

English in Mind

2nd edition

Portfolio Builder * Level 3 (B1/B2)

This Portfolio is for you:

- * to help you plan your work with English
- * to keep a record of your work and progress
- * to collect your language achievements
- * to show your achievements to your new teacher
(when you change class or school)



Language Passport



First name: _____

Family name: _____

Address: _____

Date of Birth: _____

Born in: _____

Nationality/Nationalities: _____

Mother tongue(s): _____

Other languages: _____

School: _____

Year/Grade: _____

Completed on _____



Language Biography

Language Skills		My opinion			My teacher's opinion		
		could be better	well	very well	could be better	well	very well
LISTENING	I can understand the main points of recorded materials on familiar subjects.						
	I can follow in outline straightforward short talks on familiar topics.						
	I can follow many films in which visuals and action carry much of the storyline.						
	I can follow the main points of a clearly articulated discussion between native speakers.						
	I can catch the main points in radio programmes on familiar topics.						
	I can understand most radio documentaries. B2						
	I can understand most radio documentaries and most other recorded or broadcast audio material. B2						
READING	I can skim texts to find relevant facts and information.						
	I can scan longer texts in order to fulfil a specific task.						
	I can understand descriptions of events, feelings and wishes.						
	I can understand the main points in short newspaper articles.						
	I can extrapolate the meaning of occasional unknown words from the context.						
	I can understand information in everyday materials such as brochures and letters.						
	I can understand simple messages.						
	I can understand reviews dealing with the content and criticism of cultural topics (films, theatre, books, concerts). B2						
SPEAKING	I can enter unprepared into conversations on familiar topics.						
	I can express beliefs, views and opinions in discussing topics of interest.						
	I can agree and disagree politely.						
	I can give detailed accounts of experiences describing feelings and reactions.						
	I can give straightforward descriptions on a variety of familiar subjects.						
	I can use a prepared questionnaire and make spontaneous follow-up questions.						
	I can narrate a story.						
	I can start, maintain and close a simple face-to-face conversation on familiar topics.						
	I can make my opinions/reactions clear as regards finding solutions to problems, etc.						
	I can carry out a prepared interview, checking and confirming information.						
	I can account for and sustain my opinions by providing relevant arguments. B2						
	I can take an active part in discussions, evaluate proposals and respond to hypothesis. B2						
	I can give a prepared straightforward presentation on a familiar topic.						
I can plan what is to be said and the means to say it. B2							
I can convey degrees of emotion and highlight the personal significance of events and experiences. B2							

Language Biography

Language Skills		My opinion			My teacher's opinion		
		could be better	well	very well	could be better	well	very well
WRITING	I can write notes conveying simple information.						
	I can write short, simple essays on topics of interest.						
	I can convey short simple factual information to friends/colleagues or ask for information.						
	I can write personal letters describing experiences, feelings and events in some detail.						
	I can narrate a story.						
	I can reply in written form to adverts and ask for more information.						
	I can write detailed descriptions on a range of familiar subjects.						
	I can write a description of an event – real or imagined.						
	I can write very brief reports.						
	I can write simple connected texts on a range of topics, express personal views/opinions.						
	I can write personal letters conveying simple information of immediate relevance.						
	I can link a series of discrete simple items into a connected linear sequence of points.						
	I can convey information/ideas on abstract and concrete topics, ask about/explain problems.						
	I can develop an argument, emphasising decisive points and including supporting details. B2						
	I can write reports and essays which develop an argument, giving reasons for or against a point of view, and explaining the advantages and disadvantages of various options. B2						
I can write a review of a film, book or play. B2							

Language Biography

Language Skills		My opinion			My teacher's opinion		
		could be better	well	very well	could be better	well	very well
PROJECT 1	I can work in a group and make a list of all the ways we communicate.						
	I can copy the list into a table.						
	I can research to find out how many times I use each method of communication, and how long I use each method for.						
	I can write up the results in the form of a pie chart OR a graph, or I can describe the most interesting part of the research.						
	I can plan, prepare and give a short presentation.						
	I can think about what the results of the research mean.						
PROJECT 2	I can work in a group and make a list of all TV programmes which do not use actors.						
	I can think of a new reality TV programme.						
	I can make a detailed plan for the show.						
	I can decide how to present ideas to the class.						
	I can plan, prepare and give a short presentation.						
	I can discuss the good and bad points of other groups' ideas and decide which is my favourite.						
	I can explain which programme my group thinks would be most successful, and why.						
PROJECT 3	I can do some research about a mystery.						
	I can make a poster about a mystery.						
	I can make a presentation of the poster to the class.						
	I can answer simple questions from an audience about the topic after the talk.						
PROJECT 4	I can create a questionnaire.						
	I can take notes of the results.						
	I can think about the results with a group.						
	I can share our results with the class.						

CULTURE/FICTION IN MIND	Yes	No
I can write a composition about a person I have known for a long time.		
I can write a letter of application for a job.		
I can interview my friends about their life and write a report.		
I can write a composition about a topic and say what the advantages and disadvantages are.		
I can write a story about a conspiracy theory.		
I can write a composition about a person who has taught me something important.		
I can write a review of a film I really liked.		

Language Biography



My learning goals

Units 1 and 2:

My learning goals at the end of Unit 2:

I think I need to work more on: _____

Completed on _____

My signature _____

Units 3 and 4:

Have I achieved the learning goals I made at the end of Unit 2? _____

What did I do to achieve these goals? _____

My new learning goals at the end of Unit 4:

I think I need to work more on: _____

What have I discovered about my learning? _____

Completed on _____

My signature _____

Units 5 and 6:

Have I achieved the learning goals I made at the end of Unit 4? _____

What did I do to achieve these goals? _____

My new learning goals at the end of Unit 6:

I think I need to work more on: _____

What have I discovered about my learning? _____

Completed on _____

My signature _____

Units 7 and 8:

Have I achieved the learning goals I made at the end of Unit 6? _____

What did I do to achieve these goals? _____

My new learning goals at the end of Unit 8:

I think I need to work more on: _____

What have I discovered about my learning? _____

Completed on _____

My signature _____



Language Biography

Units 9 and 10:

Have I achieved the learning goals I made at the end of Unit 8? _____

What did I do to achieve these goals? _____

My new learning goals at the end of Unit 10:

I think I need to work more on: _____

What have I discovered about my learning? _____

Completed on _____

My signature _____

Units 11 and 12:

Have I achieved the learning goals I made at the end of Unit 10? _____

What did I do to achieve these goals? _____

My new learning goals at the end of Unit 12:

I think I need to work more on: _____

What have I discovered about my learning? _____

Completed on _____

My signature _____

Units 13 and 14:

Have I achieved the learning goals I made at the end of Unit 12? _____

What did I do to achieve these goals? _____

My new learning goals for the next year:

I think I need to work more on: _____

What have I discovered about my learning? _____

Completed on _____

My signature _____

My Diary of Achievements

Date	Place	Type of Language Achievement ¹	Signature of your teacher or the stamp of an institution

¹ For example:
 a school visit abroad;
 hosting a colleague from a partner school;
 a (holiday) stay abroad;
 diplomas, certificates, confirmations;

participation in a language project;
 regular email / letter exchange with your friend in another country;
 extra activities / English club / a language course in your country;
 participation in a British Council competition;
 English Language Competition in your country.

Collect all your achievements and your original documents in a file.

Make a Collection of Your Own Work

		Task	Date	
English in Mind 3: For Your Portfolio	Units 1 and 2	A composition about a person I have known for a long time.		
		A story about Jessica and Adam.		
	Units 3 and 4	A letter of application for a job.		
		A composition about the future.		
	Units 5 and 6	A report about my friends and their life.		
		A letter to a newspaper about a plan for a water sports centre.		
	Units 7 and 8	A composition about a given topic saying what its advantages and disadvantages are.		
		A blog comment from the point of view of another teenager.		
	Units 9 and 10	A story about a conspiracy theory.		
		A story based on a partner's questions.		
	Units 11 and 12	A composition about a person who has taught me something important.		
		A story about a time when I got angry.		
	Units 13 and 14	A review of a film I really liked.		
		A poem using the letters of 'A Perfect Day'.		
	My other work			Date

Cultural Awareness



How much do I know about the Culture of _____ ?
(name of the country)

Different sources of your present knowledge of culture & society	
Painting	
Music	
Literature	
History	
Mass media	

What have I done to learn more about this Culture?

Date	Books and magazines in English I have read (author, title)
Date	TV programmes in English I have watched
Date	Films in the original version or plays in English I have seen
Date	Communication with speakers of English, correspondence, email, telephone conversations, text messages, other...
Date	Other activities (celebration of the European Day of Languages - 26th Sept., a play in English, an English Song Show etc.)



Cultural Awareness

Things I have learned at school

Date	Cultural attitudes & behaviour I have noticed and can now understand
Date	Other cultural attitudes & behaviour that I (still) do not fully understand and that I would like to learn more about

Things I have learned outside school

Date	Cultural attitudes & behaviour I have noticed and can now understand
Date	Other cultural attitudes & behaviour that I do not fully understand and that I would like to learn more about

Self-assessment questionnaire



*1 During the last week/month/term you have been studying

- a pronunciation: _____
 b the language of communication: _____
 c grammar: _____

2 How well have you mastered this material?

	to some extent	quite well	very well	extremely well
pronunciation				
the language of communication				
grammar				

*3 You have also been studying vocabulary in the following area(s):

- a _____ b _____ c _____

4 How do you assess your knowledge of this vocabulary?

	I know some of these words	I know these words quite well	I know these words very well	I know these words extremely well
a _____				
b _____				
c _____				

5 How responsible have you been for your own learning?

	Not really	Sometimes	Often	Most of the time
a Have you been studying systematically?				
b Were you active during the lessons?				

6 Did you suggest anything you would like to do in the lessons to your teacher? Yes No

If yes, what was it? _____

7 Looking back, I think I should pay more attention to: _____

8 I think that my weak points are: _____

9 I would like my learning to focus during the next lessons/days/weeks on: _____

* Points 1 and 3 should be filled in by the teacher, depending on how much material has been covered.

CEF Vantage Themes

1	Personal identification	Welcome section A pp.4, 5, Unit 3 pp.26, 28, 29, 30, 31, Unit 4 p.34, Unit 5 p.45, Unit 11 pp.84, 87, Unit 12 pp.88, 89, 90, 94, Unit 13 p.98, Unit 14 pp.102, 103, 106, 107, Vocabulary bank p.116
2	House and home, environment	Welcome section A pp.4, 5, Welcome section C pp.8, 9, Unit 1 pp.16-17, Unit 2 pp.18, 20, Unit 3 p.27, Unit 4 pp.32, 34, 38, Unit 6 pp.46, 47, 49, 51, 52, Unit 8 p.63, Unit 9 pp.68, 70, 72, 73, Unit 10 pp.74, 75, 77, 80, Unit 13 pp.96, 98
3	Daily life	Unit 3 pp.26, 28, 29, 31, Unit 14 p.104
4	Free time, entertainment	Welcome section A p.5, Welcome section B p.6, Welcome section D pp.10, 11, Unit 1 pp.13, 14, Unit 2 pp.18, 20, 23, Unit 3 pp.27, 30, 31, Unit 4 p.38, Unit 5 pp.40, 41, 42, 43, 44, 45, Unit 6 pp.49, 52, Unit 7 pp.54, 55, 56, 58, 59, Unit 8 pp.63, 65, Unit 11 pp.85, 86, Unit 13 pp.100, 101, Project 2 p.123
5	Travel	Unit 1 p.13, Unit 4 p.38, Unit 5 p.43, Unit 8 p.63, Unit 13 pp.96, 98, Unit 14 pp.102, 103
6	Relations with other people	Welcome section A pp.4, 5, Welcome section D p.10, Unit 1 pp.12, 17, Unit 2 pp.21, 22, 23, 24, Unit 3 pp.26, 27, 28, 30, Unit 4 pp.34, 36, 37, 38, Unit 5 pp.40, 44, 45, Unit 6 pp.47, 50, 51, Unit 7 p.55, Unit 8 pp.60, 62, 64, 65, 66, Unit 9 pp.68, 70, 71, 73, Unit 10 pp.78, 79, Unit 11 pp.82, 86, 87, Unit 12 pp.89, 90, 91, 92, 93, 94, Unit 13 p.98, 99, Unit 14 pp.102, 104, 106, 107, Vocabulary bank pp.112, 115, Project 1 p.122
7	Health and body care	Welcome section B pp.6, 7, Unit 1 p.14, Unit 4 pp.32, 34, 35, Unit 7 p.59, Unit 13 p.98, Unit 14 p.102
8	Education	Welcome section C p.8, Unit 3 p.27, Unit 4 p.38, Unit 7 p.56, Unit 8 p.63, Unit 12 p.90, Unit 13 p.98, Unit 14 pp.102, 107
9	Shopping	Welcome section A p.4, Unit 1 p.14, Unit 3 p.27, Unit 14 p.103
10	Food and drink	Unit 4 p.34, Unit 7 p.59
11	Services	Unit 3 p.26, Unit 8 p.62
12	Places	Welcome section C p.9, Welcome section D p.10, Unit 1 p.14, Unit 8 p.63, Unit 10 pp.74, 75, 78, 80, Unit 14 p.102, Project 3 p.124
13	Language	Welcome section C pp.8, 9, Unit 1 pp.13, 16, 17, Unit 6 p.49
14	Weather	Unit 14 pp.102, 103