

## Business needs analysis

Name: \_\_\_\_\_

Level: \_\_\_\_\_

Job: \_\_\_\_\_

What do you need English for? Tick (✓) the relevant items.

- \_\_\_\_\_ Writing emails, letters or faxes
- \_\_\_\_\_ Talking on the telephone
- \_\_\_\_\_ Meeting clients
- \_\_\_\_\_ Working in an English-speaking environment
- \_\_\_\_\_ Reading emails, letters or faxes
- \_\_\_\_\_ Translating or interpreting for other people at work
- \_\_\_\_\_ International meetings
- \_\_\_\_\_ Social situations
- \_\_\_\_\_ International travel
- \_\_\_\_\_ Other (please specify)

Which of the following skills do you need to practise most?

Speaking  Writing  Listening  Reading

How important is the following in your work? Rate them from 1(not important) to 5 (very important).

- Speaking fluently \_\_\_\_\_
- Good pronunciation \_\_\_\_\_
- Correct writing \_\_\_\_\_
- Making small talk \_\_\_\_\_
- Understanding documents \_\_\_\_\_
- Understanding native speakers of English \_\_\_\_\_
- Understanding non-native speakers of English \_\_\_\_\_