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 english@anglo-continental.com

Section 1
Personal data
(please complete in BLOCK CAPITALS)
Mr  Mrs  Miss  Other  Please mark X
Family name
First name(s)
Course number
Entry date
Reference number (if known)

Contact information
In preparation for your course, we may require additional information from you.
Telephone
Mobile
Email
Skype
Website (if applicable)

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  Intermediate  Advanced
Elementary  Upper Intermediate
Pre-Intermediate  

Section 2
Please provide us with details of any areas of the business or specialised subject which particularly interest you.

(Example: Terminology for market research, surveys and statistics)

Section 3
Your Business or 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  2 = Important  3 = Less important  4 = Not important

Meetings
Negotiations
Presentations
Telephone calls
Social situations

Emails
Formal correspondence
Reports
Professional literature
Advertising material

Section 4
Other information/areas of interest
Please let us have any other information which you believe would help us to prepare for your course:

What is your present level of English?

Thank you for completing this assessment. We have to take into account the needs of all participants but your answers will help us to provide the best course for you.