

Profile Questionnaire

Please complete the following contact details or attach your business card:

Name:

Company:

Address:

.....

Tel: **Fax:** **Email:**

Company activity:

Job title:

Your professional activity / job / department:

Your education: Up to 16 Up to 18 Higher education

Date of Birth: **The country in which you are normally resident:**

1 Which language do you want to learn or improve?

2 Refer to the tables below and indicate with a tick the kind of contacts you normally have or are likely to have with speakers of your chosen language

Telephone	Now	Future	Face to face	Now	Future	Written	Now	Future
Switchboard	<input type="checkbox"/>	<input type="checkbox"/>	Getting by while abroad	<input type="checkbox"/>	<input type="checkbox"/>	Faxes/E-mails:		
Making arrangements	<input type="checkbox"/>	<input type="checkbox"/>	Reception	<input type="checkbox"/>	<input type="checkbox"/>	predictable standard	<input type="checkbox"/>	<input type="checkbox"/>
Business (commercial)	<input type="checkbox"/>	<input type="checkbox"/>	Social meetings abroad	<input type="checkbox"/>	<input type="checkbox"/>	- more complex	<input type="checkbox"/>	<input type="checkbox"/>
Business (technical)	<input type="checkbox"/>	<input type="checkbox"/>	Entertaining foreign guests	<input type="checkbox"/>	<input type="checkbox"/>	Letters - predictable std.	<input type="checkbox"/>	<input type="checkbox"/>
Social	<input type="checkbox"/>	<input type="checkbox"/>	Presenting your company	<input type="checkbox"/>	<input type="checkbox"/>	- more complex	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	Offering technical help	<input type="checkbox"/>	<input type="checkbox"/>	Forms - predictable std.	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	Market research	<input type="checkbox"/>	<input type="checkbox"/>	- more complex	<input type="checkbox"/>	<input type="checkbox"/>
			Company meetings	<input type="checkbox"/>	<input type="checkbox"/>	Writing reports	<input type="checkbox"/>	<input type="checkbox"/>
			Dealing with legal matters	<input type="checkbox"/>	<input type="checkbox"/>	Understanding reports	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	Company literature		
			<input type="checkbox"/>	<input type="checkbox"/>	predictable standard	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	more complex	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 What types of contact do you have or are you likely to have in the future?

	Now	Future
Formal	<input type="checkbox"/>	<input type="checkbox"/>
Informal	<input type="checkbox"/>	<input type="checkbox"/>
Friendly	<input type="checkbox"/>	<input type="checkbox"/>
Potentially difficult	<input type="checkbox"/>	<input type="checkbox"/>

Comments

4 What do you feel most confident about?

Speaking Reading Listening Writing

5 If any of these skills cause you concern, please explain why.

.....
.....

6 How would you describe your personality? e.g. outgoing, sociable, retiring, shy

.....

7 Assess your level in your chosen language using the National Language Standards guide on the opposite page and tick the appropriate box below.

Entry level level 1 level 2 level 3 level 4 level 5

8 If you have learnt the target language previously, please continue by telling us how you achieved your current level:

- a) In what situation did you learn it?
- b) When did you learn it, and for how long?
- c) For what reason did you learn it?
- d) Did you enjoy learning the language? YES NO

NATIONAL LANGUAGE STANDARDS

Use the tick-boxes as a guide to your current skills.

Entry level

Interacting using basic key phrases and vocabulary provided the other person is prepared to help.

- greetings
- finding your way
- checking into a hotel
- introducing yourself
- making essential purchases
- filling in basic forms eg. hotel booking

Level 1 Dealing with predictable tasks

Interacting in a limited way with people in easily recognisable roles, establishing contact and exchanging limited routine oral and written information on familiar routine operational matters within your role.

- understanding numbers, prices
- ordering drinks/snacks/meals
- arranging meetings
- finding out what other people do
- talking about your work
- stating/understanding times and dates
- using/hiring/booking transport
- using the telephone for simple messages
- talking about yourself
- introducing colleagues

Level 2 Dealing with routine daily activities

Interacting with people in familiar roles, maintaining relationships and exchanging routine oral and written information on routine and some non-routine matters within your occupational role.

- talking about daily routine
- obtaining information about predictable routine activities
- providing information about predictable routine activities
- dealing with predictable routine telephone calls
- saying when things go wrong
- stating and understanding requirements
- understanding what to do
- extracting familiar data by reading
- finding out how things work
- asking for help
- write email using set phrases and structures

Level 3 Dealing with varied work tasks

Interacting with individuals and groups, sustaining and fostering relationships. Exchanging information and advice on a range of matters relating to one's occupational role.

- delivering prepared presentations
- asking for, understanding and providing information to fulfil daily work requirements
- establishing and maintaining contact with colleagues abroad for routine purposes
- expressing opinions on routine or familiar and routine work and social topics
- compiling routine records, short reports and proposals
- undertake straightforward negotiations

Level 4 Dealing with complex work tasks.

Extending relationships and exchanging complex information and advice related to one's role:

- contributing confidently to varied work-related discussions
- exchanging opinions on varied work-related matters
- presenting work-related information
- producing written reports to fulfil a variety of work requirements, factual and expressive
- conveying opinions, ideas and information in writing

Level 5 Dealing with specialised work tasks.

Producing appropriate language in a variety of settings with appropriate interaction and awareness of nuance.

- contributing to complex discussions
- dealing with complex interactions, extending relationships
- exchanging complex information and advice for specialised purposes
- deal with unexpected or controversial issues

9 Have you ever learnt any other foreign language? YES NO

If YES, please continue:

- Which language(s)?
- In what situation did you learn it/them?
- When did you learn it/them and for how long?
- For what reason did you learn it/them?
- Refer back to the National Language Standards Guide on page 3 and assess your current level in the language(s) by ticking the appropriate box(es) below.

Language 1:

Entry level level 1 level 2 level 3 level 4 level 5

Language 2:

Entry level level 1 level 2 level 3 level 4 level 5

10 Please indicate your preferred schedule either by ticking or inserting a specific time in the timetable below.

We shall endeavour to schedule the tuition at times convenient to you and would therefore appreciate as many options as possible.

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday*			

* Limited capability

11 When do you hope to start?

- ◆ When you have completed this form return it to the organiser within your company, or directly to the Language Centre.
- ◆ We will be pleased to arrange an appointment to discuss in further detail your particular requirements.
- ◆ There is absolutely no commitment at this stage.
- ◆ We assure you of our best attention at all times.

Thank you for completing this Profile Questionnaire