



Language services for gaining linguistic competence  
in practical settings.

### Needs Analysis

1. What does the company you work for do?
2. What is your job?
3. What are your responsibilities?
4. In which areas of English do you want most practice?

- |                                   |                                    |                                     |
|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> speaking | <input type="checkbox"/> listening | <input type="checkbox"/> reading    |
| <input type="checkbox"/> writing  | <input type="checkbox"/> grammar   | <input type="checkbox"/> vocabulary |

5. What do you need to do in English?

- |                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | Give presentations.                      | Who do you give them to?<br>What are they about? |
| <input type="checkbox"/> | Negotiate.                               | What about?<br>Who with?                         |
| <input type="checkbox"/> | Make phone calls. Inside phone calls.    | Who to?<br>What about?                           |
| <input type="checkbox"/> | Write letters/ telexes reports etc.      | What about?                                      |
| <input type="checkbox"/> | Show visitors around your place of work. | Who are the visitors?                            |
| <input type="checkbox"/> | Take part in meetings and discussions.   | What about?                                      |

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- Describe technical machinery or processes.      What?
  - Explain figures / graphs etc.      What are they about?
  - Socialize with clients.      Where?
  - Anything else?      What?
6. What areas do you feel weakest in and what are your priorities for study on this course?
7. Have you ever studied English before?  
Where and for how long?
8. How do you intend to continue with your studies after this course?

**Please return by email or fax to:**

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