

Preliminary Training Needs Analysis

Name: _____

REASON FOR VISIT Please tell us if a specific need for English has prompted your visit at this time (e.g. more meetings in English, a new job abroad)

REQUIREMENTS

Which of the following do you want to practice and improve? Prioritise by numbering your choice in order:

	Social English/Meeting people
	Telephoning
	English for business travel/tourism
	Reading reports
	Reading contracts
	Reading newspapers
	Reading instruction manuals
	Participating in conferences
	Conducting interviews
	Writing faxes
	Writing reports
	Writing technical material

	Taking part in formal meetings
	Chairing meetings
	Negotiating
	Reading accounts
	Reading marketing material
	Reading technical papers
	Giving presentations
	Instructing or training others
	Writing marketing material
	Writing memos
	Writing business letters
	Writing press releases

