

## Personal Details

Company:

City:

Student's Name:

Email:

Position in company:

Job description:

Date:

## Language Learning Experience

How long have you been learning English?

Where did you study?

Was you teacher local or a native speaker of English?

Which course books / materials have you used? Who did you learn with?

Can you speak any other languages? If yes, what are they?

## General Language Needs

What is your main reason for learning English? (e.g. work, travel, holidays)

How often do you use English in your job?

Do you use it to talk to native or non-native speakers?

Who are some of the people you need to interact with in English?

## Which of the below do you do the most in English?

### Professional Language Needs (Please specify if required)

Meetings Yes  No

Negotiations Yes  No

Telephoning / Teleconferencing Yes  No

Making appointments Yes  No

Giving presentations Yes  No

Attending seminars Yes  No

Dealing with foreign visitors Yes  No

Reading reports Yes  No

Writing reports Yes  No

Reading letters, e-mails etc. Yes  No

Writing letters, emails etc. Yes  No

Reading technical literature Yes  No

Business trips Yes  No

Other

## ESP English For Special Purposes

Greet  Law

Insurance  Medicine

Aviation  Military

Banking and Finance  Technology

Engineering  Tourism and Leisure

International Management and Marketing

## Which Areas of English Do You Find Most Difficult?

Greet and introduce people Yes  No

Negotiate and discuss matters Yes  No

Give information Yes  No

Teach or give seminars Yes  No

Make appointments Yes  No

Give presentations Yes  No

Buy and / or sell Yes  No

Answer the telephone and make calls Yes  No

Describe processes Yes  No

Describe figures and graphs Yes  No

Other (please specify)

## I Need To Speak To

Greet and introduce people  Give information

Make appointments  Buy and / or sell

Describe figures and graphs

Other (please specify)

## I Need To Read

Articles  Reports

Letters, e-mails or faxes  Manuals

Other (please specify)

## I Have To Participate and Listen To

Seminars and lectures

Radio & TV programmes

Speaking at meetings

Other (please specify)

## I Need To Write

Reports  Articles

Letters, e-mails or faxes  Faxes and memos

Other (please specify)

## What Do You Expect From The Course? (Please specify)

Please email to [dos@gymalta.com](mailto:dos@gymalta.com)  
or fax to +356 2157 8280