

## Needs Analysis Questionnaire

This questionnaire is designed to help us plan your course and select or design suitable course materials for you. Please complete the questionnaire yourself. Think about each question carefully and then write short answers. Do not worry about writing correctly!

**Form supplied by Marshall Language Services**

### Background

Please write two or three sentences about your job, your responsibilities and your company

### Experience with English

Please write two or three sentences about your experience of using English. For example: Have you had lessons recently? Do you use English regularly? Where and when do you study English now?

### Needs for English

Please write two or three sentences about why you need to improve your English and about the situations where you will need to use English in the future.

### Level of English

Please use the following criteria to assess your level of English:

- |                     |                             |
|---------------------|-----------------------------|
| 1 Beginner          | 2 Elementary/False Beginner |
| 3 Pre-intermediate  | 4 Intermediate              |
| 5 Post-Intermediate | 6 Advanced                  |

SPEAKING	<input type="checkbox"/>	LISTENING	<input type="checkbox"/>
READING	<input type="checkbox"/>	GRAMMAR	<input type="checkbox"/>
VOCABULARY	<input type="checkbox"/>	WRITING	<input type="checkbox"/>

#### GENERAL REGULATIONS

The deposit paid at the time of enrolment will be deducted from the total amount due for course fees. The enrolment will be valid only after it has been confirmed by Accent. If Accent is unable to accept your enrolment the deposit will be returned. In certain courses minimum numbers of participants are required for the scheduled activities. Accent reserves the right to cancel courses where minima are not achieved. Any fees or deposits paid will be returned in full. Alternatively, an individual intensive course of equal or greater value will be offered.

**CONDITIONS OF PAYMENT:** All fees for the full period of enrolment are payable before arrival. Delay in making payments in no way lessens the participant's liability to pay but may result in cancellation of the enrolment by Accent. Fees are not refundable once the course has commenced.

**ACCOMMODATION:** Accommodation is booked from midday on the Sunday before the course until midday on the Saturday after the course. Exact arrival and departure times should be notified to Accent. No reduction can be made for any late arrival or early departure.

**CANCELLATION:** Cancellation before arrival must be made in writing to Accent. The deposit is not refundable. Balance of fees is refundable only if written cancellation is received by Accent four weeks prior to commencement of course.

**ATTENDANCE:** Students enrolled on a course organised by Accent undertake to attend classes. A student has no claim to a refund of fees should the whole or part of a course or any activity, paid for in advance, not be attended.

**INSURANCE:** Students are not insured by Accent against illness, injury, accident, theft or any loss of personal effects. Accent or its representatives cannot accept responsibility for any accidents occurring during the course, on or off the course premises, on excursions or during activities. Personal insurance cover is therefore recommended. Full personal insurance cover should be taken out to include medical and any other expenses and also loss of fees should the whole or part of a course or any activity, paid for in advance, not be attended.

AGE: Minimum age for Accent Courses is 21



#### International Language Consultancy

Bicton College, East Budleigh, Devon, EX9 7BY, UK

Tel: +44 1395 567789

Fax: +44 1395 568195



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### Application Form supplied by **Marshall Language Services**

Mr  Mrs  Miss  Date of Birth: \_\_\_\_\_

Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Company: \_\_\_\_\_

Nationality: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Native Language: \_\_\_\_\_

#### COURSE DETAILS

Starting Date: \_\_\_\_\_

Finishing Date: \_\_\_\_\_

COURSE: INDIVIDUAL: 150  140  130  120

COMBINATION COURSE: CCA  CCB  SG Plus

Please complete needs analysis questionnaire overleaf

Please complete needs analysis questionnaire overleaf

COURSE: SMALL GROUP: SG40

ENGLISH FOR FAMILIES

Please complete needs analysis questionnaire overleaf

Please complete needs analysis questionnaire overleaf

OPTIONAL PRE-COURSE/POST-COURSE PACKAGE? Please tick the box if required

#### ACCOMMODATION DETAILS

Accommodation required:

Executive Home Stay:

Hotel

3 star

4 star

Smoking

Non-smoking

Do you have any allergies? No  Yes

Details: \_\_\_\_\_

Do you need a special diet? No  Yes

Details: \_\_\_\_\_

Which do you prefer?    No young children in Home Stay     Young children in Home Stay are OK     No preference

Other information/request: \_\_\_\_\_

*INTERESTS, HOBBIES, SPECIAL REQUIREMENTS (Please describe here):*

**DECLARATION**

*I understand and agree to accept the general regulations printed overleaf*

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE COMPLETE THIS FORM AND RETURN WITH A PHOTOGRAPH TO ACCENT AT THE ABOVE ADDRESS.

**APPLICATION FORM SUPPLIED BY MARSHALL LANGUAGE SERVICES**