

Advanced Business English Self-Assessment

Use this quick self-assessment to evaluate your current level of Advanced Business English.

Score each item from 1 (Rarely) to 5 (Always).

Section 1: Professional Communication

- (a) I can adjust my tone and language depending on the audience (e.g. senior executives, clients, peers). ☐
- (b) I am confident writing clear, concise business emails. ☐
- (c) I can structure presentations logically and persuasively for a professional audience. ☐

Section 2: Vocabulary and Expression

- (a) I understand and use advanced business vocabulary in my daily communication. ☐
- (b) I avoid jargon and can explain complex ideas in simple, clear terms. ☐
- (c) I know when to use formal vs informal expressions in different situations. ☐

Section 3: Cross-Cultural Awareness

- (a) I recognise and adapt to different communication styles across cultures. ☐
- (b) I avoid misunderstandings by making expectations explicit. ☐
- (c) I am confident giving or receiving feedback in an international context. ☐

Section 4: Confidence and Impact

- (a) I speak up in meetings and express my ideas with clarity and confidence. ☐
- (b) I can push back or disagree politely in professional settings. ☐
- (c) I feel prepared for high-stakes interactions such as negotiations or board presentations. ☐

Scoring

- Add up your total score (maximum 60).
- A score below 36 may indicate areas for improvement in Advanced Business English.