

Needs analysis and brainstorming

International Express Elementary Third Edition Unit 1

Interview each other in pairs and write information below (as key words, not sentences).

Your teacher will tell you if, when and how to use the suggested questions to help.

Name (of the person answering the questions)
Job/ Job title
Things you do at work/ Activities/ Duties/ Responsibilities
Things you do at work in English
Education (exams/ tests/ qualifications, places you have studied, English self-study, etc)
Hobbies/ Free time
Places (workplace, hometown, present home, travel, etc)

Other languages
Strong points in English/ Parts of English which are easier for you
Weak points in English/ Parts of English which are more difficult for you
Future (English language learning goals/ aims/ targets/ priorities, travel, ambitions, etc)

Suggested questions

Questions which are also good when meeting someone for the first time

- Can I ask your name?/ Can I check your name?
- Do you (usually/ often/ sometimes) have to... (in English)?
- Do you have any hobbies?/ What do you like doing in your free time?
- Do you have any plans to take an exam/ travel abroad/...?
- Do you like...?/ Do you enjoy...?/ How do you feel about...?
- Do you speak any other languages?/ Can you speak...?
- Do you travel for your job?
- Do you use English at work?
- Do you write...?
- Do you...?
- Have you ever been to...?
- Have you ever studied...?
- Have you ever taken a language exam/ TOEIC/ Eiken/...?
- Have you ever...?
- How do you relax?/ What do you do to relax?
- How do you spell your (first/ given/ family/ last) name?
- How often do you... (in English)?/ Do you often...?
- Is it hard for you to...?
- What brings you here?
- What (languages) did you study at (elementary/ high) school/ at...?
- What do you (usually) do at the weekend?
- What do you (usually) do on your (summer) vacations/ (summer) holidays?
- What do you (usually) do on your days off?
- What do you do?
- What does your division/ department/ section/ team do?
- What exactly do you do?/ What are your duties?/ What are your responsibilities?/ What does your job involve?
- When did you start studying English/ that job/...?/ How long have you...?
- Where are you based?/ Where do you work?/ Do you work near here?
- Where are you from?/ Where do you come from?
- Where did you...?
- Where do you live?/ Do you live near here?
- Which division/ department/ section/ team do you work in?
- Who do you work for?
- Would you like to go to/ study/ visit/ work as...?

Other needs analysis questions for English classes

- What are your strong points/ weak points (in English)?/ What's the most difficult/ easier thing about English (for you)?

When your teacher stops you, ask about any questions above you can't understand, don't know how to answer, etc, then answer any questions which you didn't during the interview.

Match the questions to the sections in the needs analysis form, answering the questions each time.

Brainstorming stage

Spend five minutes writing as much vocabulary below as you can. Examples are given in each section. You will only get points for things other teams don't write, so try to think of something that others might not know or might not think of.

Names of jobs/ Job titles data entry clerk
Things people do at work/ Activities at work/ Duties/ Responsibilities visit clients
Education (exams/ tests/ qualifications, places people study, self-study) high school shadow reading
Hobbies/ Free time activities jogging

Countries France
Languages Mongolian
Parts of English (to be studied/ priorities/ which are weak or strong points) pronunciation skimming
Good (small talk) questions the first time you meet someone What do you do?

Read out one thing above which you think no other groups have written (or isn't on your teacher's list). If it's correct and you are the only one who wrote it, you get a point.

Say anything you wrote which is not below. If it is correct and no other team wrote it, then you get a point. Other ways of saying those things and small variations are also fine.

Names of jobs/ Job titles architect director/ manager/ CEO engineer head of sales PA photographer receptionist researcher sales rep technician
Things people do at work/ Activities at work/ Duties attend meetings check... design... do overtime/ work late give presentations make phone calls meet... prepare... send emails train... write reports
Education (exams/ tests/ qualifications, places people study, self-study) cram school elementary school/ primary school language school/ conversation school nursery school/ kindergarten TOEIC university
Hobbies/ Free time activities collecting... cooking doing exercise/ doing sport going out/ eating out going shopping going swimming going to the beach listening to music playing tennis playing the saxophone playing with my children relaxing/ chilling out staying at home

taking photos walking/ hiking/ trekking watching TV
Countries Belgium Chile Cuba Egypt India Jamaica Jordan New Zealand South Africa Switzerland Taiwan The UAE The UK Ukraine The USA
Languages Arabic (Mandarin) Chinese English French German Hindi Italian Polish Portuguese Russian Spanish Swedish
Parts of English (to be studied/ priorities/ which are weak or strong points) fluency functional language/ everyday English grammar intonation listening phrases reading speaking vocabulary writing
Good (small talk) questions the first time you meet someone <i>(see suggested questions above)</i>

Brainstorm more things not above, with one point for anything others don't write.