



**Please complete this form as fully as you can and return it together with our main enrolment form.
Please write clearly.**

First name:

Family name:

Your company/employer/profession:

Description of your company/employer/profession (its products, services, markets etc.):

Your position in your company/with your employer:

Description of your main duties:

Language objectives:

Language priorities: *please put a tick (✓) in the appropriate box*

| Situation | Used confidently at present | Not used confidently at present | Priority |
|--|-----------------------------|---------------------------------|----------|
| Meetings | | | |
| Discussions | | | |
| Negotiations | | | |
| Presentations | | | |
| Conferences, as speaker | | | |
| Conferences, as participant | | | |
| Face to face | | | |
| Phone | | | |
| Reading reports etc. | | | |
| Writing e-mails, letters and/or faxes etc. | | | |
| Writing reports | | | |
| Social situations | | | |
| Other e.g. travel, holiday | | | |

Please indicate your priorities by ticking the appropriate box:

| | Important | Not important | Priority |
|--|-----------|---------------|----------|
| More accuracy as a speaker | | | |
| Expansion of my general vocabulary | | | |
| Expansion of my specialist vocabulary* | | | |
| Improvement of my listening | | | |
| Improvement of my pronunciation | | | |
| Improvement of my reading skills | | | |
| Improvement of my writing skills | | | |

* If you have indicated 'specialist vocabulary' as important or important for the future, which area(s) of vocabulary would you like to focus on?

Your language experience:

Have you already taken English courses?

yes no

| | |
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If yes, please give details and, if possible, dates:

Have you used any business English books?

yes no

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If yes, please give the titles if possible:

Have you taken any English exams e.g. TOEIC, TOEFL?

yes no

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If you have taken TOEIC or TOEFL, please give your score and the date you took the exam:

What other languages can you speak:

Current level:

What is your current level of English? Please tick the correct box below:

| Level | Description | ✓ |
|-------------------|--|---|
| Advanced | <i>I speak and understand native speakers very well occasionally have problems with unfamiliar situations and regional accents.</i> | |
| Post-Intermediate | <i>I speak and understand well but still make mistakes and occasionally fail to make myself completely understood.</i> | |
| High Intermediate | <i>I can communicate effectively but still make a lot of mistakes and sometimes I misunderstand.</i> | |
| Intermediate | <i>I can speak and understand reasonably well and can use basic tenses but have problems with complex grammatical structures and vocabulary.</i> | |
| Low Intermediate | <i>I can make simple sentences and can understand the main points of most conversations but my vocabulary is limited.</i> | |
| Pre-Intermediate | <i>I can communicate simply and understand in familiar situations, but usually have a lot of difficulty.</i> | |
| Elementary | <i>I can say and understand a few things in English.</i> | |
| Beginner | <i>I do not speak any English, only a few words.</i> | |

Any materials (brochures, texts etc.) relating to your company/employer that you can give us help plan your course:

| None | I enclose | I will send | I will bring with me |
|------|-----------|-------------|----------------------|
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