

## Needs analysis

The aim of a needs analysis is to ensure clear learning objectives are in place for each session and the overall learning programme.

## About you

**Name:** XXXXX

**Job title:** Junior Lawyer – Corporate focus

**Job role:** A junior lawyer you work for a law firm XXXX in Luxembourg <http://www.xxxx.net/>. You work for a team which specialises in corporate law and in particular mergers and acquisitions. It has a strong international client base.

## How would you evaluate your CEFR level?

UNDERSTANDING		SPEAKING		WRITING
LISTENING	READING	SPOKEN INTERACTION	SPOKEN PRODUCTION	
B2	B2	B2	B2	B2

## Your requirements (summarise your learning objectives)

Your role in particular involves drafting and developing a variety of legal documents. You frequently correspond by e-mail to clients but would like to increase your phone contact. You are relatively comfortable with the technical English required for drafting and developing legal documents. You want to be more responsive and natural in 'real time' situations with clients.

### Grammar problems:

Do you have any particular grammar problems you would like to focus on?

It would be worth doing a revision of more advanced forms of grammar, such as the passive voice, but this is secondary to the language focus of the planned course.

### General English

(Business clients often benefit from a mix of Business English and General English. For example, it can be important at social functions to talk confidently about yourself, interests and experiences)

Topics you would like to cover:

You would like to discuss some contemporary (socio-political) issues as a balance to business focus.

**Business English focus:** Rate each area 1-4 in terms of importance for your job (1-Essential, 2-helpful 3-helpful sometimes 4- Not needed)

**Rating**

*Listening and speaking:* Meetings and videoconferences

1

*Listening and speaking:* Telephone calls

1

*Listening and speaking:* Social functions, talking to colleagues

2

*Listening and speaking:* Communicate with clients

1

*Listening and speaking:* Interviews

4

*Writing and speaking:* Presentations

4

*Writing:* Application forms/CVs/cover letters

4

*Writing:* Business e-mails, letters, memos, notes

1

*Writing:* Take minutes/notes in meetings

4

*All skills:* Managing people/performance reviews

4

*Writing and reading:* Business reports (general, financial etc.)

4

*Writing, reading:* Project management/organising tasks

4

*Reading:* Business journals, publications etc.

4

*Writing and reading:* Marketing

4

*Using:* Numbers and statistics

4

### Administration:

**Course duration:** 10 weeks

**Session duration:** 1 hour

**Materials:** Customised

**Progress review:** After 5 sessions

**Course delivery:** Skype

**Rate:** xxx

**Payment method:** XXX

**Testing:** XXX

**Additional self-study:** XXX