Needs and ease questionnaire
needs analysis/ course design/ learner training/ first lesson

Instructions
Stage 1: Choose the skill below that is most useful for you and write a number 10 next to it in the “need” column then choose the skill that is least useful and write a 1 next to it in the “need” column
Stage 2: Fill all the other “need” boxes with numbers between 10 and 1 depending on how useful they are (you don’t need to use every number)
Stage 3: Mark a 10 in the “ease” column of the thing that you find easiest and a 1 in the one that you find most difficult
Stage 4: Mark a number between 10 and 1 in all the other “ease” boxes
Stage 5: Compare with a partner and report any similarities to the class
Stage 6: Use that information to discuss what you think the priorities of this class should be

Form to fill in and discuss

Skill	need	ease
1. Ask and answer questions about your job		
2. Introduce two people who don-t know each other		
3. Meet people you don’t know		
4. Greet people you know		
5. Exchange business cards and make comments on them		
6. Describe your company and what it does		
7. Ask to speak to someone on the phone		
8. Take a telephone message		
9. Answer the phone		
10. Leave a telephone message		
11. Double check what people say		
12. Say you don’t understand in different ways		
13. Make offers		
14. Make requests		
15. Talk about your hometown and ask about other people’s		
16. Talk about your journey and ask about other people’s		
17. Talk about your trip and ask about other people’s		
18. Talk about your hotel and ask about other people’s		
19. Talk about food in your and other people’s countries		
20. Make conversation about possessions and their special features		
21. Speak in meetings		
22. Agree and disagree		
23. Ask people’s opinions		
24. Chair a meeting		

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