



TRINITY
COLLEGE LONDON
Centro di esami n. 5581

ETS AUTHORIZED
TOEFL iBT CENTER

O.d.F. REGIONE VENETO
Organismo accreditato dal M.I.U.R

.Authorized GESE and ISE Examination Centre for TRINITY COLLEGE LONDON
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BUSINESS NEEDS ANALYSIS

You and your job

Your name is: _____

Which company do you work for? _____

What is their main area of business? _____

What is your position in the company? _____

What do you do? _____

Communication skills

How much time do you want to spend on different communication skills on this course?
Circle number, from 0 (no time) to 4 (a lot of time)

Discussions and meetings	0	1	2	3	4	_____
Telephoning	0	1	2	3	4	_____
Social English	0	1	2	3	4	_____
Company, products and customer relations	0	1	2	3	4	_____
Presentations	0	1	2	3	4	_____
Negotiations	0	1	2	3	4	_____
Business correspondence	0	1	2	3	4	_____
Business reports	0	1	2	3	4	_____
Job interviews	0	1	2	3	4	_____
Writing letters and documents	0	1	2	3	4	_____
Customer support	0	1	2	3	4	_____
Explain figures/graphs	0	1	2	3	4	_____
Describe technical machinery or processes	0	1	2	3	4	_____

Now give more details about each skill. Who do you communicate with in English? What about?
Make notes in the space above, next to the appropriate skills.

Business topics

Which topics are you interested in? Choose from the list below. You can add another topic of your own at the end.

Management Production Political/economic context

Travel	<input type="checkbox"/>	Sales & Marketing	<input type="checkbox"/>	International Trade	<input type="checkbox"/>
Human resources	<input type="checkbox"/>	Entertaining	<input type="checkbox"/>	Finance	<input type="checkbox"/>
New Technology	<input type="checkbox"/>	Recent business news	<input type="checkbox"/>	_____	<input type="checkbox"/>

Your English

Which area of English do you find the most difficult, and would most like to improve?

Speaking	<input type="checkbox"/>	Vocabulary	<input type="checkbox"/>	Writing	<input type="checkbox"/>
Pronunciation	<input type="checkbox"/>	Grammar	<input type="checkbox"/>	Listening	<input type="checkbox"/>
Reading	<input type="checkbox"/>				

Grammar

How much grammar have you studied before coming on this course?

How much grammar would you like to do on this course?

Any particular areas?

Other objectives

Do you have any other objectives for this course that we have not mentioned?

Is there anything else you would like to tell your teacher to help him/her to plan your course?