



1:1 executive language training

Phone: +44 79 17 73 01 44

Email: info@exclusivelyenglish.co.uk

Pre-Training Needs Form

Name: _____

REASON FOR VISIT Please tell us if a specific need for English has prompted your visit at this time (e.g. more meetings in English, a new job abroad)

REQUIREMENTS Which of the following do you want to practise and improve? Prioritise by numbering your choice in order:

| | |
|--|-------------------------------------|
| | Social English/Meeting people |
| | Telephoning |
| | English for business travel/tourism |
| | Reading reports |
| | Reading contracts |
| | Reading newspapers |
| | Reading instruction manuals |
| | Participating in conferences |
| | Conducting interviews |
| | Writing faxes |
| | Writing reports |
| | Writing technical material |

| | |
|--|--------------------------------|
| | Taking part in formal meetings |
| | Chairing meetings |
| | Negotiating |
| | Reading accounts |
| | Reading marketing material |
| | Reading technical papers |
| | Giving presentations |
| | Instructing or training others |
| | Writing marketing material |
| | Writing memos |
| | Writing business letters |
| | Writing press releases |

