

## Students' Needs Analysis

What is your name? \_\_\_\_\_

Which company do you work for? \_\_\_\_\_

What is your position in the company? \_\_\_\_\_

What are your duties? \_\_\_\_\_

To help us make the English programme most suitable for you, please fill out the form below.

**Which of the areas do you most need to improve in your English?**

- Speaking                                       Writing
- Listening     Reading
- Grammar      Vocabulary

How much time would you like to spend on practising the following **communication skills**?  
 Circle the number from 1 (no time) to 5 (a lot of time)

Skills	Time					Reason
Giving presentations	1	2	3	4	5	_____
Negotiating	1	2	3	4	5	_____
Attending meetings	1	2	3	4	5	_____
Using the phone	1	2	3	4	5	_____
Business correspondence	1	2	3	4	5	_____
Reporting to managers	1	2	3	4	5	_____
Understanding the news	1	2	3	4	5	_____
Talking to clients	1	2	3	4	5	_____
Talking to colleagues	1	2	3	4	5	_____
Dealing with visitors	1	2	3	4	5	_____

How much time would you like to spend on the following **business topics**?  
 Circle the number from 1 (no time) to 5 (a lot of time)

Topics	Time				
Management	1	2	3	4	5
Political/economic context	1	2	3	4	5
Business travel	1	2	3	4	5
Sales and Marketing	1	2	3	4	5
Banking and Finance	1	2	3	4	5
Law	1	2	3	4	5
Human Resources	1	2	3	4	5
International trade	1	2	3	4	5
New technology	1	2	3	4	5
Recent business news	1	2	3	4	5
General interest articles	1	2	3	4	5
Specialist articles	1	2	3	4	5
Other job-related topics	_____				

**Any comments or requests?** \_\_\_\_\_