

## Skillful Second Edition

Skillful Second Edition is a five-level academic series spanning the Common European Framework of Reference for Languages (CEFR) from levels A1 to C1. Each level is split into two books, one for Reading & Writing and the other for Listening & Speaking. Skillful Second Edition offers a skills syllabus and covers listening, speaking, reading, and writing, with vocabulary, grammar, pronunciation, and study skills.

## The CEFR

The CEFR is an international standard which aims to provide a transparent, coherent, and comprehensive means of describing language ability. It describes what language learners can do in different skills across six broad levels, from A1 to C2, with some of these levels being further broken down into sub-levels (e.g. A2 can be subdivided into A2 and A2+). It consists of a set of scales containing descriptors indicating what a learner can do in that context.

Originally published in 2001, the CEFR was extended in 2017 and now includes an expanded list of descriptors to describe language ability at different levels. The CEFR mapping for Skillful Second Edition was carried out using the 2017 extended set of descriptors, a copy of which is freely available on the Council of Europe website: <https://rm.coe.int/common-european-framework-of-reference-for-languages-learning-teaching/168074a4e2>

## How to use the Skillful Second Edition CEFR maps

There are two versions of CEFR maps in this document. Both versions contain the same mapping information in different formats – it is up to you which version you want to use.

**Version 1** is organized by the CEFR scales and descriptors, which allows you to browse the mapping document from a CEFR point of view. So, for example, you first identify the relevant scale and descriptor you are interested in and then can see which course learning outcomes map to that descriptor, as well as their location in the book.

**Version 2** is organized unit by unit, which allows you to browse the course learning outcomes chronologically. These are mapped to the relevant CEFR descriptor(s), and the CEFR Ref column indicates which of the scales the descriptor is taken from – a table summarizing the CEFR scales and their references is provided at the start of Version 2.

For both versions, it is important to note that only relevant CEFR scales and descriptors have been included. On some occasions, no suitable CEFR descriptor was identified for a particular learning outcome. All descriptors included are at or within one band of the target level of the book.

Version 1: organized by CEFR scales and descriptors

<b>COMMUNICATIVE LANGUAGE ACTIVITIES: SPOKEN RECEPTION</b>			
<b>OVERALL LISTENING COMPREHENSION</b>			
<b>CEFR</b>	<b>CEFR Descriptor</b>	<b>Learning outcome(s)</b>	<b>Unit (Page)</b>
<b>A1</b>	Can recognize concrete information (e.g. places and times) on familiar topics encountered in everyday life, provided it is delivered in slow and clear speech.	I can recognize the purpose and general idea of everyday social encounters if these are spoken slowly and clearly.	1 (p10)
		I can understand cardinal and ordinal numbers when these are spoken slowly and clearly in routine transactions.	4 (p64)
		I can understand the time of day when it is spoken slowly and clearly in an everyday conversation.	5 (p82)
<b>UNDERSTANDING CONVERSATION BETWEEN OTHER SPEAKERS</b>			
<b>CEFR</b>	<b>CEFR Descriptor</b>	<b>Learning outcome(s)</b>	<b>Unit (Page)</b>
<b>A1</b>	Can understand some words and expressions when people are talking about him/herself, family, school, hobbies or surroundings, provided they are talking slowly and clearly.	I can understand details of speakers' personal information if they speak slowly and clearly.	2 (p28)
	Can understand words and short sentences when listening to a simple conversation (e.g. between a customer and a salesperson in a shop), provided that people talk very slowly and very clearly.	I can understand cardinal and ordinal numbers when these are spoken slowly and clearly in routine transactions.	4 (p64)
<b>LISTENING TO ANNOUNCEMENTS AND INSTRUCTIONS</b>			
<b>CEFR</b>	<b>CEFR Descriptor</b>	<b>Learning outcome(s)</b>	<b>Unit (Page)</b>
<b>A1</b>	Can understand instructions addressed carefully and slowly to him/her and follow short, simple directions.	I can follow simple directions to get from A to B.	7 (p118)
<b>A2</b>	Can understand basic instructions on times, dates and numbers etc., and on routine tasks and assignments to be carried out.	I can notice when a speaker clarifies something they have said to help me understand.	6 (p100)

Listening & Speaking

LISTENING TO THE RADIO AND AUDIO RECORDINGS			
CEFR	CEFR Descriptor	Learning outcome(s)	Unit (Page)
A1	Can pick out concrete information (e.g. places and times) from short audio recordings on familiar everyday topics, provided they are delivered very slowly and clearly.	I can call to mind what I already know about a topic in order to help me to understand when I listen.	3 (p46)
A2	Can understand in a radio interview what people say they do in their free time, what they particularly like doing and what they do not like doing, provided that they speak slowly and clearly.	I can understand when speakers discuss the advantages and disadvantages of something in an everyday conversation.	9 (p154)
COMMUNICATIVE LANGUAGE ACTIVITIES: SPOKEN PRODUCTION			
SUSTAINED MONOLOGUE: DESCRIBING EXPERIENCE			
CEFR	CEFR Descriptor	Learning outcome(s)	Unit (Page)
A2	Can describe people, places and possessions in simple terms.	I can talk about a city, giving information about population, climate and tourist attractions.	7 (p128)
	Can say what he/she is good at and not so good at (e.g. sports, games, skills, subjects).	I can talk about the things I am good at and not so good at in an informal conversation.	10 (p182)
SUSTAINED MONOLOGUE: GIVING INFORMATION			
CEFR	CEFR Descriptor	Learning outcome(s)	Unit (Page)
A1	Can give a simple description of an object or picture while showing it to others using basic words, phrases and formulaic expressions, provided he/she can prepare in advance.	I can describe a picture, stating where objects are in relation to each other.	3 (p56)
ADDRESSING AUDIENCES			
CEFR	CEFR Descriptor	Learning outcome(s)	Unit (Page)
A2	Can give a short, rehearsed, basic presentation on a familiar subject.	I can describe my dream job.	9 (p164)

Listening & Speaking

**COMMUNICATIVE LANGUAGE ACTIVITIES: SPOKEN INTERACTION**

**CONVERSATION**

CEFR	CEFR Descriptor	Learning outcome(s)	Unit (Page)
<b>A1</b>	Can take part in a simple conversation of a basic factual nature on a predictable topic, e.g. his/her home country, family, school.	I can talk about people in my family in an informal conversation.	2 (p38)
<b>A2</b>	Can make and respond to invitations, suggestions and apologies.	I can make, accept and decline informal invitations.	8 (p146)

**INFORMAL DISCUSSION (WITH FRIENDS)**

CEFR	CEFR Descriptor	Learning outcome(s)	Unit (Page)
<b>A1</b>	Can exchange likes and dislikes for sports, foods, etc., using a limited repertoire of expressions, when addressed clearly, slowly and directly.	I can talk about the kinds of food that I like.	5 (p92)
<b>A2</b>	Can discuss what to do, where to go and make arrangements to meet.	I can make, accept and decline informal invitations.	8 (p146)

**OBTAINING GOODS AND SERVICES**

CEFR	CEFR Descriptor	Learning outcome(s)	Unit (Page)
<b>A1</b>	Can ask people for things and give people things.	I can make simple purchases in shops.	4 (p74)
	Can handle numbers, quantities, cost and time.		

**INFORMATION EXCHANGE**

CEFR	CEFR Descriptor	Learning outcome(s)	Unit (Page)
<b>A1</b>	Can ask and answer questions about themselves and other people, where they live, people they know, things they have.	I can ask questions to find our basic personal information when I'm getting to know someone.	1 (p20)
<b>A2+</b>	Can ask and answer questions about habits and routines.	I can ask someone about the things they do to keep fit and healthy.	6 (p110)

INTERVIEWING AND BEING INTERVIEWED			
CEFR	CEFR Descriptor	Learning outcome(s)	Unit (Page)
A1	Can reply in an interview to simple direct questions spoken very slowly and clearly in direct non-idiomatic speech about personal details.	I can ask questions to find our basic personal information when I'm getting to know someone.	1 (p20)
COMMUNICATIVE LANGUAGE ACTIVITIES: MEDIATION			
NOTE-TAKING (LECTURES, SEMINARS, MEETINGS ETC.)			
CEFR	CEFR Descriptor	Learning outcome(s)	Unit (Page)
A2	Can make simple notes at a presentation/demonstration where the subject matter is familiar and predictable and the presenter allows for clarification and note-taking.	I can take notes of important points when I listen to a straightforward talk or discussion.	10 (p172)

Version 2: organized unit by unit

CEFR SCALE		CEFR REF	
COMMUNICATIVE LANGUAGE ACTIVITIES	Spoken Reception	Overall listening comprehension	CLA-SR-OLC
		Understanding conversation between other speakers	CLA-SR-UC
		Listening to announcements and instructions	CLA-SR-LAI
		Listening to the radio and audio recordings	CLA-SR-LRA
	Spoken Production	Sustained monologue: Describing experience	CLA-SP-SMDE
		Sustained monologue: Giving information	CLA-SP-SMGI
		Addressing audiences	CLA-SP-AA
	Spoken Interaction	Conversation	CLA-SI-C
		Informal discussion (with friends)	CLA-SI-ID
		Obtaining goods and services	CLA-SI-OGS
		Information exchange	CLA-SI-IE
		Interviewing and being interviewed	CLA-SI-IBI
	Mediation	Note-taking (lectures, seminars, meetings, etc.)	CLA-M-NT

Listening & Speaking

UNIT 1				
PAGE	LEARNING OUTCOME	LEVEL	CEFR DESCRIPTOR	CEFR REF
10	I can recognize the purpose and general idea of everyday social encounters if these are spoken slowly and clearly.	A1	<ul style="list-style-type: none"> <li>Can recognize concrete information (e.g. places and times) on familiar topics encountered in everyday life, provided it is delivered in slow and clear speech.</li> </ul>	CLA-SR-OLC
20	I can ask questions to find out basic personal information when I'm getting to know someone.	A1	<ul style="list-style-type: none"> <li>Can ask and answer questions about themselves and other people, where they live, people they know, things they have.</li> <li>Can reply in an interview to simple direct questions spoken very slowly and clearly in direct non-idiomatic speech about personal details.</li> </ul>	CLA-SI-IE CLA-SI-IBI
UNIT 2				
PAGE	LEARNING OUTCOME	LEVEL	CEFR DESCRIPTOR	CEFR REF
28	I can understand details of speakers' personal information if they speak slowly and clearly.	A1	<ul style="list-style-type: none"> <li>Can understand some words and expressions when people are talking about him/herself, family, school, hobbies or surroundings, provided they are talking slowly and clearly.</li> </ul>	CLA-SR-UC
38	I can talk about people in my family in an informal conversation.	A1	<ul style="list-style-type: none"> <li>Can take part in a simple conversation of a basic factual nature on a predictable topic, e.g. his/her home country, family, school.</li> </ul>	CLA-SI-C
UNIT 3				
PAGE	LEARNING OUTCOME	LEVEL	CEFR DESCRIPTOR	CEFR REF
46	I can call to mind what I already know about a topic in order to help me to understand when I listen.	A1	<ul style="list-style-type: none"> <li>Can pick out concrete information (e.g. places and times) from short audio recordings on familiar everyday topics, provided they are delivered very slowly and clearly.</li> </ul>	CLA-SR-LRA
56	I can describe a picture, stating where objects are in relation to each other.	A1	<ul style="list-style-type: none"> <li>Can give a simple description of an object or picture while showing it to others using basic words, phrases and formulaic expressions, provided he/she can prepare in advance.</li> </ul>	CLA-SP-SMGI

Listening & Speaking

UNIT 4				
PAGE	LEARNING OUTCOME	LEVEL	CEFR DESCRIPTOR	CEFR REF
64	I can understand cardinal and ordinal numbers when these are spoken slowly and clearly in routine transactions.	A1	<ul style="list-style-type: none"> <li>Can recognize concrete information (e.g. places and times) on familiar topics encountered in everyday life, provided it is delivered in slow and clear speech.</li> <li>Can understand words and short sentences when listening to a simple conversation (e.g. between a customer and a salesperson in a shop), provided that people talk very slowly and very clearly.</li> </ul>	CLA-SR-OLC CLA-SR-UC
74	I can make simple purchases in shops.	A1	<ul style="list-style-type: none"> <li>Can ask people for things and give people things.</li> <li>Can handle numbers, quantities, cost and time.</li> </ul>	CLA-SI-OGS CLA-SI-OGS
UNIT 5				
PAGE	LEARNING OUTCOME	LEVEL	CEFR DESCRIPTOR	CEFR REF
82	I can understand the time of day when it is spoken slowly and clearly in an everyday conversation.	A1	<ul style="list-style-type: none"> <li>Can recognize concrete information (e.g. places and times) on familiar topics encountered in everyday life, provided it is delivered in slow and clear speech.</li> </ul>	CLA-SR-OLC
92	I can talk about the kinds of food that I like.	A1	<ul style="list-style-type: none"> <li>Can exchange likes and dislikes for sports, foods, etc., using a limited repertoire of expressions, when addressed clearly, slowly and directly.</li> </ul>	CLA-SI-ID
UNIT 6				
PAGE	LEARNING OUTCOME	LEVEL	CEFR DESCRIPTOR	CEFR REF
100	I can notice when a speaker clarifies something they have said to help me understand.	A2	<ul style="list-style-type: none"> <li>Can understand basic instructions on times, dates and numbers etc., and on routine tasks and assignments to be carried out.</li> </ul>	CLA-SR-LAI
110	I can ask someone about the things they do to keep fit and healthy.	A2+	<ul style="list-style-type: none"> <li>Can ask and answer questions about habits and routines.</li> </ul>	CLA-SI-IE



Listening & Speaking

**UNIT 7**

PAGE	LEARNING OUTCOME	LEVEL	CEFR DESCRIPTOR	CEFR REF
118	I can follow simple directions to get from A to B.	A1	<ul style="list-style-type: none"> <li>Can understand instructions addressed carefully and slowly to him/her and follow short, simple directions.</li> </ul>	CLA-SR-LAI
128	I can talk about a city, giving information about population, climate and tourist attractions.	A2	<ul style="list-style-type: none"> <li>Can describe people, places and possessions in simple terms.</li> </ul>	CLA-SP-SMDE

**UNIT 8**

PAGE	LEARNING OUTCOME	LEVEL	CEFR DESCRIPTOR	CEFR REF
136	I can follow the sequence of actions that a speaker is describing by listening for signal words such as 'first', 'next' and 'then'.	N/A	<ul style="list-style-type: none"> <li>No relevant CEFR descriptor at this level.</li> </ul>	N/A
146	I can make, accept and decline informal invitations.	A2	<ul style="list-style-type: none"> <li>Can make and respond to invitations, suggestions and apologies.</li> <li>Can discuss what to do, where to go and make arrangements to meet.</li> </ul>	CLA-SI-C CLA-SI-ID

**UNIT 9**

PAGE	LEARNING OUTCOME	LEVEL	CEFR DESCRIPTOR	CEFR REF
154	I can understand when speakers discuss the advantages and disadvantages of something in an everyday conversation.	A2+	<ul style="list-style-type: none"> <li>Can understand in a radio interview what people say they do in their free time, what they particularly like doing and what they do not like doing, provided that they speak slowly and clearly</li> </ul>	CLA-SR-LRA
164	I can describe my dream job.	A2	<ul style="list-style-type: none"> <li>Can give a short, rehearsed, basic presentation on a familiar subject.</li> </ul>	CLA-SP-AA

**UNIT 10**

PAGE	LEARNING OUTCOME	LEVEL	CEFR DESCRIPTOR	CEFR REF
172	I can take notes of important points when I listen to a straightforward talk or discussion	A2	<ul style="list-style-type: none"> <li>Can make simple notes at a presentation/demonstration where the subject matter is familiar and predictable and the presenter allows for clarification and note-taking.</li> </ul>	CLA-M-NT
182	I can talk about the things I am good at and not so good at in an informal conversation.	A2	<ul style="list-style-type: none"> <li>Can say what he/she is good at and not so good at (e.g. sports, games, skills, subjects).</li> </ul>	CLA-SP-SMDE