Erasmus+ KA210-ADU

Skills Assessment Guide

Tailor-Made 21st-Century Skills for Adult Migrant Learners

English User Guide

https://portal.leap.edu4.eu/login

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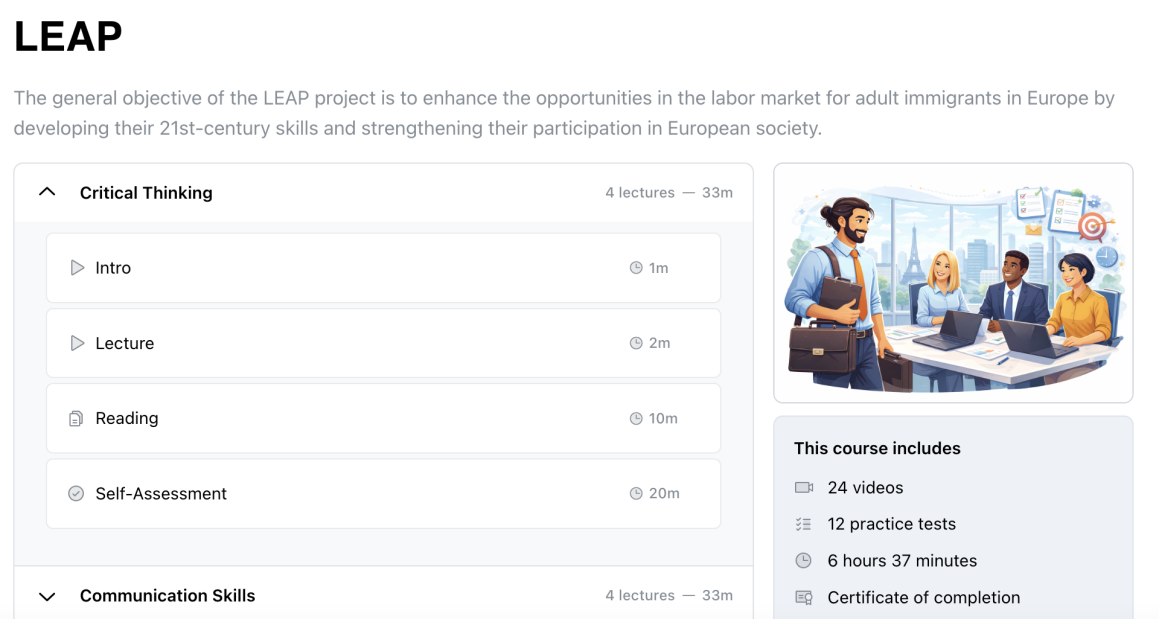
1. Using the Skills Assessments

LEAP helps adult migrant learners develop 21st-century skills for work and everyday life. This guide brings together the **120 English assessment questions**: ten questions for each of the twelve skills.

Sign in, open LEAP, expand the relevant module and select **Self-Assessment**. The same item is available in **Course Content** inside a lesson.



Read each situation and choose one option. Answer every question before selecting **Submit Exam**. The counter shows how many questions you have answered. Review the feedback displayed by the portal, then return to the relevant material for practice.

The question and option wording in this guide is reproduced from the English portal. No answer is selected or identified as correct.

2. Assessment Overview

Each module has ten scenario-based questions with three response options. Use the following sections for the complete question set.

Skill	Questions
Critical Thinking	10
Communication Skills	10
Creativity	10
Collaboration	10
Information Literacy	10
Media Literacy	10
Technology Skills and Digital Literacy	10
Flexibility	10
Leadership	10
Initiative	10
Productivity	10
Social Skills	10

Results and feedback

Review the score and feedback in the portal after submitting your own responses. Use these to identify skills to practise.

3. Understanding Your Results

Scores are calculated **separately for each ten-question module**, not as one combined score for all 120 questions. The configured response scores are 1, 2 and 3, giving a completed module a total between **10 and 30**.

The Results settings use thresholds of **10**, **18** and **25**. The corresponding completed-module score ranges are **10-17: Developing**, **18-24: Good** and **25-30: Excellent**. Feedback wording is reproduced from each exam's English settings; messages can differ between modules.

Reading Your Feedback

Find your module's score-range table after its ten questions. The table quotes the message stored for that module. Use your result to guide reflection and further practice rather than comparing your score with other learners.

English Source Wording

The Critical Thinking and Communication Skills exams currently use an Excellent message that refers to Social skills. These two messages are quoted unchanged and flagged with a note in the relevant sections. All other messages are also reproduced as stored, including the shorter Developing message for Initiative.

4. Critical Thinking

Ten questions | Select one option per question.

Q1. A colleague at work tells you "The data in this report is definitely accurate, we always use this source." What do you do?

A. Since your colleague is experienced, you accept the information as given without question.

B. You independently research the reliability of the source and compare it with alternative sources where possible

C. You trust your colleague but also take a quick look at the source yourself.

Q2. You are faced with a customer complaint. What is the first thing you do?

A. You listen carefully to the customer, analyze the root cause of the complaint, and produce a lasting solution.

B. You listen to the customer and apply the standard procedure to resolve the issue.

C. You apologize immediately and move on to the next task.

Q3. Your manager has made a decision about a project and you think it may not be the right one. What do you do?

A. You consult your teammates to find out whether they share the same view, and then bring it up.

B. Out of respect for your manager's decision, you carry out the task without saying anything.

C. You raise your concerns gently, supported by clear reasoning and concrete evidence.

Q4. You are about to make a decision. How do you evaluate the options available to you?

A. You think through the pros and cons of each option and choose the most reasonable one.

B. You systematically compare each option against specific criteria and make a well-reasoned decision.

C. You go with the option that seems the quickest and most practical.

Q5. You come across a shocking news story about your workplace on social media. What is your reaction?

A. You research the source of the news, verify it on reliable platforms, and then form your assessment.

B. The content seems very convincing, so you assume it is true and share it with those around you.

C. You do not share it immediately — you first ask a trusted colleague and evaluate it together.

Q6. You did not get the result you expected from a project. How do you analyze the reason?

A. You think the outcome was down to bad luck and hope to be luckier next time.

B. You systematically examine the factors that affected the outcome, identify the root causes, and define concrete steps for improvement

C. You think about what went wrong in the process and try to avoid similar mistakes in the future.

Q7. In a conversation, the other person is presenting very strong and convincing arguments. What is your reaction?

A. You think that since they are speaking so confidently and convincingly, they must be right.

B. You listen to the arguments and ask clarifying questions about the points you do not fully understand.

C. You listen to the arguments with interest but evaluate the evidence presented independently.

Q8. You are about to apply the first solution that comes to mind to solve a problem at work. What should you do?

A. You generate at least two alternative solutions, evaluate each one, and then select the most appropriate

B. Before applying the solution, you share it with a colleague to get their feedback.

C. The first solution is usually the right one, so you apply it without losing time.

Q9. You are preparing a report and you find a statistic online that would be very useful. What do you do?

A. You check which website the statistic comes from and use it if the source looks reliable.

B. The statistic looks reasonable so you add it to your report.

C. You research the source, date, and methodology of the statistic, verify it with at least one other reliable source, and then use it.

Q10. You are about to make an important work decision based on an assumption. What do you do?

A. Before deciding, you share the assumption with your team and gather their views on it.

B. You clearly define the assumption, verify it where possible through a small test or by collecting data, and then make your decision with clear reasoning.

C. Your assumption seems logical so you go ahead with the decision — you will see the results anyway.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content again to strengthen your skills
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Social skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

Portal wording note: the English Excellent message currently refers to Social skills, although this assessment is for Critical Thinking. The message above is reproduced unchanged.

5. Communication Skills

Ten questions | Select one option per question.

Q1. Your manager is explaining a complex task to you but you have not fully understood some points. What do you do?

A. After listening to the task, you ask clear and specific questions to clarify the points you did not understand.

B. After the meeting, you ask a colleague and carry out the task based on what they understood.

C. You make assumptions about the parts you did not understand and start the task, thinking it will become clearer later.

Q2. A colleague is speaking in a meeting and you find yourself thinking about something else. What should you do?

A. After the meeting, you ask someone for a summary of what was discussed.

B. You look at the speaker and appear to be listening attentively.

C. You refocus, concentrate on the speaker, and take notes on the key points.

Q3. A colleague from a different cultural background never speaks up in meetings. What do you think?

A. You consider that cultural differences may affect communication styles, and speak with the person one-on-one to learn their thoughts.

B. You think the person is shy and encourage them to speak up during meetings.

C. You assume this person is not interested in the topic or is not capable enough.

Q4. You are writing an important email to your manager. What kind of language do you use?

A. You use a warm and friendly tone because you have a good relationship with them.

B. You use formal language and make sure the email covers all the relevant details thoroughly.

C. You use polite, clear, and professional language, and state the purpose of the email in the first sentence.

Q5. You notice a serious mistake in a piece of work done by a teammate. What do you do?

A. You send your teammate a direct message rather than raising it in front of the group.

B. You speak with your teammate privately and communicate the mistake in a constructive and respectful way.

C. You report the situation to your manager because you believe such issues need to be escalated.

Q6. You are presenting your ideas in a meeting but the audience appears disengaged. What do you do?

A. You continue speaking in a louder voice and with more energy.

B. You speed up your presentation and try to finish as quickly as possib.le.

C. You pause your presentation, ask the audience questions to encourage participation, and adjust your delivery based on their needs.

Q7. A colleague is giving you feedback and making some critical points. What is your reaction?

A. You listen carefully to the feedback, ask questions to make sure you understand it fully, and then respond after reflecting on it.

B. You feel the criticism is unfair and defend yourself.

C. You listen quietly and say thank you, but inwardly feel that you disagree.

Q8. You are meeting a business partner from a different cultural background for the first time. How do you shape your communication?

A. You use formal and cautious language and adjust your style based on the other person's reactions.

B. You observe the other person's communication style, choose an appropriate language and tone, and remain sensitive to cultural differences.

C. You use your normal communication style because being genuine is what matters most.

Q9. A colleague is telling you something and you are not sure you have understood correctly. What do you do?

A. You summarize what you heard in your own words and say "Did I understand correctly — did you mean this?" to confirm.

B. You act as though you understood and confirm the information with someone else later.

C. You ask them to explain again and listen more carefully this time.

Q10. In a team meeting everyone appears to be in agreement but you think differently. What do you do?

A. You say nothing because it is easier to go along with the majority.

B. You share your different view in a respectful and well-reasoned way.

C. After the meeting, you speak with your manager one-on-one to share your perspective.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content again to strengthen your skills
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Social skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

Portal wording note: the English Excellent message currently refers to Social skills, although this assessment is for Communication Skills. The message above is reproduced unchanged.

6. Creativity

Ten questions | Select one option per question.

Q1. You have been carrying out a routine task at work in the same way every time. How do you evaluate whether there might be a better way to do it?

A. You think there is no need to change it since it has always been done this way.

B. You occasionally think about whether it could be done differently and plan to try something new when the right opportunity comes along.

C. You systematically analyze the task, research alternative methods, and actively try to develop a more efficient approach.

Q2. You are working on a project with a very limited budget but need to come up with a creative solution. What do you do?

A. You research what can be done with the available resources and choose the most practical solution.

B. You explore ways to use existing resources differently and actively try to produce solutions that go beyond the conventional approach.

C. You conclude that nothing creative can be done at this stage of the project due to the budget constraints.

Q3. An idea you proposed was rejected by the team. What is your reaction?

A. You decide not to propose ideas anymore because you feel that your contributions are not welcomed.

B. You try to understand why it was rejected and focus on presenting a better idea next time.

C. You treat the rejection as feedback, analyze the reasons behind it, and consider refining your idea or presenting it from a different angle.

Q4. Your team includes people from different cultures and everyone is proposing different solutions. How do you approach this situation?

A. You see the different perspectives as a valuable resource, bring the ideas together, and try to produce a more comprehensive and innovative solution.

B. You listen to the different ideas and support the one that seems most reasonable.

C. You think too many different ideas will cause confusion and that it is better to make the quickest decision possible.

Q5. You are trying a new method and it did not work on the first attempt. What do you do?

A. You conclude that the method does not work and go back to the old approach.

B. You treat the failure as a learning opportunity, systematically analyze the reasons, and try again with an improved approach.

C. You think about why it did not work and try again with small adjustments.

Q6. You need to present your product to a customer. Everyone on your team is using the standard presentation. What do you do?

A. You add a few personal touches to the standard presentation to make it slightly different.

B. You use the standard presentation because it has worked before and feels safe.

C. You research the customer's needs and interests and develop a completely different and original presentation approach tailored to them.

Q7. You want to approach a problem at work from an angle you have never considered before. What do you do?

A. You think this kind of thinking is a waste of time and continue with familiar methods.

B. You brainstorm with people from different industries or with different experiences, and actively try to develop perspectives that go beyond the conventional.

C. You do some research online to see how others have approached similar problems in different ways.

Q8. You have an idea but not all the conditions needed to bring it to life are in place yet. What do you do?

A. You explore ways to bring the idea to life with existing resources and test it through a small pilot application.

B. You wait until the conditions are right because starting without everything in place feels too risky.

C. You identify what can be done with current conditions and begin making progress in small steps.

Q9. Your team has a strong "this is how we have always done it" mindset. What is your view on this?

A. You accept that current methods work but occasionally try to offer suggestions for improvement.

B. You regularly question existing methods, research whether better alternatives exist, and share well-reasoned proposals with the team.

C. You think there is no need to question it since the existing methods are working.

Q10. In the final stage of a project, you encounter an unexpected problem. What do you do to come up with a creative solution?

A. You approach the problem from different angles, use available resources creatively to develop an original solution, and share it with your team.

B. You report the problem to your manager and wait to be told what to do.

C. You research solutions that have been used in similar situations before and apply the most suitable one.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content again to strengthen your skills
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Creativity skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

7. Collaboration

Ten questions | Select one option per question.

Q1. You are starting a new project and the task distribution within the team has not yet been clarified. What do you do?

A. You start doing the tasks you are familiar with and assume the distribution will become clear over time.

B. You take the initiative to sit down with the team and clearly define each person's role and responsibilities.

C. You wait for your manager to clarify the task distribution.

Q2. In a team meeting, a view that conflicts with yours is put forward. What is your reaction?

A. To avoid prolonging the discussion, you drop your own view and go along with the majority.

B. You defend your own view as correct and refuse to accept the opposing one.

C. You listen to the opposing view, evaluate it, and try to find common ground.

Q3. A teammate did not deliver their assigned task on time and this has had a negative impact on the project. What do you do?

A. You speak with your teammate privately, address the issue constructively, and make a plan together for the next step.

B. You report the situation to your manager immediately.

C. You ask your teammate why they delivered late and wait for their explanation.

Q4. The project has been completed successfully and your manager is congratulating the team. What do you do?

A. You say thank you and feel happy, with a sense that you achieved it together as a team.

B. You highlight your own contributions and make sure your manager takes notice of them.

C. You say thank you and openly acknowledge each team member's contribution.

Q5. There is a serious disagreement between two people in your team and it is affecting the team's work. What do you do?

A. You bring the two people together and suggest that they talk it through.

B. You listen to each person separately, try to understand the issue, and help them find a constructive solution.

C. You do not want to get involved because you see it as a personal matter between them.

Q6. A member of your team is consistently arriving late to meetings and this is disrupting the team dynamic. What do you do?

A. You speak with the person one-on-one and respectfully share how the situation is affecting the team, then look for a solution together.

B. You report the situation to your manager and leave the solution to them.

C. You ignore the situation because you do not want to criticize someone else's behavior.

Q7. A team member contributed significantly more to a task than you did, but the praise is being distributed equally. How do you handle this?

A. You think it is unfair and openly express your dissatisfaction.

B.) You accept the situation and think that these things happen in teamwork.

C. You make a point of highlighting that team member's contribution to your manager and the rest of the team so their effort is properly recognized.

Q8. Your team includes people with very different working styles and this is occasionally causing friction. What do you do?

A. You try to understand the different working styles and make suggestions to help the team find a shared working rhythm.

B. You respect the different styles and focus on your own work.

C. You believe your own working style is the most efficient and expect others to adapt to it.

Q9. You realize that it will not be possible to deliver a task you have taken on by the deadline. What do you do?

A. You inform your manager and wait for them to find a solution.

B. You inform your team and manager in advance, ask for help if needed, and agree on a new deadline together.

C. You work as fast as you can, deliver late, and apologize afterward.

Q10. Everyone in your team is focused on their own work and nobody is helping each other. What do you do?

A. You focus on your own work too, because you think everyone should know their own responsibilities.

B. You speak with your manager about increasing collaboration within the team.

C. After completing your own tasks, you offer to support teammates who need help.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content again to strengthen your skills
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Collaboration skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

8. Information Literacy

Ten questions | Select one option per question.

Q1. You are doing research online to make an important decision related to your workplace. How do you evaluate the information you find?

A. You look at more than one source and use the information that appears generally consistent.

B. You evaluate each source in terms of its author, date, and references, and verify the information against multiple reliable sources.

C. You trust the results that appear on the first page of the search engine and use them.

Q2. A colleague tells you "I heard there is a statistic about this topic." What do you do?

A. You ask for the source of the statistic, and if your colleague cannot provide one, you research it independently and verify it against a reliable source.

B. You become curious about whether the statistic is accurate and do a quick search.

C. You trust your colleague and accept the information as given without question.

Q3. You are preparing a report and have gathered a large amount of information. How do you organize it?

A. You include all the information you found in the report and let the reader decide what to use.

B. You systematically classify the information by priority and relevance, summarize it in your own words, and structure your report accordingly.

C. You group the information by topic and select the most important pieces.

Q4. An article you found online looks very convincing but the author is not identified. What do you do?

A. The content seems logical so you use it without worrying about the source.

B. You do not use the article as a reference but incorporate some of its ideas into your own research.

C. You treat sources without a named author as unreliable and do not use the information until you have verified it through a credible source.

Q5. While researching a topic you find a large amount of information but it all says different things. What do you do?

A. You filter sources according to credibility criteria, analyze the conflicting information, and reach a conclusion based on the strongest available evidence.

B. You assume the most widely read and shared content is correct.

C. You select two or three of the most reliable-looking sources and compare them.

Q6. You are preparing a presentation and want to use a chart you found online. What do you do?

A. You check which website the chart comes from and use it if the source looks reliable.

B. You add the chart to your presentation because it fits perfectly visually.

C. You research the chart's source, date, and methodology, check whether you have permission to use it, and always cite the source in your presentation.

Q7. While researching a topic, two reliable sources contradict each other. What do you do?

A. You examine both sources in depth, try to understand the reason for the contradiction, research additional sources if needed, and present your findings transparently.

B. You take both sources into account and check which one is more recent.

C. You go with the more well-known source and disregard the other.

Q8. How do you store the information you have gathered for a work-related decision?

A. You leave the information in your browser history, thinking you can find it again when needed.

B. You organize the information into categories, create a structured filing system, note the sources and dates, and store everything in a way that is easy to access later.

C. You save the important links and take the necessary notes.

Q9. You want to use content prepared by someone else to contribute to a project. What do you do?

A. You research the copyright status of the content, obtain permission if necessary, and always use it with a proper citation.

B. You use the content directly because it is publicly available on the internet.

C. You use the content but make sure to indicate where it came from.

Q10. A decision needs to be made at your workplace and you have been asked to gather information on the topic. How do you conduct your research?

A. You do a quick internet search and share the first results you find.

B. You gather information from several different sources and share a summary of your findings.

C. You clearly define the research need, access reliable and up-to-date sources, compile the information systematically, and present your findings with clear reasoning.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content again to strengthen your skills
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Information literacy skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

9. Media Literacy

Ten questions | Select one option per question.

Q1. You see a news story on social media that has been shared by a large number of people. What do you do?

A. You research the source of the news, check it on a fact-verification website, and then form your assessment.

B. You do not share it and ask someone you trust about it.

C. You assume it is true because so many people have shared it and share it yourself.

Q2. A news headline surprises and angers you greatly. What do you do?

A. You wait a few minutes before sharing and calm yourself down first.

B. You become aware of your emotional reaction, critically evaluate the content and source of the news, and do not share it without verifying it first.

C. You share the news immediately driven by your emotional reaction.

Q3. A video you are watching claims that a politician said something controversial. What is your reaction?

A. You evaluate the content without questioning whether the video is genuine.

B. You find the video credible and share it with those around you.

C. You research the source of the video, check its context, and verify it through reliable news sources.

Q4. You need to share an announcement with your team at work. Which platform do you choose?

A. You send everyone a WhatsApp message because it is the quickest option.

B. You select the most appropriate platform and format based on the nature of the announcement, its urgency, and the target audience.

C. You use either email or a messaging application depending on the situation.

Q5. You make both personal and work-related posts on your social media profile. What approach do you take?

A. You are careful with your personal posts but do not have a specific strategy in place.

B. Social media is your personal space so you share whatever you like.

C. You consciously manage both your personal and professional identity online and consider the impact of every post on your digital reputation.

Q6. How do you tell the difference between advertising content and news content?

A. You check the small print and labels at the bottom of the content.

B. You analyze the purpose, producer, and presentation style of the content and are able to identify sponsored content and hidden advertising.

C. You think you can always easily tell the difference between the two.

Q7. Two news sources reflecting different political views are saying very different things about the same event. What do you do?

A. You analyze the perspective of both sources, consult neutral and independent sources, and evaluate the event as objectively as possible.

B. You read both sources and form your own interpretation.

C. You accept the source that is closer to your own views as correct.

Q8. Before a job interview you are researching the company you will be meeting with. Which sources do you use?

A. You look at social media comments and online forums about the company.

B. You conduct comprehensive research using the company's official sources, independent business review platforms, and reliable news archives together.

C. You look at the company's website and a few news sources.

Q9. You suspect that a piece of content you have read online is manipulative. How do you identify this?

A. You check whether the content makes you feel bad — if it does, you think it might be manipulative.

B. You check whether the content is one-sided or balanced and verify its source.

C. You systematically analyze disinformation indicators such as exaggerated headlines, anonymous sources, emotional language, and information taken out of context.

Q10. A colleague has shared a news story in your work group that you are not sure is accurate. What do you do?

A. You check the news on a fact-verification website and share your findings with the group in a polite and constructive way.

B. You stay silent to avoid getting involved in the group.

C. You gently mention that you think the news may not be accurate.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content again to strengthen your skills
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Media literacy skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

10. Technology Skills and Digital Literacy

Ten questions | Select one option per question.

Q1. You have started a new job and have never used the software the company works with before. What do you do?

A. You ask a colleague for help and take notes on what they show you.

B. You research the guides and tutorial videos for the software, start learning on your own, and ask for support when needed.

C. You think you will pick it up as things progress and continue waiting.

Q2. You are using the same password for all your accounts at work. What is your view on this?

A. ou know this could be risky but continue doing it because remembering different passwords feels too difficult.

B. As long as your password is strong, using the same one is a practical and problem-free approach.

C. You know that using a different and strong password for every account is essential and consider using a password manager.

Q3. You receive an email from someone you do not recognize containing a link and asking you to click it. What do you do?

A. The content of the email seems reasonable so you click the link.

B. You never click links in emails from unrecognized senders and report the suspicious email to your IT department.

C. Before clicking the link you check the sender's email address.

Q4. Your LinkedIn profile has not been updated for a long time. What do you do about this?

A. You try to update your profile from time to time but do not have a regular habit of doing so.

B. You think a LinkedIn profile only needs to be updated when you are actively looking for a job.

C. You see your LinkedIn profile as the digital reflection of your professional identity, update it regularly, and use it actively.

Q5. You are about to join a video conference meeting but have never used the platform before. What do you do?

A. Before the meeting you download and test the platform, check your audio and camera settings, and familiarize yourself with the key functions.

B. You think you will figure out how to use it when the meeting starts and join without any preparation.

C. Before the meeting you open the platform and quickly explore its basic functions.

Q6. You work with personal data at your workplace. How do you protect this data?

A. You leave the data open on your computer because you consider the workplace to be a secure environment.

B. You store the data in encrypted files and only share it with those who need it.

C. You manage personal data in line with GDPR regulations, store it on secure platforms, take measures against unauthorized access, and do not share it when there is no need to do so.

Q7. Your company is switching to a new project management software. What is your reaction?

A. You see the change as an opportunity for growth, proactively research the training materials for the software, and try to adapt as quickly as possible.

B. You feel uncomfortable about having to learn new software because you are used to the old one.

C. You accept the new software and think you will learn it over time.

Q8. You are accessing your work emails using your personal device. What is your view on this?

A. This is a very practical approach and you see no problem with it whatsoever.

B. You understand the importance of keeping personal and work devices separate, take the necessary security precautions, and comply with your company's data security policies.

C. You know that having work data on your personal device could be risky but continue for the sake of convenience.

Q9. You encounter a problem while using a digital tool at work. What do you do?

A. You immediately ask for IT support because you do not see resolving technical issues as your responsibility.

B. You try to solve it yourself first and ask for support if you cannot find a solution.

C. You identify the problem, research help documents and online resources, try to resolve it independently, and seek support only if necessary.

Q10. You are going to apply to a company digitally for a job. How do you manage the process?

A. You support your application with a personalized cover letter, make sure your LinkedIn profile is up to date, track your application using a digital list, and respond to any invitation promptly.

B. You use the company's application platform, update your CV, and complete your application.

C. You send your CV by email and start waiting for a response.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content again to strengthen your skills
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Digital literacy skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

11. Flexibility

Ten questions | Select one option per question.

Q1. A project you have been working on for a long time has suddenly been cancelled. What is your initial reaction?

A. You acknowledge your disappointment, give yourself some time, and then try to focus on the new situation.

B. You become very angry and tell everyone that this decision is wrong.

C. You acknowledge your disappointment, reflect on what you have learned from the experience, and redirect your energy toward a new goal.

Q2. You experience an unexpected transport problem on your way to an important meeting. What do you do?

A. You immediately inform the relevant people, apologize, and try to get the information you missed afterward if possible.

B. You quickly assess the situation, generate alternative solutions such as joining via video conference or rescheduling, and inform the relevant people in advance.

C. You say you will not be able to attend because you will be late and accept the situation.

Q3. Your role at work has suddenly changed and you have been asked to move into a new position. What is your reaction?

A. You see the change as an opportunity for growth, research the requirements of the new role, and take proactive steps to adapt as quickly as possible.

B. You accept the change but indicate that you will need some time to adapt to the new role.

C. You resist the change and make it clear that you want to continue in your previous role.

Q4. An unexpected setback has occurred in a project plan and your plan has not worked out. What do you do?

A. You assess the current situation and try to apply the most practical alternative solution.

B. You panic because the plan has not worked and feel lost about what to do next.

C. You analyze the reason for the setback, generate more than one alternative solution, and select the most appropriate one together with your team.

Q5. You have started working in a new country and the work culture is very different from what you are used to. What do you do?

A. You research the new work culture with curiosity, try to understand the differences, and take deliberate steps to adapt consciously.

B. You observe the new culture and think you will adapt to it naturally over time.

C. You maintain your familiar working style and feel that you do not need to adapt to the new culture.

Q6. The method you used to complete a task did not work. What do you do?

A. You consider changing the method and decide to try an alternative approach.

B. You analyze why the method did not work, research different alternatives, and try again with the most suitable approach.

C. You try again with the same method applied more rigorously, thinking the problem must be in the execution rather than the method.

Q7. You are going through an uncertain period at work and do not know what is going to happen. How do you handle this?

A. You focus on the areas within your control, try to make the best decisions with the information available to you, and maintain a calm and productive state.

B. The uncertainty affects you greatly, you feel anxious, and your productivity declines.

C. You accept the uncertainty and try to focus on your current tasks until things become clearer.

Q8. Your team includes people with very different working styles. How do you deal with this diversity?

A. You maintain your own working style and expect others to adapt to you.

B. You make an effort to understand the different working styles, suggest ways to find a shared working rhythm, and actively support team harmony.

C. You respect the different styles and try to adapt when necessary.

Q9. The digital tool you were using to complete a task suddenly stopped working. What do you do?

A. You quickly evaluate alternative tools or methods, find a different way to complete the task, and inform the relevant people if necessary.

B. You wait for the tool to start working again and do nothing else in the meantime.

C. You report the problem to the IT department and wait for it to be resolved.

Q10. Your manager gives you an unexpected task that needs to be completed within a very short time. What is your reaction?

A. You say it cannot be done in that time and request a longer deadline.

B. You accept the task and try to do the best you can.

C. You quickly prioritize the task, assess your current workload, ask for help if needed, and make a plan to complete it as well as possible.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content again to strengthen your skills
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Flexibility skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

12. Leadership

Ten questions | Select one option per question.

Q1. Everyone in your team is doing something different and there is no shared goal. What do you do in this situation?

A. You take the initiative to clearly define the shared goal, explain how each person contributes to it, and guide the team in the right direction.

B. You report the situation to your manager and wait for them to find a solution.

C. You focus on your own task and think that this is your manager's responsibility to sort out.

Q2. Your team has missed a deadline and your manager is asking why. What do you do?

A. You explain the situation and say that better planning will be done next time.

B. You take responsibility on behalf of the team, analyze the reasons for the delay, and present concrete steps for improvement.

C. You point to the team members who caused the delay and place the responsibility on them.

Q3. There is a serious conflict between two people in your team. As a leader, what do you do?

A. You listen to each side separately, identify the common ground, and reach a constructive outcome by focusing the solution on the problem rather than the people involved.

B. You bring the two people together and suggest that they talk through the issue.

C. You do not intervene in order to avoid taking sides.

Q4. A member of your team is struggling with a difficult task. What is your reaction?

A. You explain to the person how the task should be done.

B. You assign the task to someone else because you do not want to lose time.

C. You listen to understand where they are struggling, offer the support they need, and motivate them to succeed.

Q5. Your team has achieved an important success and your manager is congratulating you. What do you do?

A. You say thank you and mention that your team also worked very hard.

B. You share the success with your team, specifically highlight each member's contribution, and direct the appreciation toward your team.

C. You say thank you and accept the praise.

Q6. Nobody is speaking up in a meeting and the discussion is not moving forward. As a leader, what do you do?

A. You start speaking yourself and take over the direction of the meeting.

B. You wait for the meeting to end and plan to collect individual opinions afterward.

C. You ask guiding questions to bring the discussion to life, ensure that everyone has the opportunity to contribute, and manage the meeting productively.

Q7. A member of your team is consistently underperforming. What do you do?

A. You report the situation to your manager and leave the solution to them.

B. You meet with the person one-on-one, try to understand the reasons behind the low performance, offer support, and create a concrete development plan together.

C. You speak with the person and gently point out that their performance has been low.

Q8. Your team is going through a difficult period and motivation is low. What do you do?

A. You listen to understand where the team is struggling, offer concrete support, celebrate small wins, and take deliberate steps to keep motivation alive.

B. You think motivation will improve on its own over time and continue waiting.

C. You encourage your team and tell them that everything will get better.

Q9. A decision you made turned out to be wrong and had a negative impact on your team. What do you do?

A. You defend the decision by saying it seemed right at the time and try to justify yourself.

B. You openly acknowledge the mistake, analyze the reasons behind it, apologize to your team, and identify concrete steps for making better decisions in the future.

C. You acknowledge the mistake and apologize.

Q10. There is a new member in your team who is struggling to settle in. What do you do?

A. You think they will get used to it over time and wait for the process to unfold on its own.

B. You let the person know that you are available to help whenever they need it.

C. You proactively engage with the person to understand their needs, offer concrete support to ease their transition, and actively encourage their integration into the team.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content again to strengthen your skills
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Leadership skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

13. Initiative

Ten questions | Select one option per question.

Q1. You notice that there is a task at work that nobody has taken on. What do you do?

A. You take on the task yourself, research how to carry it out, and proactively get to work.

B. You think it is not your responsibility and carry on with your own work.

C. You inform your manager and say that someone needs to take on this task.

Q2. You have a good idea related to a topic being discussed in a meeting but you are waiting for the right moment to speak. What do you do?

A. You find a suitable moment and share your idea.

B. You wait until the meeting is over and tell someone your idea afterward.

C. You actively ask to speak in order to present your idea clearly and with reasoning, and contribute meaningfully to the discussion.

Q3. You notice that your company is experiencing inefficiency in a particular process. What do you do?

A. You analyze the causes of the inefficiency, develop solution proposals, support them with concrete data, and share them with your management.

B. You do not get involved because you consider it outside your responsibilities.

C. You report the situation to your manager and wait for them to find a solution.

Q4. There is no open position at a company you are interested in working for but you still want to work there. What do you do?

A. You follow the company's careers page and apply when a position opens up.

B. You wait until an open position becomes available.

C. You research the company, reach out to relevant people through LinkedIn, and make a proactive application that demonstrates your interest and value.

Q5. You want to learn a new skill but your company does not offer training on the topic. What do you do?

A. You independently research learning resources and begin developing the skill through online courses or books on your own initiative.

B. You request that your manager arrange training on the topic.

C. You think you cannot learn the skill because the company is not providing training on it.

Q6. You encounter an unexpected problem in a project and cannot reach your manager. What do you do?

A. You wait until you can reach your manager and do nothing in the meantime.

B. You analyze the problem with the information available to you, identify the most appropriate solution, take action, and then inform your manager.

C. You consult your teammates and ask them what should be done.

Q7. You have spotted an opportunity for improvement at your workplace but do not have full authority to implement the idea. What do you do?

A. You think there is nothing you can do because you do not have the authority.

B. You mention the idea to your manager and wait for them to make a decision.

C. You document the idea with clear reasoning, analyze its potential impact, and present it to your management as a concrete and well-supported proposal.

Q8. You notice that a colleague in your team is struggling but they have not asked you for help. What do you do?

A. You do not intervene because they have not asked for help.

B. You proactively approach them, try to understand the situation, and offer concrete support.

C. You let them know that you are available to help if they need it.

Q9. You are about to take a risk but are not sure what the outcome will be. How do you make your decision?

A. You decide not to take the risk because of the uncertainty involved.

B. You go ahead and take the risk, thinking you will accept whatever the outcome turns out to be.

C. You analyze the possible outcomes of the risk, test it through a small pilot application, and make a data-driven decision.

Q10. An unusual situation has arisen at your workplace and it is not clear what needs to be done. What is your reaction?

A. You inform your manager and ask them what you should do.

B. You quickly assess the situation, identify the most appropriate course of action with the information available to you, take action, and then inform your manager.

C. You wait for instructions and do nothing in the meantime.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Initiative skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

14. Productivity

Ten questions | Select one option per question.

Q1. You arrive at work in the morning and have a large number of tasks in front of you. What do you do?

A. You rank the tasks by importance and urgency, identify the three most critical tasks of the day, and focus on completing those first.

B. You review the tasks and start with the ones that seem most urgent.

C. You start working on the first task that comes to mind.

Q2. You are trying to finish an important task but constant notifications and messages are breaking your concentration. What do you do?

A. You continue working on your task while occasionally checking the notifications.

B. You put your phone on silent, close unnecessary tabs, create a focused working mode for a set period of time, and ensure an uninterrupted working environment.

C. You put your phone on silent and check notifications at set intervals.

Q3. There is one week left until a project deadline and you have not yet started. What do you do?

A. You break the project into sub-tasks, set clear daily targets, and regularly track your progress to plan realistically for meeting the deadline.

B. You panic and try to finish everything at the last minute.

C. You assess the remaining time and start working as quickly as possible.

Q4. At the end of the day you feel exhausted but realize you have not finished the important tasks. How do you evaluate this situation?

A. You think feeling tired is normal because you worked hard throughout the day.

B. You feel disappointed about not finishing the tasks and decide to start earlier tomorrow.

C. You reflect on the day, analyze how you spent your time, review your prioritization and focus strategy, and identify concrete steps for improvement.

Q5. Your desk and digital files are very disorganized. How do you manage this situation?

A. You try to organize things whenever you find the time.

B. You create a structured filing system and workspace, ensure everything has a designated place, and turn this into a sustainable habit.

C. You think disorganization boosts creativity and do not feel the need to tidy up.

Q6. How do you track how close you are to reaching a goal?

A. You occasionally assess whether you are on track based on how things feel.

B. You write down your goals and check on them from time to time.

C. You break your goals into measurable sub-steps, regularly measure your progress, and update your plan when necessary.

Q7. Your working hours are very irregular and you start at a different time every day. What is your view on this?

A. You set a regular start time, establish a daily routine, and apply it consistently to increase your overall productivity.

B. You know you want to be more consistent but find it difficult to put into practice.

C. You think flexible working hours are more productive and do not feel the need to establish a regular routine.

Q8. You need to work on more than one task at the same time. How do you manage this?

A. You switch frequently between tasks and try to make progress on all of them at once.

B. You try to work on all the tasks simultaneously and end up leaving all of them half-finished.

C. You allocate a specific time block to each task, focus solely on that task during its allocated time, complete it, and then move on to the next.

Q9. A task took much longer than you expected. How do you evaluate this situation?

A. You analyze the task in detail, identify the factors that caused the delay, and create more realistic time plans for similar tasks in the future.

B. You accept that some tasks take longer than anticipated and move on.

C. You think about why it took so long and try to make better estimates next time.

Q10. The number of tasks you have taken on has become unmanageable. What do you do?

A. You try to get everything done and end up burning yourself out as a result.

B. You reassess the tasks by priority, identify which ones can be delegated or postponed, and communicate transparently with your manager about the situation.

C. You ask your manager for help and request that some tasks be reassigned.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content again to strengthen your skills
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Productivity skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

15. Social Skills

Ten questions | Select one option per question.

Q1. You have a new colleague at work who comes from a different cultural background. What do you do to build a relationship with them?

A. You approach them with genuine curiosity, look for common ground, show respect for cultural differences, and make an active effort to build a meaningful relationship.

B. You think communication will be difficult due to cultural differences and keep your distance.

C. You greet them politely and communicate when work matters require it.

Q2. A teammate has made a serious mistake and is very upset. What is your reaction?

A. You acknowledge that the situation is upsetting and tell them that everything will work out.

B. You ask how the mistake happened and warn them not to let it happen again.

C. You listen to understand how they are feeling, approach them with empathy, and ask how you can support them.

Q3. You want to expand your professional network. What do you do?

A. You send connection requests on LinkedIn and attend professional events.

B. You make it a priority to add value to the people you meet, stay in regular contact, and develop relationships that are mutually beneficial.

C. You start building your network when you need to find a job.

Q4. A disagreement has arisen between you and a colleague at work. What do you do?

A. You close the topic to avoid escalating the disagreement and never bring it up again.

B. You speak with your colleague and clearly express your own point of view.

C. You listen to your colleague first, try to understand the situation from their perspective, and look for a constructive solution that both parties can accept.

Q5. How do you adjust your communication style when meeting with a business partner from a different cultural background?

A. You observe the other person's reactions and adjust your style slightly when needed.

B. You research the cultural communication norms of the other person in advance, observe carefully during the meeting, and consciously choose the appropriate language and tone.

C. You always use the same communication style because consistency is important.

Q6. You notice that a colleague is being left out in a social setting at work. What do you do?

A. You approach the person and try to start a conversation with them.

B. You do not get involved because you consider it none of your business.

C. You proactively approach the person, make an active effort to include them in the group, and pay attention to team dynamics to prevent the situation from recurring.

Q7. You have attended a networking event and do not know anyone there. What do you do?

A. You proactively approach people, listen with genuine curiosity, share topics where you can add value, and connect on LinkedIn for follow-up after the event.

B. You wait in a corner until you find someone familiar.

C. You introduce yourself to a few people and exchange business cards.

Q8. A colleague said something incorrect about you and it has bothered you. What do you do?

A. You keep it to yourself and start keeping your distance from the colleague.

B. You speak with the colleague in a calm and constructive setting, explain how you perceived the situation, and look for a resolution together.

C. You let the colleague know that what they said bothered you.

Q9. Everyone in your team is focused on their own work and the social bonds within the team have weakened. What do you do?

A. You develop concrete suggestions to strengthen the social bonds within the team, plan shared activities, and take active steps to revive the team spirit.

B. You make an effort to communicate more frequently with your teammates.

C. You think this is a natural part of the workplace and do not intervene.

Q10. A colleague from a different cultural background behaved in a way that made you uncomfortable, but you are not sure whether it is a cultural difference or a personal issue. What do you do?

A. You take the behavior personally and start keeping your distance from the colleague.

B. You first research cultural differences on the topic, speak with the colleague respectfully if necessary, and try to understand the situation before drawing any conclusions.

C. You set the situation aside and observe how things develop over time.

Score Ranges and Feedback

Score Range	English Portal Feedback
10-17	Developing — Review the module content again to strengthen your skills
18-24	Good — Core skills are in place, with areas to develop further
25-30	Excellent — Social skills are very strong

Source: English Results settings in the LEAP exam. The ranges apply to this ten-question module.

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