

NAME:

Needs Assessment: Employment

English is useful for work. What do you need? Check the things you need.

I need English to:

Writing

1. Fill out a job application (online ? on paper ?)
2. Write a resume
3. Write an email
4. Write a thank you note

Reading

5. Read email
6. Read job ads on the internet
7. Read information at your job - example: danger signs, safety information
8. Read to understand about how to do a job

Listening

9. Listen to someone describe a job
10. Listen to instructions
11. Listen to warnings, advice

Speaking

12. Talk about my skills
13. Do a job interview
14. Have a conversation with my boss or co-workers
15. Tell about a problem at work
16. Tell people about my job
17. Talking on the phone: Calling in sick, phone manners (business etiquette)
18. Speaking at work: polite language