



We would like to prepare for your course as fully as possible. It is therefore important that we have clear information about your needs. Please complete this form as soon as possible and return it to the address overleaf.

|                                                                                                                                                                                                         |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Students enrolled on an Intensive Course with English for Business and Specialised Subjects</b><br>B-1.30, B-2.30, B-3.30, B-4.30, S-5.30 and S-6.30                                                 | Please complete sections 1, 3, 5 and 6    |
| <b>Students enrolled on Intensive Study in a Mini Group plus English for Business and Specialised subjects</b><br>B-1.30E, B-2.30E, B-3.30E, B-4.30E, S-5.30E and S-6.30E                               | Please complete sections 1, 2, 3, 5 and 6 |
| <b>Students enrolled on Intensive Study in a Mini Group</b><br>E-1.20, E-1.25, E-1.30                                                                                                                   | Please complete sections 1, 2 and 6       |
| <b>Students enrolled on Intensive Study in a Mini Group plus Individual Tuition</b><br>E-2.30, E-2.35, E-2.40<br>or<br><b>Intensive Individual Tuition</b><br>E-3.20, E-3.25, E-3.30, E-3.35 and E-3.40 | Please complete sections 1, 2, 4, 5 and 6 |

### Section 1

#### Personal data

(Please complete in BLOCK CAPITALS)

Mr  Mrs  Miss  Please mark

Family name

First name(s)

Age

Course number

Entry date

Reference number (if known)

#### Contact numbers

In preparation for your course, we may require additional information from you. Therefore, please provide us with your day-time contact numbers:

Telephone

Mobile

Fax

Email

#### Job description

Company name

Job title

Brief job description

#### Previous language training

Have you previously attended a course at Anglo-Continental? Yes  No

If yes, in which year(s):

Are you currently studying English? Yes  No

If yes, which course book(s) are you using?

#### What is your present level of English?

|                                           |                                            |
|-------------------------------------------|--------------------------------------------|
| Beginner <input type="checkbox"/>         | Intermediate <input type="checkbox"/>      |
| Elementary <input type="checkbox"/>       | High intermediate <input type="checkbox"/> |
| Pre-intermediate <input type="checkbox"/> | Advanced <input type="checkbox"/>          |

#### Section 2

##### Your General English learning priorities

Please indicate in the boxes below the importance to you of improving your English in the specified areas:

|                                    |                                        |
|------------------------------------|----------------------------------------|
| 1 = Very important                 | 2 = Important                          |
| 3 = Less important                 | 4 = Not important                      |
| Listening <input type="checkbox"/> | Vocabulary <input type="checkbox"/>    |
| Speaking <input type="checkbox"/>  | Grammar <input type="checkbox"/>       |
| Reading <input type="checkbox"/>   | Pronunciation <input type="checkbox"/> |
| Writing <input type="checkbox"/>   |                                        |

#### Section 3

Please provide us with details of any areas of the business or specialised subject which particularly interest you.

(Example: terminology for medical research)

(If necessary continue on page 2)

# Pre-training assessment form

## Section 4

Ten sessions per week of your Individual Tuition can either be in General English or in the English of your own specialised field. If you require tuition in Specialised English, please write the subject below (see page 25 of the Prospectus for a list of possible subjects).

**(Examples:** English for Information Technology  
English for Maritime Industry  
English for Engineering)

Please also include any areas of that subject which particularly interest you. **(Example:** attending conferences and trade fairs and dealing with international clients).

## Section 5

### Your Specialised English learning priorities

Please indicate in the boxes below the importance to you of improving your English in the specified areas:

1 = Very important  
3 = Less important

2 = Important  
4 = Not important

|                   |                          |                         |                          |
|-------------------|--------------------------|-------------------------|--------------------------|
| Meetings          | <input type="checkbox"/> | Formal correspondence   | <input type="checkbox"/> |
| Negotiations      | <input type="checkbox"/> | Informal correspondence | <input type="checkbox"/> |
| Presentations     | <input type="checkbox"/> | Reports                 | <input type="checkbox"/> |
| Telephone calls   | <input type="checkbox"/> | Professional literature | <input type="checkbox"/> |
| Social situations | <input type="checkbox"/> | Advertising material    | <input type="checkbox"/> |

### Typical documents

To help make your course more relevant to your work, it would be useful if you could bring some typical documents which you frequently use. Please indicate in the boxes below which documents you plan to bring:

|                       |                          |                       |                          |
|-----------------------|--------------------------|-----------------------|--------------------------|
| Letters               | <input type="checkbox"/> | Reports               | <input type="checkbox"/> |
| Contracts             | <input type="checkbox"/> | Agreements            | <input type="checkbox"/> |
| Professional journals | <input type="checkbox"/> | Company magazines     | <input type="checkbox"/> |
| Product information   | <input type="checkbox"/> | Promotional brochures | <input type="checkbox"/> |
| Balance sheets        | <input type="checkbox"/> | Annual reports        | <input type="checkbox"/> |
| Curriculum vitae      | <input type="checkbox"/> | Examination papers    | <input type="checkbox"/> |

## Section 6

### Other information/areas of interest

Please let us have any other information which you believe would help us to prepare for your course:

Please send your 'Pre-training assessment form' to:

### Anglo-Continental

Mrs Véronique Bethell - Professional Training Supervisor  
29-35 Wimborne Road, Bournemouth BH2 6NA, England

**Telephone** (GB code) +(0)1202 55 74 14

**Fax** (GB code) +(0)1202 55 61 56

**Email** english@anglo-continental.com

**Website** www.anglo-continental.com

**Thank you for completing this assessment. We aim to ensure that you make the best possible progress in English during your stay.**