1. General Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell me about your job. What does it involve on a day-to-day basis?  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Experience with English

Tell me about where you have studied English in the past.

|  |  |  |  |
| --- | --- | --- | --- |
| Place | Dates | What you liked about the classes | What you didn’t like about the classes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Do you have any English certificates? If so, which ones?  
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Have you taken any standardized tests to evaluate your English level (TOEFL, TOEIC, IELTS, etc.)? If so, what was your score?  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. English at Work

If you don’t currently use English at work, please skip to the next section.

Tell me about the specific tasks you need to perform in English.

|  |  |
| --- | --- |
| Speaking and Listening Tasks | |
| Job task (related to speaking and/or listening): | |
| How many hours per week do you spend on this task? |  |
| Do you feel comfortable performing this task? Why or why not? |  |
| How can I help you perform this task better? What would you like to learn? |  |
|  | |
| Job task (related to speaking and/or listening): | |
| How many hours per week do you spend on this task? |  |
| Do you feel comfortable performing this task? Why or why not? |  |
| How can I help you perform this task better? What would you like to learn? |  |
|  | |
| Job task (related to speaking and/or listening): | |
| How many hours per week do you spend on this task? |  |
| Do you feel comfortable performing this task? Why or why not? |  |
| How can I help you perform this task better? What would you like to learn? |  |

|  |  |
| --- | --- |
| Reading and Writing Tasks | |
| Job task (related to reading and/or writing): | |
| How many hours per week do you spend on this task? |  |
| How comfortable do you feel handling this task? |  |
| How can I help you perform this task better? What would you like to learn? |  |
|  | |
| Job task (related to reading and/or writing): | |
| How many hours per week do you spend on this task? |  |
| How comfortable do you feel handling this task? |  |
| How can I help you perform this task better? What would you like to learn? |  |
|  | |
| Job task (related to reading and/or writing): | |
| How many hours per week do you spend on this task? |  |
| How comfortable do you feel handling this task? |  |
| How can I help you perform this task better? What would you like to learn? |  |

Tell me about your upcoming challenges in English (a presentation, important conference call, international trip, meeting with a client, etc.).

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4. Identifying Difficulties

How often do you…

1. avoid talking in a group because you feel uncomfortable?

all the time often sometimes almost never never n/a (not applicable)

2. have to repeat yourself because your listener(s) didn’t understand?

all the time often sometimes almost never never n/a

3. struggle to find the correct word or expression in English?

all the time often sometimes almost never never n/a

4. translate from your native language to English when speaking?

all the time often sometimes almost never never n/a

5. feel like you are speaking too slowly?

all the time often sometimes almost never never n/a

6. have difficulty understanding native English speakers?

all the time often sometimes almost never never n/a

7. have difficulty understanding non-native English speakers?\*

all the time often sometimes almost never never n/a

8. feel “lost” in a conversation?

all the time often sometimes almost never never n/a

9. feel like you spend more time than necessary writing emails?

all the time often sometimes almost never never n/a

10. have trouble communicating your ideas in writing?

all the time often sometimes almost never never n/a

11. have difficulty understanding written documents?\*\*

all the time often sometimes almost never never n/a

\* For #7, if you answered that you have difficulty understanding non-native English speakers, tell me where these people are from and why it’s difficult to understand them.  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* For #11, if you answered that you have difficulty understanding written documents, please tell me what documents you have difficulty understanding.  
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5. English Outside of Work

Are you learning English just for professional reasons, or do you have other goals? Please explain.  
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Is there anything else you’d like me to know that you didn’t have a chance to tell me above?   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you!