**1. BACKGROUND INFORMATION**

NAME:  
AGE:  
NATIONALITY:

COMPANY:

DESIGNATION:

FIRST LANGUAGE:

EDUCATIONAL BACKGROUND: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHY DO YOU WANT TO DO AN ENGLISH COURSE?

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## 2. LANGUAGE SKILLS

For each of the following rate yourself on a scale of 1-5. (1- very poor; 2- poor; 3- average; 4- good; 5- very good). Then choose one of the options for details

1. **Reading 1 2 3 4 5**

My job requires extensive reading skills a. often b. sometimes c. rarely d. never

- I have to read for the main idea a. often b. sometimes c. rarely d. never

- I have to understand key details a. often b. sometimes c. rarely d. never

- I have to make inferences a. often b. sometimes c. rarely d. never

- I have to take decisions based on my

understanding of the text a. often b. sometimes c. rarely d. never

What type of texts do you have to read at work (reports/ emails...)? Are they short and to the point or large, dense documents with lots of information?

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1. **Listening 1 2 3 4 5**

I interact with English speakers from (specify country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I need to understand native speakers a. often b. sometimes c. rarely d. never

*Briefly describe the situations in which you have to listen and the kind of things you listen to* (*e.g. I often participate in meetings where I have to listen to presentations and ask relevant questions.*)

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I understand what is said

during face to face interaction a. often b. sometimes c. rarely d. never

over the phone a. often b. sometimes c. rarely d. never

in meetings a. often b. sometimes c. rarely d. never

during social occasions a. often b. sometimes c. rarely d. never

1. **Writing 1 2 3 4 5**

I correspond with English speakers from (specify country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My job involves writing

emails a. often b. sometimes c. rarely d. never

letters a. often b. sometimes c. rarely d. never

faxes / memos a. often b. sometimes c. rarely d. never

minutes of meetings a. often b. sometimes c. rarely d. never

reports a. often b. sometimes c. rarely d. never

Could you provide some details of the type(s) of email/ reports you have to write. (e.g. *I write weekly emails to update my project lead, my job involves preparing project reports…)*

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1. **Speaking 1 2 3 4 5**

I need to

make presentations a. often b. sometimes c. rarely d. never

speak at meetings a. often b. sometimes c. rarely d. never

interact with official guests a. often b. sometimes c. rarely d. never

Could you provide some details of the topics you speak on most often. Please specify contexts. (For e.g. *I speak most often in formal contexts, making sales pitches to external customers.*)

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1. **Grammar 1 2 3 4 5**
2. **Vocabulary 1 2 3 4 5**
3. **Pronunciation 1 2 3 4 5**

I have been told that

I sound rude a. often b. sometimes c. rarely d. never

it is difficult to understand what I say a. often b. sometimes c. rarely d. never

that I speak too fast a. often b. sometimes c. rarely d. never

## 3. ANALYSIS OF TASKS

How confident are you about carrying out the following tasks?

**Writing emails**

**format**- (includes email structure, subject lines)

very confident quite confident not confident at all

**content**- (formal / informal language, salutation, signing off)

very confident quite confident not confident at all

Briefly describes what sort of mails you generally write and to whom (colleagues/ superiors/ clients...)

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**Telephoning people**

**format**- (how to start and end calls)

very confident quite confident not confident at all

**content**- (formal / informal language, dealing with problems, dealing with angry customers...)

very confident quite confident not confident at all

Briefly describes what sort of calls you generally make/ receive. Who do you speak to most often (colleagues/ superiors/ clients ...)?

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**Making presentations**

**format**- (structure of a presentation)

very confident quite confident not confident at all

**content**- (prepared / extempore)

very confident quite confident not confident at all

Briefly describes what sort of presentations you generally make. What do you speak about most often and how often you have to make your presentations?

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**Socialising**

In a social setting, I am

very confident quite confident not confident at all

If I have to start, hold, or end informal conversations on social occasions related to work, I am

very confident quite confident not confident at all

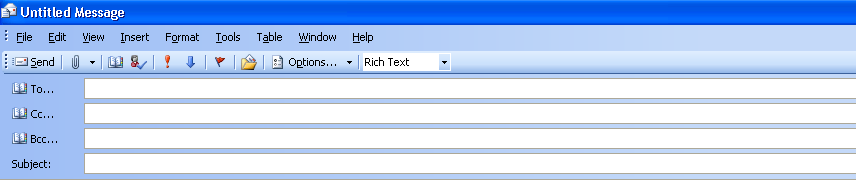
If I have to talk about myself, my work, or my company, I am

very confident quite confident not confident at all

### DIAGNOSTIC EMAIL

Your company has sponsored your English course. Write an email to your line manager highlighting the key decisions taken in today’s meeting re. the syllabus of the course; specify how you think the course will be useful and what you expect to learn.

You should write about 150- 200 words (15 to 20 lines)



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