

LANGUAGE TRAINERS INITIAL ASSESMENT REPORT



To the trainer: Please complete this form in the first session with the student and send it to us at the end of the first month of the course along with the register, report and your invoice.

Course ID*:

Type of course (General, Business, Specific purpose):

Language:

Teacher name:

Student name:

Company (if applicable):

Initial Level (Please choose from the following levels: beginner, elementary, pre-intermediate, intermediate, upper intermediate, advanced, proficient)	
Purpose for learning the language (Please write specific reasons, e.g. for work purposes, to communicate with friends, to visit a foreign country, relocation)	
Language skills to focus on (Please choose from the following: speaking, listening, reading, writing, grammar)	
Other languages spoken by the student	
Aids the student prefers to use when learning the language e.g. Textbook Newspaper/Magazine articles CDs DVDs Dictionary Other	
Hours for self-study per week	
Opportunities the student has to practice the language outside the class	
Specific skills needed to be acquired by the end of the course General language e.g. Informal conversations Telephone use Travel Socializing with colleagues Job interview preparation Exam preparation Reading books, newspapers, e-mails, letters Writing e-mails, letters, stories Other	

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Business language (for business courses) e.g. Socialising in a business environment Meetings Conference participation Negotiating Holding presentations Receiving foreign clients/partners Telephone use Reading e-mails, letters, reports, contracts Business etiquette Other	
Useful learning activities for the student e.g. Role-playing Listening to CDs Watching videos Reading Creative writing Grammar exercises Translation Games Other	
Fire Safety Exits and Procedures discussed with the Student (YES/NO)? *	
Do you, the trainer, feel safe in this environment (YES/NO)? *	

ANY COMMENTS?