

SAMPLE REPORT - FICTIONAL DATA

# Your language programme, at a glance

**Company:** Example Company **View:** All departments

**Example week:** 19-25 October 2026

This download illustrates the information HR, the programme owner or authorised company leaders can review. All people, activity and figures are fictional.

|                       |                                      |                                      |                                                  |
|-----------------------|--------------------------------------|--------------------------------------|--------------------------------------------------|
| <b>8</b><br>Employees | <b>6 of 8</b><br>Practised this week | <b>335 min</b><br>Practice this week | <b>17 of 32</b><br>Learning milestones completed |
|-----------------------|--------------------------------------|--------------------------------------|--------------------------------------------------|

## What the figures tell you

Weekly practice shows participation during the example week. Milestones show progress through the learning plan to date. They do not measure a percentage increase in language ability or certify a CEFR level.

## Who is learning, and what are they working towards?

| Employee / role                               | Team / language        | Weekly activity               | Plan to date                            |
|-----------------------------------------------|------------------------|-------------------------------|-----------------------------------------|
| <b>E01</b><br>Account manager                 | Sales<br>English       | 65 min<br>4 Knowledge Nibbles | 3 of 4 milestones<br>B1 start / B2 goal |
| <b>E02</b><br>Customer success specialist     | Sales<br>German        | 45 min<br>3 Knowledge Nibbles | 2 of 4 milestones<br>B1 start / B2 goal |
| <b>E03</b><br>Business development specialist | Sales<br>English       | 0 min<br>0 Knowledge Nibbles  | 1 of 4 milestones<br>B2 start / C1 goal |
| <b>E04</b><br>Project engineer                | Engineering<br>English | 70 min<br>5 Knowledge Nibbles | 3 of 4 milestones<br>B1 start / B2 goal |
| <b>E05</b><br>Quality engineer                | Engineering<br>German  | 40 min<br>3 Knowledge Nibbles | 2 of 4 milestones<br>A2 start / B1 goal |
| <b>E06</b><br>Technical team lead             | Engineering<br>English | 55 min<br>4 Knowledge Nibbles | 2 of 4 milestones<br>B2 start / C1 goal |
| <b>E07</b><br>Financial controller            | Finance<br>German      | 60 min<br>4 Knowledge Nibbles | 3 of 4 milestones<br>B1 start / B2 goal |
| <b>E08</b><br>Accounts specialist             | Finance<br>English     | 0 min<br>0 Knowledge Nibbles  | 1 of 4 milestones<br>A2 start / B1 goal |

## A useful next conversation

No practice is recorded this week for E03, E08. Check whether their schedule and learning priorities still fit. A quiet week alone does not establish a lack of motivation.

Sample only. Reports and access are agreed during setup. Contact: [peter.horvath@smartlingo.eu](mailto:peter.horvath@smartlingo.eu)