

# Your English Profile

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## Part One: You

Your name: \_\_\_\_\_

Your rank/position: \_\_\_\_\_

Your unit/department: \_\_\_\_\_

You report to: \_\_\_\_\_

You are responsible for: \_\_\_\_\_

\_\_\_\_\_

Your test score: \_\_\_\_\_ Your level: \_\_\_\_\_

## Part Two: Do you use English in your current job?

- Yes, go to **Part Three**
- No, go to **Part Eight**

## Part Three: How important is English for your work? [Please choose one]

Essential

Important

Useful

Not important

## Part Four: Which of these do you do in English?

- Speak in English in an official capacity eg at a border crossing
- Attend training sessions abroad
- Attend training sessions in your country
- Represent your organisation abroad
- Represent your organisation in your country
- Communicate regularly with people from abroad
- Listen to radio/watch TV
- Read newspapers and magazines

## Part Five: How often do you use English? [Please choose one.]

Constantly	Once a day	A few times a week	A few times a month	Sometimes	Occasionally	Almost never

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## Part Six: Your present use of English

[Tick one box for each one]

### Reading reports

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

### Writing reports

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

### Reading letters and e-mails

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

### Writing letters and e-mails

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

### Writing summaries of documents

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

### Completing complex forms

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

### Contributing in meetings

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

### Chairing meetings

- I do this well enough in English
- I would like to do this better in English
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## **Attending presentations, briefings, training events and conferences**

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

## **Listening and speaking on the telephone**

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

## **Answering questions**

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

## **Talking professionally about my specialisation**

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

## **Giving presentations and briefings**

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

## **Negotiating**

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

## **Asking questions to obtain information**

- I do this well enough in English
- I would like to do this better in English
- I can't do this in English but I need to learn
- I don't need to do this in English

## **'Small talk' and entertaining guests**

- I do this well enough in English
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## Part Seven

Do you think your use of English will change in the future? If yes, how?

## Part Eight

If you do not use English in your current post, why do you want to learn English?

## Part Nine

Is there anything else you would like to tell us?

**Thank you for taking the time to complete this questionnaire.**