

Individual Needs Analysis

Name	Company	Job Title	Current Level
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Please indicate the importance of each of the items below by circling/highlighting a number from 1-5

I need to use English in these ways: [GREY SHADED AREAS ARE FOR TECHNICAL PERSONNEL ONLY]		1 being MOST important & 5 being least important				
Area of Application	Component					
Meetings	Effective participation in various job-related business meetings	1	2	3	4	5
Presentations	Presentation of information of various complexity in front of an audience	1	2	3	4	5
Telephoning	Developing skills in professional verbal communication by telephone	1	2	3	4	5
Negotiations	Handling communication in varied negotiation situations	1	2	3	4	5
Business writing	Producing a variety of written communiqués: writing e-mails, short messages	1	2	3	4	5
	- writing letters, memos	1	2	3	4	5
	- writing job related reports including incident reporting, technical reports	1	2	3	4	5
Safety	- writing instructions, policies, procedures	1	2	3	4	5
	Discussing safety topics, analyzing safety bulletins, alerts, and hazards	1	2	3	4	5
Technical documents	Producing report errors and analyzing basic problems, near misses, unsafe conditions	1	2	3	4	5
	Reading/understanding technical documentation (reports, manuals, instructions)	1	2	3	4	5
Terminology	Knowledge of terms associated with mass, area, volume, pressure, temperature, other	1	2	3	4	5
Numerical data:	Use of numerical information (currencies, fractions, percentages, SI units, other)	1	2	3	4	5
Charts, diagrams, graphs	Analysis of flow charts, diagrams and graphs through interpreting various data	1	2	3	4	5
Business structure	Presenting organizational structure, jobs; functions within own area of specialization	1	2	3	4	5
	Presenting work group or organizational business plan	1	2	3	4	5
Technical English	- upstream and downstream activities in the oil industry	1	2	3	4	5
	- basic working principles of production machinery and units	1	2	3	4	5
	- major oil producing plant operations	1	2	3	4	5
	- typical oil and gas distribution processes on-shore and off-shore	1	2	3	4	5
	- analysis of key aspects of project management and project scheduling	1	2	3	4	5
	- discussion of examples of real projects undertaken	1	2	3	4	5
	- explaining the key functions of process engineering through a real-life case study	1	2	3	4	5
	- discussion of alternative energy markets	1	2	3	4	5
- other industry topics (process engineering; pipelines; materials & environment)	1	2	3	4	5	

I need to improve my English in these skills areas (you may indicate your specific needs)						
Skills	Comments					
Speaking		1	2	3	4	5
Listening		1	2	3	4	5
Reading		1	2	3	4	5
Grammar		1	2	3	4	5
Vocabulary		1	2	3	4	5
Pronunciation		1	2	3	4	5
Any other areas?						