

# Needs Analysis

Name: \_\_\_\_\_

Your company: \_\_\_\_\_

Current position and time in company: \_\_\_\_\_

Work location: \_\_\_\_\_

Home country: \_\_\_\_\_

Interests/ Hobbies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Education/ Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Present company information (type of company, size etc): \_\_\_\_\_

\_\_\_\_\_

Previous job history: \_\_\_\_\_

Career plans/ ambitions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please tick any of the following Business Communication Skills that are a major priority for you:

- | Business Communication Topic | <input checked="" type="checkbox"/> |
|------------------------------|-------------------------------------|
| Presentations                | <input type="checkbox"/>            |
| Effective Interaction        | <input type="checkbox"/>            |
| Negotiating                  | <input type="checkbox"/>            |
| Business correspondence      | <input type="checkbox"/>            |
| International Marketing      | <input type="checkbox"/>            |
| Travelling                   | <input type="checkbox"/>            |
| Import and Export            | <input type="checkbox"/>            |
| Discussions                  | <input type="checkbox"/>            |
| Informational Analysis       | <input type="checkbox"/>            |
| Meetings                     | <input type="checkbox"/>            |
| Job Applications             | <input type="checkbox"/>            |
| International issues         | <input type="checkbox"/>            |
| Social English               | <input type="checkbox"/>            |
| Reports                      | <input type="checkbox"/>            |
| CVs                          | <input type="checkbox"/>            |
| Memos                        | <input type="checkbox"/>            |
| Faxes and E-mails            | <input type="checkbox"/>            |
| Telephoning                  | <input type="checkbox"/>            |

Please describe in English a typical day in your work:

