



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

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 <input type="checkbox"/>	Intermediate <input type="checkbox"/>
Elementary <input type="checkbox"/>	Upper Intermediate <input type="checkbox"/>
Pre-Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>

### 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 <input type="checkbox"/>	Emails <input type="checkbox"/>
Negotiations <input type="checkbox"/>	Formal 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"/>

### 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:

**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.**