|  |
| --- |
| **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**