Specific needs

Business needs analysis

Activity

This is an activity for individuals. Students identify what kind of English they need for work.

Preparation

Make copies of the worksheet, one for each student.

What to do

1. Distribute the worksheets to the students. Go over any words or phrases you think the students might not understand.
2. Students complete the worksheet.
3. Collect the worksheets and read them. Draw out and make a note of any common points that emerge (e.g. that the majority of students need English to write emails).
4. In the next class, tell the class the results of the needs analysis and what areas (if any) the majority of students have in common.
5. During the course, draw the students’ attention to sections in the book or extra activities that help meet the needs they have specified in the needs analysis.

Note

Many students study a general English course even if they operate in a business environment. In this activity the teacher can identify the parts of the syllabus that are most useful / needed by such students and which will help them become more operationally effective in English in a business context.