

Needs analysis questionnaire

At School and Vacation we aim to provide you with a course, which meets your language learning needs as much as possible. It would therefore help us greatly if you could complete the following questionnaire.

Full name (Mr/Mrs/Miss/Ms/Dr etc).....

Nationality..... Age.....

Course Title.....

Course Dates.....

Estimated level of English:

Reading	Elementary <input type="checkbox"/>	Pre-Intermediate <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Upper-Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>
Writing	Elementary <input type="checkbox"/>	Pre-Intermediate <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Upper-Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>
Speaking	Elementary <input type="checkbox"/>	Pre-Intermediate <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Upper-Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>
Listening	Elementary <input type="checkbox"/>	Pre-Intermediate <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Upper-Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>

Examinations taken (e.g. FCE, TOEFL) and grade.....

Languages spoken and level.....

Company/Group/Organisation.....

Job Title.....

Job Description.....

Course Dates.....

Would you like to practise Business English? Yes No

General English & Business English ? Yes No

Do you currently do or will you have to do any of the following in English in the near future?

Telephoning	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Negotiations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Meetings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Business Writing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Socialising in a Business Context	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Presentations	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Which of these do you have to do now/may you have to do in the future in English?

	seldom				very often
Read	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Write	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Speak	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Listen	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

Is there something important you are going to have to do in English in the foreseeable future? (e.g. give a presentation).

If yes, please give details.....

Are you bringing any material with you? Yes No

If yes, please give details.....

Are there any particular topics or vocabulary areas you need to focus on?.....

Complete these sentences:

In English, I am good at.....

I am not so good at.....

By the end of the course.....

In the area below: a) outline your typical day at work
b) what you did at work yesterday
c) underline which things you do in English

Is there any other information that would be useful for us to know?.....