Example basic needs analysis

1. What do you do in English? Tick ✓ as many boxes as you like.

Write
   a. Emails to friends
   b. Business emails
   c. Letters to friends
   d. Formal letters
   e. Reports
   f. Anything else? ________________________________

Read
   a. Technical stuff
   b. Newspapers
   c. Magazines
   d. Emails at work
   e. Stories
   f. Anything else? ________________________________

Listen to
   a. News on TV
   b. News on the radio
   c. Dramas on radio / TV
   d. Other TV programmes
   e. Presentations at work
   f. Anything else? ________________________________

Speak
   a. To colleagues
   b. To friends
   c. On the telephone
   d. Formally
   e. Informally
   f. Presentations
   g. Anything else? ________________________________

2. What are the most important things for you? Number these as 1 (not important) up to 9 (very important):

   a. Grammar
   b. Vocabulary
   c. Speaking informally
   d. Speaking formally
   e. Reading
   f. Writing
   g. Listening
   h. Pronunciation


3. What do you like doing most in the classroom? Number these as 1 (hate) up to 9 (love):
   a. Working in pairs
   b. Working alone
   c. Listening to the teacher
   d. Pronunciation work
   e. Working in groups
   f. Chatting
   g. Discussing
   h. Doing exercises
   i. Reading
   j. Role playing
   k. Projects
   l. Presenting ideas
   m. Grammar lessons
   n. Reading lessons
   o. Writing lessons
   p. Listening lessons
   q. Speaking lessons
   r. Anything else? ___________________________________

4. Tick the ones here which are true for you or fill in the gaps:
   a. The course book is very important
   b. I like using real texts from outside (newspapers etc.)
   c. The grammar is a little easy for me
   d. The grammar is a little difficult for me
   e. The grammar is just right for me
   f. I don’t know enough words to understand in class
   g. I always understand the teacher
   h. I sometimes can’t understand the teacher
   i. We do too much
   j. We don’t do enough
   k. I most enjoy
   l. I least enjoy