

Mr./Ms. \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

1. What does the company you work for do?  
\_\_\_\_\_

2. What is your job?  
\_\_\_\_\_

3. In which areas of spanish do you want the most practice?

speaking  writing  listening  grammar  reading  vocabulary

4. Have you ever studied spanish before?  
\_\_\_\_\_

5. Where and for how long?  
\_\_\_\_\_

6. Which skills would you like to develop in spanish?

• Give presentations: to whom do you give them to?  
\_\_\_\_\_

• Negotiate: what about? with whom?  
\_\_\_\_\_

• Make phone calls: to whom? what about?  
\_\_\_\_\_

• Write letters, e-mails, reports: what about?  
\_\_\_\_\_

• Show visitors around your place of work: who are the visitors?  
\_\_\_\_\_

• Take part in meetings and discussions: what about?  
\_\_\_\_\_

• Describe technical machinery: what types of machines or processes?  
\_\_\_\_\_



spanish



- Explain figures, graphs, etc.: what are they about?

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- Socialize with clients: where?

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- Anything else?

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7. What areas do you feel are most important to you?

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8. What time frame do you have to achieve your objectives?

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9. How would you define your spanish level? Please make reference to the 4 skills: listening, writing, reading and speaking

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10. Comments

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Thank you very much!

