

EnglishWorks

NEEDS ANALYSIS

SURNAME:
COMPANY:
WORK TEL NO:
E-MAIL:

FIRST NAME:
JOB TITLE:
MOBILE NO:

GIVE A BRIEF DESCRIPTION OF YOUR COMPANY/POSITION AND RESPONSABILITIES

DESCRIBE IN WHAT CONTEXT YOU USE ENGLISH

PROFESSIONAL VOCABULARY

What do you discuss in English?

Please mark the categories below:

- | | | |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Management | <input type="checkbox"/> Production | <input type="checkbox"/> Accountancy |
| <input type="checkbox"/> Sales and Marketing | <input type="checkbox"/> Purchasing | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Logistics | <input type="checkbox"/> Law | <input type="checkbox"/> R & D |
| <input type="checkbox"/> Quality | <input type="checkbox"/> IT | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Travel | <input type="checkbox"/> Economy | <input type="checkbox"/> Trade |
| <input type="checkbox"/> Finance | <input type="checkbox"/> HR | <input type="checkbox"/> Other |

YOUR COMMUNICATION NEEDS

What are your professional needs?

Please mark the corresponding box.

(0 = minimum importance 4 = maximum importance)

SPEAKING AND LISTENING	0	1	2	3	4
Welcoming a visitor					
Telephoning – exchanging information					
Telephoning – complex conversations					
Video/telephone conferences					
Meetings – informal					
Meetings – formal					
Presentations					
Explaining figures/statistics/graphs					
Negotiations client/supplier					
Company visits					
Social English					
Other:					

READING COMPREHENSION AND WRITING	0	1	2	3	4
Emails					
Reports/memos					
Contracts					
Technical documentation					
Other:					

Thank you for your time, we look forward to meeting you very soon.

Vivien Redmore/Course Coordinator

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