully!**  
 a) am      b) do drive      c) do driving      d) go
69. **If that \_\_\_\_\_ happen, the consequences would be serious.**  
 a) should      b) shall      c) were      d) will
70. **We wouldn't have had the information if it \_\_\_\_\_ the Internet.**  
 a) hadn't been      b) wouldn't have been      c) hadn't been with      d) hadn't been for
71. **The equipment \_\_\_\_\_ wrong. It's impossible!**  
 a) must have go      b) can have gone      c) can't have gone      d) couldn't have
72. **I feel efficiency is important, and I'm \_\_\_\_\_ improve it.**  
 a) reluctant to      b) wanting to      c) anxious to      d) optimistic to

## Stage ten:

73. **What start date do you have in mind? When are you \_\_\_\_\_ starting the project?**  
 a) looking to      b) looking at      c) intending to      d) thinking on
74. **Do you have any other hobbies \_\_\_\_\_ surfing the internet?**  
 a) besides      b) other      c) including      d) aside
75. **We're not sure if this is a really good idea. There's a \_\_\_\_\_ over it.**  
 a) question      b) question point      c) doubt      d) question mark
76. **Could you send me the report? If so, is it possible \_\_\_\_\_ me today?**  
 a) in giving it      b) to make it to      c) to get it to      d) for mailing
77. **When did you first suspect there was a problem? When did you \_\_\_\_\_ of the situation?**  
 a) become awake      b) get a draft      c) get up      d) get wind
78. **The device is like a PDA. You could \_\_\_\_\_ a hand held computer.**  
 a) equal it to      b) liken it to      c) compare it as      d) like it as
79. **I don't think that solution would work. \_\_\_\_\_ it would have any effect.**  
 a) It's extremely doubtful      b) It's very probable  
 c) It's almost impossible      d) It's very possible
80. **I took on the position as a challenge. My decision \_\_\_\_\_ money.**  
 a) was not made by      b) hadn't to do with      c) had nothing to do with      d) was based on

## Stage eleven:

81. This will be the fourth increase. Taxes are to be raised \_\_\_\_\_. I don't agree with it.  
a) yet more                      b) up more                      c) upward                      d) yet again
82. The company is by far the best. It's \_\_\_\_\_ the competition.  
a) in a different division above                      b) light years over  
c) head and shoulders above                      d) by far over
83. No wonder I got lost. I didn't know the area and, \_\_\_\_\_, it was really foggy.  
a) what's more                      b) further to                      c) because of                      d) on top of all
84. By the end of this month, \_\_\_\_\_ phase two of the project.  
a) we would finished                      b) we have finished                      c) we'll have finished                      d) we'd have finish
85. Only certain people \_\_\_\_\_ to access this area.  
a) have cleared                      b) are authorization                      c) are permitted                      d) need allowance
86. \_\_\_\_\_ refer to the extent to which a company is environmentally friendly.  
a) Green credentials                      b) Eco awareness                      c) Pollutant reducers                      d) Sustainable developments
87. The new CAD software was \_\_\_\_\_.  
So they decided to stick with their existing package.  
a) the going rate                      b) prohibitively expensive  
c) priceless                      d) eminently affordable
88. Would you like to go? – \_\_\_\_\_, under the circumstances.  
a) I hope to                      b) I don't think I ought to  
c) I wouldn't say yes                      d) I will have to say yes

## Stage twelve:

89. I forgot her birthday. \_\_\_\_\_, she was hardly pleased.  
a) I need to say                      b) Needing to say                      c) Needless to say                      d) Need to say
90. Tell us what you hope to achieve in your career? What do you \_\_\_\_\_?  
a) inspire to                      b) dream on                      c) aspire to                      d) wish about
91. Facebook is \_\_\_\_\_ easy to use. I'm on it all the time.  
a) substantially                      b) tremendously                      c) repeatedly                      d) hardly
92. All our decision making \_\_\_\_\_ democratic discussion.  
a) requires our                      b) fixes on                      c) focuses in                      d) revolves around
93. This weather is set to get worse. Apparently it's going to \_\_\_\_\_ tomorrow.  
a) increase                      b) reduce                      c) worse                      d) deteriorate
94. The new rules should prevent staff \_\_\_\_\_ too hard.  
a) from work                      b) to work                      c) from working                      d) in working
95. Buying a property represents \_\_\_\_\_ the greatest expense most people face.  
a) up and away                      b) near and far                      c) over the top                      d) far and away
96. The next step is to explain my proposal and try to sell it – \_\_\_\_\_ to my superiors.  
a) to pitch it                      b) to dissuade it                      c) to scrutinize it                      d) to bounce it

Zurück an:

Für die Auswertung

     

Datum:

## Antwortbogen zur Einstufung und Programmdefinition

Bitte füllen Sie diesen Antwortbogen möglichst vollständig aus. Er wird uns helfen, Ihr Sprachtraining gezielt auf Ihre Vorkenntnisse und Bedürfnisse abzustimmen.

Name: Vorname: Straße: PLZ/Ort: E-Mail: Telefon: Zielsprache: Firma: 

Das folgende Schema bezieht sich auf den beigelegten Einstufungstest. Kreuzen Sie in diesem Schema die für jede Aufgabe Ihrer Ansicht nach richtige Antwort an:

01. a b c d	02. a b c d	03. a b c d	04. a b c d	05. a b c d	06. a b c d	07. a b c d	08. a b c d	<input type="checkbox"/>
09. a b c d	10. a b c d	11. a b c d	12. a b c d	13. a b c d	14. a b c d	15. a b c d	16. a b c d	<input type="checkbox"/>
17. a b c d	18. a b c d	19. a b c d	20. a b c d	21. a b c d	22. a b c d	23. a b c d	24. a b c d	<input type="checkbox"/>
25. a b c d	26. a b c d	27. a b c d	28. a b c d	29. a b c d	30. a b c d	31. a b c d	32. a b c d	<input type="checkbox"/>
33. a b c d	34. a b c d	35. a b c d	36. a b c d	37. a b c d	38. a b c d	39. a b c d	40. a b c d	<input type="checkbox"/>
41. a b c d	42. a b c d	43. a b c d	44. a b c d	45. a b c d	46. a b c d	47. a b c d	48. a b c d	<input type="checkbox"/>
49. a b c d	50. a b c d	51. a b c d	52. a b c d	53. a b c d	54. a b c d	55. a b c d	56. a b c d	<input type="checkbox"/>
57. a b c d	58. a b c d	59. a b c d	60. a b c d	61. a b c d	62. a b c d	63. a b c d	64. a b c d	<input type="checkbox"/>
65. a b c d	66. a b c d	67. a b c d	68. a b c d	69. a b c d	70. a b c d	71. a b c d	72. a b c d	<input type="checkbox"/>
73. a b c d	74. a b c d	75. a b c d	76. a b c d	77. a b c d	78. a b c d	79. a b c d	80. a b c d	<input type="checkbox"/>
81. a b c d	82. a b c d	83. a b c d	84. a b c d	85. a b c d	86. a b c d	87. a b c d	88. a b c d	<input type="checkbox"/>
89. a b c d	90. a b c d	91. a b c d	92. a b c d	93. a b c d	94. a b c d	95. a b c d	96. a b c d	<input type="checkbox"/>



Haben Sie die Fremdsprache bereits in der Schule gelernt?

nein  ja, \_\_\_\_\_ Jahre

Haben Sie andere Kurse in dieser Sprache besucht? Wann? Wie lange? Wie intensiv war der Unterricht?

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Haben Sie bereits Vorkenntnisse in einem speziellen Fachvokabular? Wenn ja, in welchem Bereich? Welche Branche?

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Haben Sie Interesse an unseren Blended Learning Angeboten?

ja  nein  ja, ich habe aber keinen Computer

Wann wäre ein Sprachtraining für Sie am besten möglich?

morgens  mittags  nachmittags  abends  am Wochenende

Wie schnell möchten Sie Ihr Sprachziel erreichen?

zügig  innerhalb eines Monats  innerhalb eines halben Jahres  ich habe länger Zeit

Wie schätzen Sie selbst Ihre aktiven Fähigkeiten in der Zielsprache ein?

#### Stufe 4

Ich fühle mich bei allen Kommunikationssituationen in der Fremdsprache sicher und nehme auch an komplizierten Verhandlungen aktiv teil.

Fehler sind selten. Ich bespreche komplexe Themen am Telefon und kann aus Nachrichtensendungen auch detaillierte Informationen sicher entnehmen. Alle Arten von Korrespondenz in der Fremdsprache erledige ich unter Beachtung von idiomatischen Feinheiten.

Trifft auf mich zu:

voll (4.0)

teils (3.5)

Lesen Sie bitte dazu die folgenden Niveaubeschreibungen beginnend mit der Stufe 0 und kreuzen Sie Ihre Stufe auf der rechten Seite an.

#### Stufe 3

Ich kann über alle Themen diskutieren und Ansichten und Vermutungen differenziert ausdrücken. In Geschäftssituationen bringe ich meine fachliche Autorität zur Geltung, bin dabei aber idiomatisch noch nicht vollständig sicher. Ich bin in der Lage, mit Muttersprachlern in Projekten zusammenzuarbeiten und folge Besprechungen und Präsentationen sicher. Ich lese und verstehe anspruchsvollere Zeitungsartikel und Geschäftsunterlagen.

voll (3.0)

teils (2.5)

#### Stufe 2

An Gesprächen in der Fremdsprache kann ich aktiv teilnehmen. Ich kann dabei nicht nur über die Vergangenheit sprechen, sondern auch Zukunftspläne und Hoffnungen ausdrücken, loben, kritisieren, Vorschläge begrüßen oder ablehnen. Ich verstehe einfachere Zeitungartikel sowie Standardgeschäftskorrespondenz. Telefonate führe ich mit zunehmender Sicherheit, suche dabei immer wieder nach den richtigen Begriffen.

voll (2.0)

teils (1.5)

#### Stufe 1

Ich kann mich im Alltag, in einfachen Situationen des Geschäftslebens sowie auf Reisen grob verständigen. Ich stelle und beantworte kurze Fragen. Ich verstehe langsames und deutliches Sprechen, auch am Telefon. Über Vergangenes kann ich grob berichten. Bei all diesen Situationen bin ich noch recht unsicher.

voll (1.0)

teils (0.5)

#### Stufe 0

Ich habe keine oder nur kaum verwertbare Vorkenntnisse.

voll (0.0)

Welche allgemeinen Ziele möchten Sie mit Ihrem Sprachkurs erreichen?

- |  | sehr wichtig             | weniger wichtig          | unwichtig                |
|--|--------------------------|--------------------------|--------------------------|
| - sich mündlich in der Fremdsprache ausdrücken können    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - sich schriftlich in der Fremdsprache ausdrücken können | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Erweiterung des Wortschatzes                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Sicherheit in der Grammatik                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - korrekte Aussprache                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Abschluss mit einem offiziellen Sprachdiplom           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Welches Sprachdiplom streben Sie dabei an?               | _____                    |                          |                          |
| Welche Punktzahl/Stufe möchten Sie erreichen?            | _____                    |                          |                          |
| - Vorbereitung auf ein Vorstellungsgespräch:             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Sonstiges: _____                                       |                          |                          |                          |

Für welche Belange benötigen Sie die Fremdsprache?

- im Alltag
- im Beruf
- 
- | Ihre Funktion                             | Fach-Bereich | Ihre Branche |
|---|--------------|--------------|
| <input type="checkbox"/> Sonstiges: _____ |              |              |
- 

Wenn Sie die Fremdsprache aus beruflichen Gründen lernen:  
Wie wichtig sind die folgenden Situationen für Sie bei der Kommunikation in der Fremdsprache?

- |   | sehr wichtig             | weniger wichtig          | unwichtig                |
|---|--------------------------|--------------------------|--------------------------|
| - Telefonieren                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Teilnahme an Besprechungen                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Präsentationen                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Verhandlungen bzw. Verkaufsgespräche            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Messen  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Betreuung von Kunden und Geschäftspartnern      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Small Talk                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Teilnahme an Konferenzen und Seminaren          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Lesen von Briefen und E-Mails                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Schreiben von Briefen und E-Mails               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Lesen von Berichten und Protokollen             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Schreiben von Berichten und Protokollen         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Lesen und Beschreiben von Bedienungsanleitungen | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Darstellung firmenspezifischer Sachverhalte     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Mitarbeitergespräche führen                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Personalbeurteilung                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Controlling                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Sonstiges: _____                                |                          |                          |                          |