

## Questionnaire for BUSINESS INTENSIVE COURSES at the ENGLISCHES INSTITUT KOELN

Student's name

Date of course

**Please complete this questionnaire and return it as soon as possible. Thank you!**

① How many years of English have you had?

From  to

② School type

Haupt- / Realschule  Volkshochschule

Gymnasium  Private

Other school type

③ Have you ever used English in an English-speaking country?

Yes  No

on holiday  on business  longer stay

For a longer stay please give more details (e.g. how long, when, why?)

④ How would you rate your English?

	good	satisfactory	weak
basic knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
passive knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
colloquial English (Umgangssprache)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
understanding spoken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
understanding written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
knowledge in special areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give details, e.g. translations, technical English...

⑤ Where do you work?

Type of industry

Company

Position

⑥ For which specific areas do you need English?

- |  |        |                          |          |                          |
|--|--------|--------------------------|----------|--------------------------|
| Meetings   | formal | <input type="checkbox"/> | informal | <input type="checkbox"/> |
| Negotiations   | formal | <input type="checkbox"/> | informal | <input type="checkbox"/> |
| Dealing with customers / clients / partners            |        |                          |          | <input type="checkbox"/> |
| Selling / marketing / promoting                        |        |                          |          | <input type="checkbox"/> |
| Attending conferences, lectures                        |        |                          |          | <input type="checkbox"/> |
| Presentations  |        |                          |          | <input type="checkbox"/> |
| Telephoning  |        |                          |          | <input type="checkbox"/> |
| Showing foreign visitors around (private and business) |        |                          |          | <input type="checkbox"/> |
| Business / private travel                              |        |                          |          | <input type="checkbox"/> |
| Correspondence (letters, faxes, memos, e-mails etc.)   |        |                          |          | <input type="checkbox"/> |
| Writing reports  |        |                          |          | <input type="checkbox"/> |
| Reading skills (e.g. newspaper articles, journals)     |        |                          |          | <input type="checkbox"/> |

Other

## Business Intensive Course

Please describe in two paragraphs (in English)...

a) ...the duties or activities which make up the main part of your work:

b) your reasons for taking part in this course and what you hope to gain from it: