

Number	Large category	Small category	JFS type/reference	number	Level	JF Can-do for Life in Japan	Communicative language activities
308	Working	Listening and speaking at work			A1	Can listen to and understand very simple instructions about, for example, a locker room and a room for lunch on the first day of work, if one is taken to such places for instruction.	listening comprehension
309	Working	Listening and speaking at work			A1	Can listen to and understand very simple instructions from one's superior about working hours, breaks at work, etc., for example, "We work from 9 a.m." and "Lunch break is from 12 to 1 p.m." if he/she talks slowly and clearly.	listening comprehension
310	Working	Listening and speaking at work			A1	Can listen to and understand simple announcements at work about, for example, calling for someone and closing time.	listening comprehension
311	Working	Listening and speaking at work			A1	Can say one's name, hometown, etc. in simple terms when one introduces oneself in front of people one meets for the first time, at, for example, a morning assembly on the first day of work.	oral production
312	Working	Listening and speaking at work			A1	Can reply "Here" after one's name is called, and/or say, for example, "He/she is off today" after the name of a colleague on vacation is called, when taking the roll call at the office.	oral interaction
313	Working	Listening and speaking at work	(JF)	287	A1	Can point at what one wants to borrow or use, such as a pen and scissors, at work and ask a colleague in short simple terms, "Is it okay if I borrow this?" or "Could you lend me this?" etc.	oral interaction
314	Working	Listening and speaking at work	JF	288	A1	Can give instructions in short simple terms such as "Could you come here a moment?" and "Can you look at this?", and respond to instructions one is given if spoken to slowly and clearly, while working in a factory or office.	oral interaction
315	Working	Listening and speaking at work	JF	286	A1	Can ask for in short, simple terms, and, if the speech is slow and clear, listen to and understand very simple instructions on specific and basic office work at one's workplace, such as making copies.	oral interaction
316	Working	Listening and speaking at work	(JF)	290	A1	Can check in short simple terms how many items one should prepare, for example, "Three toners, right?" when asked to restock office supplies at work.	oral interaction
317	Working	Listening and speaking at work			A1	Can give instructions, such as at work, in short simple terms about where to put materials, tools, etc. for cleaning up after work, and/or respond to such instructions if the speech is slow and clear.	oral interaction
318	Working	Listening and speaking at work	JF	285	A1	Can say in short, simple terms such as "please help me" "I need help" when one needs help from others when moving something heavy, for example, or respond to such requests if the speech is slow and clear.	oral interaction
319	Working	Listening and speaking at work			A1	Can tell one's superior in short simple terms, such as "I have just finished my work," when one finished the work one is responsible for.	oral interaction
320	Working	Listening and speaking at work			A1	Can ask if a seat is available and/or answer such questions in short simple terms, such as at an employee cafeteria, for example, "Can I take this seat?" and "Is this seat taken?"	oral interaction
321	Working	Listening and speaking at work	(JF)	292	A1	Can ask in short simple terms "Pass the soy sauce," etc. when having a meal at, for example, an employee cafeteria, and/or respond to such requests if the speech is slow and clear.	oral interaction
322	Working	Listening and speaking at work			A1	Can exchange basic greetings, such as "I'm leaving for today." and "Have a good evening" when leaving office.	oral interaction
323	Working	Listening and speaking at work	JF	398	A1	Can ask or tell someone at one's workplace where a colleague away from his/her desk is at that moment.	oral interaction
324	Working	Listening and speaking at work	(JF)	403	A1	Can tell one's superior or a colleague "My stomach hurts," "I feel sick," etc. in short simple terms when one is not feeling well at work.	oral interaction
325	Working	Listening and speaking at work			A1	Can thank one's superior or colleagues and/or tell them one's sorry in short simple terms after taking off from work.	oral interaction
326	Working	Listening and speaking at work			A1	Can tell one's superior that one's colleague is absent from work in short simple terms.	oral interaction
327	Working	Listening and speaking at work			A1	Can ask colleagues, such as at work, in short simple terms if they go for lunch with one and/or answer such offer.	oral interaction
328	Working	Listening and speaking at work			A1	Can ask a new colleague in simple terms if he/she is getting used to his/her new life or work, and/or answer questions from him/her.	oral interaction
329	Working	Listening and speaking at work			A1	Can understand what, for example, a colleague at work says when he/she introduces his/her family to one, such as "She is my wife" and "He is my son."	oral interaction
330	Working	Listening and speaking at work			A1	Can exchange basic greetings with, for example, colleagues at the end of a year and/or the beginning of a year, such as "Have a great year" and "Happy new year."	oral interaction
331	Working	Listening and speaking at work			A1	Can say congratulatory words, such as "Congratulations on your marriage," "I wish you much happiness," to, for example, colleagues who have gotten married.	oral interaction
332	Working	Listening and speaking at work	(JF)	217	A1	Can ask and/or answer questions from colleagues about food preferences in simple terms, such as "Do you like sushi?" and "Yes, I do" at, for example, a welcome party or meet-up at work.	oral interaction
333	Working	Listening and speaking at work			A1	Can ask colleagues and/or participants at, for example, farewell parties or meetups at work in simple terms, such as "What would you like to drink?" and/or answer such questions from them such as "Juice, please."	oral interaction
334	Working	Listening and speaking at work			A1	Can ask colleagues in short simple terms if they will attend events at work, such as a year-end party, and/or answer such questions.	oral interaction
335	Working	Listening and speaking at work	(JF)	059	A1	Can make a toast or wrap up a party with short simple fixed phrases one has memorized for such occasions as a wrap-up party or an end-of-year party at work.	oral production

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336	Working	Listening and speaking at work	JF	057	A1	Can say words of gratitude with simple fixed phrases such as "thank you for your kindness" in front of those present at one's farewell party held before one's transfer, retirement, etc.	oral production
337	Working	Listening and speaking at work	JF	426	A2	Can answer in short simple terms simple questions about one's work history, work requirements etc., at a job interview, for example, if one can occasionally ask for repetition or explanation.	oral interaction
338	Working	Listening and speaking at work			A2	Can explain in short simple terms the time and place of praying, what one needs, etc. to, for example, one's superior, such as on the first day of work.	oral production
339	Working	Listening and speaking at work	(JF)	458	A2	Can explain in short simple terms the meaning and origin of one's name, etc. when one introduces oneself at, for example, a welcome party.	oral production
340	Working	Listening and speaking at work	(JF)	459	A2	Can tell people in short simple terms about one's interests and things one has done recently when one introduces oneself at, for example, a welcome party.	oral production
341	Working	Listening and speaking at work			A2	Can talk in short simple terms about one's past work experiences, ambitions, etc. when introducing oneself in front of colleagues one met for the first time, such as at a morning assembly on the first day of work.	oral production
342	Working	Listening and speaking at work			A2	Can listen to and understand the instruction of how to use simple machines, such as copiers, while actually looking at the operation at work.	listening comprehension
343	Working	Listening and speaking at work			A2	Can make confirmations and/or receive instructions about the contents of the day's work in short simple terms, such as at the morning assembly at work.	oral interaction
344	Working	Listening and speaking at work			A2	Can ask questions to colleagues about something in short simple terms such as one sees for the first time and/or one does not know the usage and/or answer questions from them at work.	oral interaction
345	Working	Listening and speaking at work	(JF)	330	A2	Can ask questions in short simple terms to an office worker at work about, for example, when and where papers should be submitted, and understand a few simple answers.	oral interaction
346	Working	Listening and speaking at work	JF	509	A2	Can warn one's colleagues in short simple terms or respond when one is warned about inappropriate behaviour, such as forgetting to switch off the electricity and wasting paper at the workplace.	oral interaction
347	Working	Listening and speaking at work			A2	Can make confirmations, give, and/or receive instructions in short simple terms about how to restock office supplies at work while showing or watching how to do it.	oral interaction
348	Working	Listening and speaking at work			A2	Can ask for confirmation about the status of work and respond to such requests when asked while at work.	oral interaction
349	Working	Listening and speaking at work			A2	Can tell one's superior one's situation in short simple terms to seek his/her response in the event of something unexpected, such as a machine problem.	oral interaction
350	Working	Listening and speaking at work			A2	Can tell one's superior, colleagues nearby, etc. in short simple terms where one is going to go, about when one will get back, etc. when one leaves one's position at work.	oral interaction
351	Working	Listening and speaking at work			A2	Can answer simple questions in short simple terms, such as whether one has related experience with work when receiving explanations on how to do the work, if one can sometimes ask for a repetition or an explanation.	oral interaction
352	Working	Listening and speaking at work			A2	Can ask and/or answer questions to identify a person who is not present there about his/her appearance, impression, etc. in short simple terms at places, such as one's office.	oral interaction
353	Working	Listening and speaking at work	JF	266	A2	Can answer simple questions aimed directly at oneself about the current situation, plans, etc. of one's assignment, and express one's thoughts or agreement with help from others during a regular meeting at one's workplace.	oral interaction
354	Working	Listening and speaking at work	JF	517	A2	Can ask colleagues questions and / or answer questions about simple information regarding an event at one's workplace, such as the meeting place, time, etc.	oral interaction
355	Working	Listening and speaking at work	(JF)	267	A2	Can answer simple questions aimed directly at oneself about the good or bad points, for example, in a debriefing meeting at work after an assigned task.	oral interaction
356	Working	Listening and speaking at work			A2	Can understand the name of the person talking on the phone and who he/she wants to speak to when one receives an extension call at work if one knows their names.	oral interaction
357	Working	Listening and speaking at work			A2	Can call, for example, one's office to ask someone to relay a message in short simple terms, such as being absent or late.	oral interaction
358	Working	Listening and speaking at work			A2	Can tell one's situation to one's superior in short simple terms in advance to get a day off.	oral interaction
359	Working	Listening and speaking at work			A2	Can call one's company to explain one's situation in short simple terms when one cannot go to work due to, for example, poor health or when one is going to be late, such as due to a train delay.	oral interaction
360	Working	Listening and speaking at work			A2	Can talk to colleagues having lunch in short simple terms at, for example, an employee lounge, for example, "It looks delicious." and "What is it?"	oral interaction
361	Working	Listening and speaking at work	(JF)	490	A2	Can respond and/or refuse with a comment in short simple terms when offered food, drink, etc., for example, during break time at work.	oral interaction
362	Working	Listening and speaking at work	(JF)	204	A2	Can give basic greetings to colleagues one meets, for example, in an elevator at work and talk in short simple terms about one's recent news.	oral interaction
363	Working	Listening and speaking at work	(JF)	497	A2	Can talk in short simple terms to colleagues about what one did during vacation, how it was, etc. after one's summer vacation, the New Year holidays, etc.	oral interaction
364	Working	Listening and speaking at work			A2	Can comment, and ask or answer questions in short simple terms to new colleagues about, for example, each other's country and one's hometown.	oral interaction
365	Working	Listening and speaking at work			A2	Can ask colleagues questions and answer questions, for example, about what they want to do in the future, what they want to do when they return to their country, etc. in short simple terms.	oral interaction

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366	Working	Listening and speaking at work	(JF)	464	A2	Can introduce in short simple terms departments, facilities, staff, etc., when showing, for example, new employees around one's company.	oral production
367	Working	Reading and writing at work			A1	Can look at, for example, bulletin boards or schedules that are used daily at work to check what work one is in charge of, where one works on the day, etc.	reading comprehension
368	Working	Reading and writing at work	JF	127	A1	Can read and understand a short, simple note such as where someone is and when he/she will return, written on, for example, a message board at the workplace.	reading comprehension
369	Working	Reading and writing at work			A1	Can read the short simple introduction of staff members, such as on a bulletin board at work and understand very basic information, such as their names and hobbies.	reading comprehension
370	Working	Reading and writing at work	JF	126	A1	Can read and understand a short, simple note from a superior at work with instructions on making copies, such as "50 copies by 16:00."	reading comprehension
371	Working	Reading and writing at work			A1	Can look at, for example, the lists or order sheets of office supplies used daily at work to check whether the name and number are correct.	reading comprehension
372	Working	Reading and writing at work			A1	Can write very short simple memos, such as "Feel free to try some" and "This is from ..." to attach them to souvenirs or snacks for colleagues when one keeps them, such as in an employee lounge.	written interaction
373	Working	Reading and writing at work	(JF)	451	A1	Can write in short simple terms one's plans, for example, when one will take a day off and what one will do today, on, for example, a message board at work.	written interaction
374	Working	Reading and writing at work			A2	Can read short simple explanations, such as instructions and rules on a wall or door at work, and understand some pieces of information, such as prohibitions and precautions.	reading comprehension
375	Working	Reading and writing at work			A2	Can read such as safety rules posted at work and understand some pieces of information if they are written in short simple sentences.	reading comprehension
376	Working	Reading and writing at work			A2	Can read the introduction of staff members on, for example, a bulletin board at work and understand some pieces of information, such as their family, hobbies, dreams for the future, etc.	reading comprehension
377	Working	Reading and writing at work			A2	Can read short simple business e-mails, such as changing a meeting date and time and get a general idea of the content.	reading comprehension
378	Working	Reading and writing at work	(JF)	448	A2	Can write in short simple sentences one's wishes, impressions, etc. about such topics as the menu or the taste of food, on a form to put in a suggestion box found in, for example, an employee cafeteria.	written interaction
379	Working	Reading and writing at work	(JF)	528	A2	Can write in short simple sentences a message expressing congratulations, one's gratitude, etc. on, for example, a message card or a message board for a colleague who is going to get married or leave the office.	written interaction
380	Working	Reading and writing at work	JF	071	A2	Can write in short simple sentences a piece for an in-house newsletter, for example, introducing oneself with basic information such as family, jobs, hobbies, etc.	written production
381	Working	Preparing for or handling emergencies			A2	Can listen to and understand simple instructions from a leader or other people nearby in a emergency training at work if they talk slowly, clearly and simply.	listening comprehension