

## **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.