























| Checklist of speech acts at work 1 | | | | | |
|---|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Speech acts and opportunities | Can I do | speaking | listening | writing | reading |
| | | | | | |
| Describing and understanding workflows e.g. in my everyday life: What do I do during the day? What do I start with? What do I do next? With what do I finish my day? | can I do easily | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | can I do with help | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Describing and understanding rules e.g. of a game: What is the goal of a game? What do the players have to do? When is the game over? Or, for instance, the rules of a field of activity that I know. | can I do easily | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | can I do with help | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Describing and understanding procedures e.g. ironing a shirt, changing an electric bulb, another activity that I know | can I do easily | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | can I do with help | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Understanding media information | | | | | |
| Answer phone | can I do easily | | <input checked="" type="checkbox"/> | | |
| | can I do with help | | <input checked="" type="checkbox"/> | | |
| Job advertisement | can I do easily | | | | <input checked="" type="checkbox"/> |
| | can I do with help | | | | <input checked="" type="checkbox"/> |
| Brochure for further education | can I do easily | | | | <input checked="" type="checkbox"/> |
| | can I do with help | | | | <input checked="" type="checkbox"/> |
| Brochures, information sheets | can I do easily | | | | <input checked="" type="checkbox"/> |
| | can I do with help | | | | <input checked="" type="checkbox"/> |
| Newspaper articles | can I do easily | | | | <input checked="" type="checkbox"/> |
| | can I do with help | | | | <input checked="" type="checkbox"/> |
| Posters, announcements | can I do easily | | | | <input checked="" type="checkbox"/> |
| | can I do with help | | | | <input checked="" type="checkbox"/> |
| Leading conversations during breaks, talking about the weather, talking about the family | can I do easily | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| | can I do with help | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |

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| Speech acts and opportunities | Can I do |
|---|--|
| Reading and understanding job advertisements e.g. comparing job advertisements with my skills and qualifications, evaluating if I am qualified for the job | can I do easily  |
| | can I do with help or with many mistakes  |
| Asking e.g. when I do not understand what is said by someone | can I do easily  |
| | can I do with help or with many mistakes  |
| Expressing needs e.g. when I need something and thus have to ask someone to help me | can I do easily  |
| | can I do with help or with many mistakes  |
| Taking up a stance e.g. when I disagree with one of my colleagues or my boss on a certain subject | can I do easily  |
| | can I do with help or with many mistakes  |
| Clarifying further procedures e.g. when I do something together with a colleague, like writing a text or cooking a meal | can I do easily  |
| | can I do with help or with many mistakes  |
| Arranging a date e.g. a doctor's appointment | can I do easily  |
| | can I do with help or with many mistakes  |
| Instructing someone E.g. am I able to explain a certain activity so that he/she is able to do it afterwards? | can I do easily  |
| | can I do with help or with many mistakes  |
| Phoning | |
| Inquiring information | can I do easily  |
| | can I do with help  |
| Circulating information | can I do easily  |
| | can I do with help  |
| Reporting sickness | can I do easily  |
| | can I do with help  |
| Leaving a message on an answering machine | can I do easily  |
| | can I do with help  |

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