

EXECUTIVE PROFILE

Training Needs Analysis



Name _____ Company/Sponsor/Agent _____

Course _____ Arrival Date _____ Departure Date _____

The MLS Executive Training programme you have selected provides you with the opportunity to work with our specialist Executive Training team and highly experienced trainers to produce a bespoke training solution aligned to your organisational goals and culture. This Training Needs Analysis questionnaire will help us to identify the precise areas where training is required and help to ensure that the content, methods and learning outcomes of your programme of tuition meet both your personal expectations and professional needs. To this end, we would be grateful if you could complete this questionnaire and return it to us no later than one week prior to the scheduled commencement of your course.

PART A

In **PART A**, we ask you to tell us about your previous English language studies.

1 a What is the highest level of English at which you have studied in the past?

No previous study
 Beginner
 Elementary

Pre-Intermediate
 Intermediate
 Upper-Intermediate

Pre-Advanced
 Advanced
 Proficiency

b Have you completed a course at this level? Yes No

2 Which English language books have you previously studied? At which level?

Title: *Headway* Level: _____
Cutting Edge _____
English File _____
Inside Out _____

Other: _____ Level: _____

3 a Have you taken any *international* exams in English? Yes No

b If yes, which? _____ c Result or grade _____

4 a Have you studied at MLS College before? Yes No

b If yes, when? _____ c Course title _____

PART B

In **PART B**, we ask you to consider and evaluate your current proficiency in the English language. How would you describe your current level of English? In the following table, please circle an appropriate grade.

What is your current English language ability in the following areas:

		← Beginner					Advanced →	
Language Skills	Reading	1	2	3	4	5	6	7
	Writing	1	2	3	4	5	6	7
	Listening	1	2	3	4	5	6	7
	Speaking	1	2	3	4	5	6	7
Language Systems	Grammar	1	2	3	4	5	6	7
	Vocabulary	1	2	3	4	5	6	7
	Pronunciation	1	2	3	4	5	6	7

PART C

In **PART C**, we ask you to consider your daily personal and professional use of English.

1 Which of the above language skills is/are most important for you in your daily use of English? Why?

2 How much do you use English in the ordinary course of your working day?

Every day Frequently Often Quite often Sometimes Rarely Never

3 Who do you most frequently communicate with in English?
 Please specify, *eg. colleagues, clients, friends, family, general public, etc.*
 Are your communications with native speakers or non-native speakers of English?

4 When you use your English, what do you use your English for?
 For example:

a If you read texts in English, what kind of texts do you read?
 Please specify, *eg. reports, articles, letters, e-mails, faxes, catalogues, etc:*

b If you write in English, what kind of texts do you produce?
 Please specify, *eg. letters, e-mails, faxes, reports, summaries, notes, memos etc:*

c If you listen to communications in English, how would you describe the context in which the listening takes place, *eg. professional or social, formal or informal, speeches, lectures, and presentations etc.?*
 Please specify.
 Is it necessary for you to take notes (in English or in your own language) as you listen?

d If you speak in English, how would you describe the context in which you converse, *eg. professional, social, formal, informal, speeches, lectures, presentations etc.?*
 Please specify.

PART D

In **PART D**, we ask you to inform us of any other important details that may help us to more specifically tailor your programme to match your precise personal and professional needs and expectations. Such details might include information on the following and more:

- your own and your company's principal reasons for choosing a course of individual tuition;
- the learning outcomes you hope to achieve;
- how you would like your progress to be assessed at the end of your programme, etc, etc.

Please continued on a separate sheet of paper if required.

The details with which you provide us regarding your language training requirements enable us to more fully prepare a programme uniquely suited to your needs. Should you require any further information regarding any aspect of the Executive service, our Administration team will be happy to answer any questions you may have.

We thank you for your taking the time to complete this questionnaire.