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

**LAST NAME:**       **First name:**

**Age:**       **Nationality:**

**Field of studies or work:**

**Course starting date:** Click to open the calendar.

**Course ending date:** Click to open the calendar.

**Requested option:**

Intensive course + 3h one-to-one/week

Intensive course + 6h one-to-one/week

Intensive course + 10h one-to-one/week

**\*As main course :**

|  |  |
| --- | --- |
| 3h one-to-one/week  6h one-to-one/week  Other: | 10h one-to-one/week  15h one-to-one/week |

**\*If main course, please specify our available days and times:**

|  |  |
| --- | --- |
| **Training funding :** | |
|  | Personal |
|  | **\***Company |
|  | **\***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 |
|  | Conduct an investigation, present results |  | Interpret/comment on numerical data |
|  | Advise |  | Promote a product, service |
|  | Other: | | |

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

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Emails |  | 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 : | | |

**Any additional information helpful to your 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)