

Business Speaking and Listening Needs Analysis

To be completed at home or in class

Which of these skills are most important for you/ in your job (please list from 1 to 7)?

- ✧ Speaking
- ✧ Listening
- ✧ Reading
- ✧ Writing
- ✧ Pronunciation
- ✧ Grammar
- ✧ Vocabulary

Which do you need most practise on (top 3)?

Speaking

For you, does improving your speaking mean...

- ✧ Grammatical accuracy
- ✧ Pronunciation
- ✧ Vocabulary

What level do you aim for your speaking to reach:

- ✧ Indistinguishable from a native speaker
- ✧ Able to communicate
- ✧ Able to communicate easily
- ✧ Lose my accent
- ✧ Impress people with my pronunciation
- ✧ Impress people with my fluency

What would your reaction be if someone said about you 'He has a really strong accent'?

Listening

When you listen to people speak and have difficulty understanding, why exactly is it?

(Please put a number for each from 5- very often true to 1- never true)

- ✧ You simply don't know the words they are using
- ✧ You know the words, but don't recognise them when you hear them
- ✧ You recognise the words individually, but miss them when they are put together in linked speech
- ✧ When you are concentrating on the meaning of one word, you miss the rest of the sentence
- ✧ They are speaking too fast
- ✧ They have a particular accent you find difficult

How much of your time is spent speaking to native speakers? _____ %

Where are they from? _____

What other nationalities do you usually speak English with?