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| **Training needs analysis for Online One-to-One - Specialized French course** |

**LAST NAME:**       **First name:**

**Age:**       **Mother tongue:**

**Other languages you speak/write:**

**Email address:**

**Field of studies or work:**

**Desired course starting date:** Click to open the calendar.

**Number of course hours (weekly/total):**

**Your available days and times (French time):**

**Course funding:**

[ ]  Personal [ ]  \*A company [ ]  \*A training organization

\*Name and contact details of the company or the funding organization:

**You need to improve your specialized French to:**

|  |  |
| --- | --- |
|[ ]  Speak, communicate |[ ]  Write documents |
|[ ]  Understand others during interactions |[ ]  Read documents |

**Your tasks, missions in Specialized French:**

|  |  |
| --- | --- |
|[ ]  Read specific documents |[ ]  Understand lectures, specialists |
|[ ]  Explain, inform |[ ]  Report |
|[ ]  Write reports ou documents |[ ]  Interact with specialists |
|[ ]  Give instructions |[ ]  Explain a project |
|[ ]  Investigate, present results |[ ]  Interpret/comment on numerical data |
|[ ]  Advise |[ ]  Promote a product, service |
|[ ]  Other (please specify):       |

**The interlocutors with whom you use or will use French:**

|  |  |
| --- | --- |
|[ ]  Clients / Patients |[ ]  Superiors |
|[ ]  Colleagues |[ ]  Specialists |
|[ ]  Other (please specify):       |

**Documents your teacher can use to adapt your lessons to your needs:**

*(The anonymity of the persons will be preserved)*

|  |  |
| --- | --- |
|[ ]  Mails |[ ]  Brochure, Leaflet |
|[ ]  Technical reports or files |[ ]  Meeting minutes |
|[ ]  Product data sheet, instructions for use, prescription... |[ ]  Purchase order, screenshot of the software to be completed |
|[ ]  Instructions, process |
|[ ]  Other (please specify):       |

**Any additional information helpful to your future teacher:**

**Please send back this document once completed by email**

**(2 weeks minimum before you start your course) to:** **Anne.PERROT@ciel.fr**