



Office of International Education, Languages Institute

Name:		E-mail:	
Employee:		Date:	

ENGLISH LANGUAGE ASSESSMENT (to be completed by employer)

For each item identified below, please select your assessment by checking the appropriate box:

SPEAKING AND LISTENING ASSESSMENT:

1. The employee has smooth speech (does not use “umm”, “uhh” or hesitate repeatedly)

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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2. The employee’s pronunciation is clear and accurate.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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3. The employee has a wide range of vocabulary and uses it correctly and in the proper context.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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4. The employee expresses opinions and shares information clearly and accurately.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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5. The employee asks questions and probes to obtain information from coworkers and supervisors and clients.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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6. The employee is able to give instructions and directions clearly and accurately.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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7. The employee is able to follow instructions and directions correctly.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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8. The employee understands information that is received over the telephone.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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Fax or e-mail to: Leigh-Ann Duke, Coordinator
 403.440.5155 (fax)
lduke@mtroyal.ca



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9. The employee is able to accurately request information over the telephone.

strongly disagree		disagree		agree		strongly agree		not applicable	
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10. The employee understands when to use more formal speech.

strongly disagree		disagree		agree		strongly agree		not applicable	
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11. The employee understands when to use less formal speech.

strongly disagree		disagree		agree		strongly agree		not applicable	
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12. The employee uses hand gestures, eye contact and body language appropriately.

strongly disagree		disagree		agree		strongly agree		not applicable	
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13. The employee is able to identify key ideas and points as they are presented in meetings and presentations.

strongly disagree		disagree		agree		strongly agree		not applicable	
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READING AND WRITING ASSESSMENT:

1. The employee writes business correspondence using correct spelling, punctuation and capitalization.

strongly disagree		disagree		agree		strongly agree		not applicable	
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2. The employee writes using correct verb tenses.

strongly disagree		disagree		agree		strongly agree		not applicable	
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3. The employee writes in a logical, sequential and organized manner.

strongly disagree		disagree		agree		strongly agree		not applicable	
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4. The employee's written ideas are relevant to the topic and clear for others to understand.

strongly disagree		disagree		agree		strongly agree		not applicable	
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5. The employee is able to record minutes of meetings and is able to capture key ideas accurately and clearly.

strongly disagree		disagree		agree		strongly agree		not applicable	
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6. The employee is able to write clear instructions and directions.

strongly disagree		disagree		agree		strongly agree		not applicable	
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7. The employee writes using correct word choices and phrases.

strongly disagree		disagree		agree		strongly agree		not applicable	
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8. The employee writes using a broad range of vocabulary.

strongly disagree		disagree		agree		strongly agree		not applicable	
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9. The employee is able to write clear telephone messages.

strongly disagree		disagree		agree		strongly agree		not applicable	
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10. The employee is able to proofread documents accurately.

strongly disagree		disagree		agree		strongly agree		not applicable	
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11. The employee is able to read and understand workplace materials and correspondence (e.g. reports).

strongly disagree		disagree		agree		strongly agree		not applicable	
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12. The employee is able to skim or scan documents and can recap the main ideas in a clear, organized manner.

strongly disagree		disagree		agree		strongly agree		not applicable	
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BUSINESS CULTURE AND ETIQUETTE:

1. The employee understands the Canadian business culture and protocol and applies the rules in various situations including meetings, presentations, group work, dealing with customer concerns and dealing with conflict.

strongly disagree		disagree		agree		strongly agree		not applicable	
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2. The employee understands the Canadian business culture and protocol and how to apply the rules when speaking with coworkers, supervisors and customers/clients.

strongly disagree		disagree		agree		strongly agree		not applicable	
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ADDITIONAL COMMENTS:

In the space below, please provide information on any other areas that may impact the employee's job performance.

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