

**Bowling Green State University**  
**Graduate Program in German**  
including the  
**Academic Year Abroad in Salzburg, Austria**  
**Language Reference Form**

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**To the referee:**

The student named below has given your name as a reference for an application to our M.A. Program in German, with the first year spent on our Academic Year Abroad program in Salzburg, Austria. We would be grateful if you could assess the student's language preparation and suitability for graduate study and study abroad and return the form to address indicated on the reverse.

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**To be completed by applicant:**

Applicant's name: \_\_\_\_\_

Waiver. Please check one:

- I hereby waive my right to inspect and review the personal reference form, with the understanding that the document will be used for purposes of evaluating my qualifications for study in the BGSU AYA in Salzburg program by the selection committee, and will not be available to any other institution, organization or private party.
- I do not waive my right to inspect and review the personal reference form.

Applicant's signature: \_\_\_\_\_

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**To be completed by referee**

**1. This evaluation is based on:**

- Coursework
- Proficiency test
- Other test
- Other (please explain) \_\_\_\_\_

**2. Rate each skill according to the adapted ACTFL guidelines on the reverse:**

- a) Speaking ability
- b) Reading ability
- c) Listening ability

**3. If you have observed the applicant in class, please comment on his or her strong and weak points as a language learner and speaker of German in general. (Continue on separate sheet if needed.) Please sign and date on reverse.**

Either type your answer in the space below or send a separate attachment if you wish.

## 4. Evaluator's information

Name \_\_\_\_\_ Date \_\_\_\_\_

Title and position \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature \_\_\_\_\_

***Please return this form to:***

Graduate Coordinator

Department of German, Russian and East Asian Languages

Bowling Green State University

Bowling Green, OH 43403-0217

Email: [austria@bgsu.edu](mailto:austria@bgsu.edu)

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**ADAPTED ACTFL PROFICIENCY RATINGS**Speaking ability

- 0 unable to function in the language
- 0+ able to satisfy some basic survival needs using memorized utterances
- 1 basic survival needs and courtesy requirements as well as some self-description; recombines memorized language
- 1+ most survival needs and limited social demands with occasional spontaneity
- 2 routine social demands, description of events, in particular past and present
- 2+ communicates readily on everyday topics and matters of special interest; generally strong knowledge of vocabulary and grammar
- 3 can participate in most formal and informal situations with enough lexical and grammatical accuracy to avoid irritation; can support an opinion
- 4 speaking ability equivalent to that of an educated native

Reading ability

- 0 no functional ability
- 0+ reads only the simplest material for practical needs, relies on illustrations
- 1 simple factual material for a variety of needs, for example about events in sequence, instructions and directions
- 1+ paragraph-length texts for personal communication; descriptions of people, places and things.
- 2 authentic texts on familiar topics, including current events
- 2+ most factual information for non-technical purposes and discussions related to personal interests; routine business correspondence; elementary technical descriptions
- 3 wide range of publications on a variety of topics, understands polemical texts and fiction
- 4 ability near or equivalent to that of an educated native speaker

Listening ability

- 0 no practical ability
- 0+ recognizes memorized phrases in context
- 1 understands utterances about basic survival needs and familiar topics
- 1+ short conversations about most survival needs and limited social conventions
- 2 limited understanding of routine social conventions and some academic or work requirement at normal speed
- 2+ most conversations on familiar topics at normal speed
- 3 most situations, including media broadcasts and non-technical formal presentations
- 4 understanding near or equal to that of an educated native speaker