



Business English Coaching

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Business English Trainer (Freelancer)

www.business-english-coaching.ch

Needs analysis – Co-ordinator

6. Is the room fully equipped or do I need to bring something with me?

7. Will the lessons be in the students' free time or is the time paid by the company?

8. Do you have a special expectation from the company's point of view?

9. Is that linked to the present position?

10. Will students be able to practice what they have learned in daily business?

Needs analysis – Learner

How long have you studied English before?

Have you passed any exams?

Which of the following skills do you think you need to improve?

(more than one answer is possible)

Reading Listening Writing Speaking Grammar Pronunciation

When do you need English at work?

- Meetings
- Presentations
- Socialising
- Formal letters and/or e-mails
- Reports
- Trade fairs
- Others: please specify

Who do you speak English to?

- Colleagues and/or subordinates
- Customers

Needs analysis – Learner's profile

4. Objectives and target:

5. Time available for study:

6. Intensive or extensive programme:

7. Location:

8. Methods of delivery (material, activities, role of teacher):