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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**](mailto:Anne.PERROT@ciel.fr)