Needs Analysis

Skills and language

- Reading
- Writing
- Speaking
- Listening
- Grammar
- Vocabulary

Which of the areas above do you most need to improve in your English (in order)?
________________________________________________________________________________
________________________________________________________________________________

Written texts

- Contracts
- General interest articles
- Specialist articles
- Formal business e-mails
- More informal/ chatty e-mails
- Reports
- Memos
- Business letters
- Official notices
- Agendas
- Minutes
- Websites (please give example)
- Text messaging/chat (e.g. WhatsApp)
- Others (please name)

Which five of these do you write most in English (in order of use)?
________________________________________________________________________________
________________________________________________________________________________

Which of the others do you read most in English (in order of use)?
________________________________________________________________________________
________________________________________________________________________________

Which of the above do you need help with/ practice of (in order)?
________________________________________________________________________________
Speaking and listening

- Conferences
- One-to-one meetings
- One-to-one phone calls
- Conference calls
- Meetings of three or more people (please state numbers)
- Presentations
- Socialising

Which of these situations do you have to speak in?

________________________________________________________________________________
________________________________________________________________________________

Which of the remaining ones do you have to/ do you listen to?

________________________________________________________________________________
________________________________________________________________________________

- Customers
- Potential customers
- Direct boss
- Other superiors
- Subordinates
- Colleagues in same office
- Colleagues in other office (please state where)

Which of these people do you have to speak English to?

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________________________________________________________________________________

What are the nationalities of the groups of people you speak to?

- Native speakers (from?)
- Non-native speakers (from?)
- Mixed native/ non-native groups

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________________________________________________________________________________

Who do you find it most difficult to talk to/ understand and why?

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________________________________________________________________________________