

# Summary of Contents

Personal Details

The European Language Portfolio

## Section 1: Language Passport and Documents

### I.1 Language Passport

Practical instructions on how to use the Language Passport and procedure for self-assessment (divider page)

The Language Passport (a separate booklet in passport format)

- Personal details
- Information on use and contents of the Language Passport
- Self-assessment grid
- Overview tables for self-assessment with indications of qualifications and other language learning experiences

### II.1 Language Passport Documents

Practical instructions for the listing of qualifications, certificates and attestations (divider page)

- Lists for qualifications, certificates and attestations
- Qualifications and certificates obtained
- Indication of levels of certificates and qualifications supplied by the institutions concerned
- Global Scale for the calibration of school examinations and language certificates (with example)
- Sample form for the description of language examinations passed for certificates and qualifications
- Attestations of language learning experiences (exchange visits, language learning stays, etc.)

## Section 2: Language Learning Biography

Practical instructions and suggestions on how to fill in the Language Learning Biography

- Lists of documents (completed checklists and other documents in the Language Learning Biography)
- Language Learning Biography: personal language learning history
- Self-assessment checklists for the different languages
- Information about important linguistic and inter-cultural experiences
- Information about learning programmes and courses followed
- Information about personal language learning objectives

## Section 3: Dossier

Practical instructions for collecting and organising pieces of work in the Dossier

- Summary of contents with descriptions of the pieces of work included
- Selection of items of personal work

## Sample Forms to copy