

Business speaking and listening, a needs analysis

To be completed at home or in class

Which of these skills are most important for you or in your job?

Please number them from 1 to 7, with 1 being the most important.

Speaking Reading Pronunciation Vocabulary
 Listening Writing Grammar

Which do you need to practise most (your top three)?

Speaking

For you, does improving your speaking mean ...

a) grammatical accuracy?
 b) pronunciation?
 c) vocabulary?

(Tick those that are relevant to you.)

What level do you aim for your speaking to reach:

a) indistinguishable from a native speaker
 b) able to communicate
 c) able to communicate easily
 d) lose my accent
 e) impress people with my pronunciation
 f) impress people with my fluency

(Tick those that are relevant to you.)

What would your reaction be if someone said the following about you: 'He / She has a really strong accent.'

Listening

When you listen to people speak and you have difficulty understanding, why exactly is this?
 (Please put a number for each from 5 = very often true to 1 = never true.)

You simply don't know the words they are using.
 You know the words, but don't recognise them when you hear them.
 You recognise the words individually, but miss them when they are put together in linked speech.
 When you are concentrating on the meaning of one word, you miss the rest of the sentence.
 They are speaking too fast.
 They have a particular accent you find difficult.

How much of your time is spent speaking to native speakers?

.....%

Where are these native speakers from?

.....

Stress in compound nouns ■ Office Vocabulary

Describe your office

What are the two expressions with different stress patterns to the others. How are they different grammatically?

- answering machine
- notice board
- air conditioner
- address book
- notebook
- drinks machine
- main entrance
- desk lamp
- central heating

Now pronounce these noun-plus-noun expressions.

- Conference room • Car park • security man • coffee pot
- photocopier • bookcase • laptop

Predict stress patterns for these expressions, and put them in the correct column.

- double glazing
- fitted carpets
- skylight
- executive toys
- cordless mouse
- mouse pad
- headquarters

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What does your office or building most need to have added to it?

What would your perfect office or building be like?