



**Needs Analysis Questionnaire** - from [www.comunicareingles.com](http://www.comunicareingles.com)

Surnames:

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Name:

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Organisation/Company:

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Address:

.....

Postcode:

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Telephone:

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Email:

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1. Why do you want to do an English Language course?

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2. Do you see advantages in a course tailor-made for you? If so, what are they?

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3. How much time will you regularly spend working on your English outside classes?

2 hours per week or less

.....

between 2 hours per week and 1 hour per day

.....

more than 1 hour per day

.....

4. Think back to a useful and enjoyable training course you attended. What made that course so good for you?

.....

5. Please tell us about your language level at the moment (**Now**) and your priorities for improvement by the end of your course (**Future**), where 1-5 correspond to:

1            2            3            4            5  
*None / Not great / OK / Good / Excellent.*

	<b>Now</b>	<b>Future</b>
(a) your comprehension when reading	.....	.....
(b) your fluency and confidence in speaking	.....	.....
(c) your accuracy when you speak	.....	.....
(d) your understanding of other speakers	.....	.....
(e) your accuracy when writing	.....	.....
(f) your range of vocabulary	.....	.....

6. Please tell us how much you expect to use English in the following contexts where 1-5 correspond to:

1                            2                            3                            4                            5  
*Never / Rarely / Sometimes / Frequently / A lot*  
*e.g. some years            e.g. most months            e.g. most weeks            e.g. most days*

- (a) reading reports, correspondence etc.
- (b) reading instruction manuals, technical articles etc.
- (c) telephone calls
- (d) conversation and informal meetings in small groups
- (e) participating in formal meetings
- (f) addressing an audience - giving presentations
- (g) taking notes during meetings, conferences etc.
- (h) writing business letters, emails etc.
- (i) writing reports
- (j) working with others who speak English
- (k) travelling (airports, hotels etc.)
- (l) extended visits abroad including social contact
- (m) looking after English-speaking visitors

7. When would you like to complete your course?

.....

8. How long would you like your classes to last?

For ongoing classes (minimum 2 hours per week): .....

For residential courses (minimum 3 hours per day): .....

(On these courses you will have a minimum of 3 hours social time speaking English with your teachers outside classes, that is in addition to the class hours.)

9. What expectations do you have of your teacher/language coach?

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10. Is there anything else we should know about? For example, special needs, learning difficulties, medical conditions or other factors which might affect your learning.

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Thank you for completing this questionnaire.

*We will treat the information you have given us with the strictest confidence, using it*  
*a) to advise you on suitable courses for you and, when you attend a course with us,*  
*b) to personalise materials for your course to meet your needs.*