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