

SAMPLE REPORT · fictional data, prepared for illustration only

NO. 3 · ISSUED 05.10.2026

Quarterly report: attendance and progress

COMPANY

Sample Company Ltd.

PROGRAMME

Business English · international sales
team

PERIOD

01.07.2026 – 30.09.2026 (Q3)

FORMAT

Online · 2 groups (2× 60 min / week) +
2× 1:1

REPORT

no. 3 · issued 05.10.2026

DATA SOURCE

LangLion platform + ENGLISHOWO
analysis

01 · Summary for HR and management

ENGLISHOWO ANALYSIS

91%

Average attendance

target: ≥ 85%

DATA: LANGLION

70/72

Lessons delivered

2 × 1:1 rescheduled to October

DATA: LANGLION

4.4

Average grade

1–6 scale, all learners

DATA: LANGLION

6/8

Higher CEFR level

up ½ a level or more

ENGLISHOWO ANALYSIS

KEY FINDINGS

- The sales team runs client video calls without an interpreter: 7 of 8 passed the simulated call.
- Attendance dipped to 86% in August (holidays) and recovered to 95% in September.
- Largest gain in industry vocabulary: from 55 to 72 points, from working on the client's own offers and e-mails.

NEEDS ATTENTION

Tomasz Wójcik: 75% attendance (6 absences), 5 missing homework tasks, no level change. See recommendation in section 06.

WHERE THE DATA IN THIS REPORT COMES FROM

DATA: LANGLION

From the LangLion platform

- Learner and group attendance (“Learners – attendance”, “Groups – attendance” reports)
- Attendance list with lesson dates: present, late (SP), absent (NB)
- Lessons for invoicing (“Companies – settlement details”)
- Progress report: trainer, course, level, grades, test results, trainer notes

ENGLISHOWO ANALYSIS

ENGLISHOWO analysis

- Summary and findings for management
- CEFR level: entry audit vs quarterly test
- Skills on a 0–100 rubric and business goals achieved (simulations)
- Recommendations for people and groups, plan for next quarter

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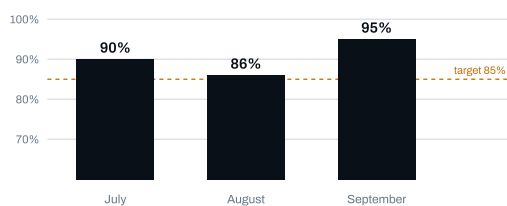
02 · Attendance

DATA: LANGLION

LEARNERS – ATTENDANCE · 01.07–30.09.2026

LEARNER	GROUP	LESSONS	PRESENT	LATE	ABSENT	ATTENDANCE
Anna Kowalska Key Account Manager	Group A	24	22	1	1	96%
Piotr Nowak Sales Specialist	Group A	24	19	2	3	88%
Katarzyna Wiśniewska Sales Specialist	Group A	24	22	0	2	92%
Tomasz Wójcik Customer Service	Group A	24	15	3	6	75%
Magdalena Kamińska Export Manager	Group B	24	23	0	1	96%
Michał Lewandowski Area Manager	Group B	24	21	1	2	92%
Joanna Zielińska Sales Director	1:1	12	12	0	0	100%
Marcin Szymański Head of Sales CEE	1:1	10	10	0	0	100%
Total		166	144	7	15	91%

MONTHLY ATTENDANCE (ALL LEARNERS)



GROUPS – ATTENDANCE

GROUP	TRAINER	LEARNERS	LESSONS	ATTENDANCE
Group A	Sarah Thompson	4	24	88%
Group B	Mark Davies	2	24	94%
1:1 Zielińska	James Carter	1	12	100%
1:1 Szymański	James Carter	1	10	100%

Attendance is counted by number of lessons, not duration. Late (SP) counts as present. Lessons cancelled at least 24 h ahead are rescheduled and not counted as absences.

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03 · Attendance list and invoicing

DATA: LANGLION

ATTENDANCE BY DATE RANGE · SEPTEMBER 2026

✓ present SP late NB absent

COMPANY	GROUP		TRAINER	LANGUAGE	LEVEL	LESSON LENGTH		LESSONS		
Sample Company Ltd.	Group A		Sarah Thompson	English	B1	60 min		9		
	01.09 Tue 12:00–13:00	03.09 Thu 12:00–13:00	08.09 Tue 12:00–13:00	10.09 Thu 12:00–13:00	15.09 Tue 12:00–13:00	17.09 Thu 12:00–13:00	22.09 Tue 12:00–13:00	24.09 Thu 12:00–13:00	29.09 Tue 12:00–13:00	%
Anna Kowalska	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Piotr Nowak	✓	✓	✓	✓	✓	✓	SP	✓	✓	100%
Katarzyna Wiśniewska	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Tomasz Wójcik	✓	✓	SP	✓	NB	✓	✓	NB	SP	78%

COMPANY	GROUP		TRAINER	LANGUAGE	LEVEL	LESSON LENGTH		LESSONS		
Sample Company Ltd.	Group B		Mark Davies	English	B2	60 min		9		
	02.09 Wed 08:00–09:00	07.09 Mon 08:00–09:00	09.09 Wed 08:00–09:00	14.09 Mon 08:00–09:00	16.09 Wed 08:00–09:00	21.09 Mon 08:00–09:00	23.09 Wed 08:00–09:00	28.09 Mon 08:00–09:00	30.09 Wed 08:00–09:00	%
Magdalena Kamińska	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Michał Lewandowski	✓	✓	SP	✓	✓	NB	✓	✓	✓	89%

COMPANIES – SETTLEMENT DETAILS · Q3

GROUP	PROFILE	LEVEL	LEARNERS	JULY	AUGUST	SEPTEMBER	TOTAL
Group A	Business English	B1	4	9	6	9	24
Group B	Business English	B2	2	9	6	9	24
1:1 Zielińska	Business English	C1	1	4	4	4	12
1:1 Szymański	Business English	B2+	1	4	2*	4	10
Total			8	26	18	26	70

* Monthly payment in advance: the invoice is issued to the company at the start of each month; participants pay nothing. Two rescheduled 1:1 lessons (M. Szymański, 13.08 and 20.08) will be delivered in October.

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04 · Progress report for learners in the group

DATA: LANGLION

Teaching period: 01.07–30.09.2026 · fields: name, group, trainers, course, level, attendance, average grade, grades, test results, notes

Anna Kowalska GROUP A TRAINER Sarah Thompson COURSE Business English · Sales LEVEL B1 ATTENDANCE 96% 23 / 24 AVERAGE GRADE 4.5 MISSING HOMEWORK 0 GRADES Test 1 4 Test 2 5 Presentation 5 E-mail 4 TEST RESULTS Test 1: 72% · Test 2: 84% TRAINER NOTE · 17.09.2026 · SPEAKING Handles client calls without a prepared script. Next goal: follow-up questions.	Piotr Nowak GROUP A TRAINER Sarah Thompson COURSE Business English · Sales LEVEL B1 ATTENDANCE 88% 21 / 24 AVERAGE GRADE 3.8 MISSING HOMEWORK 2 GRADES Test 1 4 Test 2 4 Presentation 4 E-mail 3 TEST RESULTS Test 1: 64% · Test 2: 76% TRAINER NOTE · 24.09.2026 · WRITING Offer e-mails are clear and polite; still mixing tenses (Present Perfect / Past Simple).
Katarzyna Wiśniewska GROUP A TRAINER Sarah Thompson COURSE Business English · Sales LEVEL B1 ATTENDANCE 92% 22 / 24 AVERAGE GRADE 4.5 MISSING HOMEWORK 1 GRADES Test 1 5 Test 2 4 Presentation 5 E-mail 4 TEST RESULTS Test 1: 70% · Test 2: 81% TRAINER NOTE · 10.09.2026 · VOCABULARY Uses the client's offer terminology with ease (Incoterms, lead time, MOQ).	Tomasz Wójcik GROUP A TRAINER Sarah Thompson COURSE Business English · Sales LEVEL B1 ATTENDANCE 75% 18 / 24 AVERAGE GRADE 3.2 MISSING HOMEWORK 5 GRADES Test 1 3 Test 2 3 Presentation 4 E-mail 3 TEST RESULTS Test 1: 58% · Test 2: 61% TRAINER NOTE · 29.09.2026 · ATTENDANCE Missed 2 of 3 e-mail module sessions. Gaps to close; we suggest morning 1:1 sessions.
Magdalena Kamińska GROUP B TRAINER Mark Davies COURSE Business English · Sales LEVEL B2 ATTENDANCE 96% 23 / 24 AVERAGE GRADE 4.8 MISSING HOMEWORK 0 GRADES Test 1 5 Test 2 5 Presentation 5 E-mail 4 TEST RESULTS Test 1: 82% · Test 2: 90% TRAINER NOTE · 23.09.2026 · NEGOTIATION Argues delivery terms well. Ready for the Negotiations module in Q4.	Michał Lewandowski GROUP B TRAINER Mark Davies COURSE Business English · Sales LEVEL B2 ATTENDANCE 92% 22 / 24 AVERAGE GRADE 4.5 MISSING HOMEWORK 1 GRADES Test 1 4 Test 2 5 Presentation 4 E-mail 5 TEST RESULTS Test 1: 78% · Test 2: 85% TRAINER NOTE · 16.09.2026 · LISTENING Better at following German and Dutch accents in recorded sales calls.
Joanna Zielińska 1:1 ZIELIŃSKA TRAINER James Carter COURSE Business English · Executive 1:1 LEVEL C1 ATTENDANCE 100% 12 / 12 AVERAGE GRADE 5.3 MISSING HOMEWORK 0 GRADES Test 1 6 Presentation 5 Negotiation 5 TEST RESULTS Test 1: 91% TRAINER NOTE · 25.09.2026 · NEGOTIATION Practising softening a refusal (hedging) with strategic partners.	Marcin Szymański 1:1 SZYMAŃSKI TRAINER James Carter COURSE Business English · Executive 1:1 LEVEL B2+ ATTENDANCE 100% 10 / 10 AVERAGE GRADE 4.7 MISSING HOMEWORK 0 GRADES Test 1 5 Presentation 5 Negotiation 4 TEST RESULTS Test 1: 80% · Test 2: 88% TRAINER NOTE · 24.09.2026 · PRESENTATION Structure of the HQ presentation (November) is ready; working on the Q&A part.

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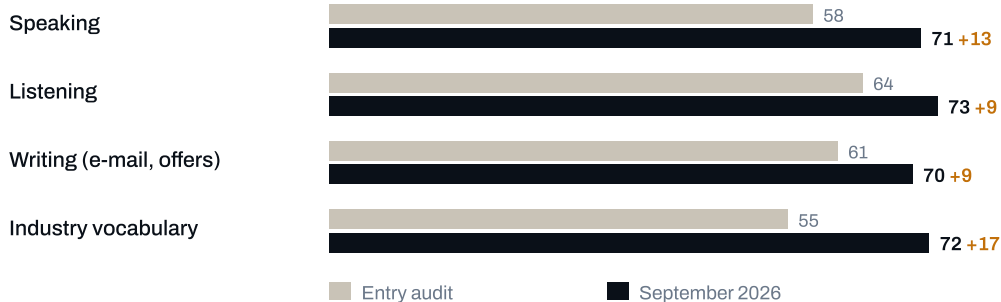
05 · Language progress and business goals

ENGLISHOWO ANALYSIS

CEFR LEVEL: ENTRY (AUDIT, 06.2026) → NOW (TEST, 09.2026)

LEARNER	ENTRY	NOW	SCALE A2 – C1+
Anna Kowalska Group A	B1	B1+ ▲	
Piotr Nowak Group A	B1	B1+ ▲	
Katarzyna Wiśniewska Group A	B1	B1+ ▲	
Tomasz Wójcik Group A	B1	B1	
Magdalena Kamińska Group B	B2	B2+ ▲	
Michał Lewandowski Group B	B2	B2+ ▲	
Joanna Zielińska 1:1	C1	C1	
Marcin Szymański 1:1	B2+	C1 ▲	

SKILLS: GROUP AVERAGE (0–100 RUBRIC)



BUSINESS GOALS AGREED WITH HR

GOAL	MEASURE	RESULT	STATUS
Client video calls without an interpreter	Simulated call with a German client	7 / 8 passed	ACHIEVED
Presenting the offer in English	Simulated presentation (10 min + Q&A)	6 / 8 passed	ACHIEVED
Accurate offer e-mails	Trainer rubric score	62 → 81 pts (target 85)	IN PROGRESS
Negotiating delivery terms	Simulated negotiation	Starts Oct 2026	PLANNED

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06 · Recommendations and Q4 plan

ENGLISHOWO ANALYSIS

RECOMMENDATIONS

- | | | |
|----|-------------------------|---|
| 01 | Tomasz Wójcik | A short conversation with his manager about attendance. We propose 4 weeks of morning 1:1 sessions, then a return to group A. |
| 02 | Group B | Move to the Negotiations module (8 weeks) to prepare for price talks with distributors. |
| 03 | Marcin Szymański | Deliver the 2 rescheduled lessons plus 4 extra 1:1 sessions before the HQ presentation in November. |
| 04 | Group A | Keep the 2× 60 min rhythm; add a monthly “e-mail clinic” on real correspondence. |

Q4 PLAN

- October: negotiation module (group B), morning 1:1 for T. Wójcik
- November: HQ presentation simulation (M. Szymański)
- December: CEFR progress test and final simulations for everyone
- Next report: 05.01.2027 · management review: 12.01.2027

TRAINERS' COMMENT

“Group A has started speaking spontaneously: fewer prepared sentences, more real reactions to client questions. The next step is precision in offer e-mails, so we are adding a workshop on real correspondence.”

Lead trainers · native speakers, Cambridge-certified

HOW TO READ THE RESULTS

- Joanna Zielińska (C1): at this level the goal is not another grade but fluency in negotiations. Progress shows in the simulations.
- No level change for T. Wójcik goes with lower attendance. Every group learner with attendance $\geq 88\%$ moved up $\frac{1}{2}$ a level.
- With 2× 60 min a week, moving up $\frac{1}{2}$ a level (e.g. B1 → B1+) usually takes one quarter.

HOW WE MEASURE (ENGLISHOWO ANALYSIS)

- CEFR level: placement test + 20-minute interview with a native speaker, at entry and every quarter.
- Skills: 0–100 score on a rubric based on CEFR descriptors, same assessor at entry and exit.
- Business goals: simulations of real situations from learners' work (Simulate stage of the QUEST DIRECT™ method).