

# Needs Analysis: Self Assessment

Listening	Questioning	Persuading	Presenting	Writing	Reading	Socializing
I can understand films and TV and most spoken language.	I can get information from any source. I can understand and use idiomatic language. I can express complex questions precisely.	I can chair a meeting or negotiate successfully.	I can make clear, smooth-flowing presentations and give effective briefings.	I can write reports, letters and articles which present a case in a logical and appropriate way.	I can understand almost all forms of written language.	I can be the host at any social gathering.
I can understand everything except heavily idiomatic language.	I can interrupt and ask questions during a presentation.	I can argue my point of view easily.	I can give a short impromptu speech of welcome or thanks.	I can write summaries of complex reports.	I can understand long and complex fiction and non-fiction texts.	I can tell stories and jokes.
I can understand two people having a conversation together.	I can use language flexibly when interacting with other proficient users of English.	I can present my opinions easily.	I can present a clear description of complex processes or events in a well structured presentation.	I can write specialist reports in an appropriate style, highlighting the salient points.	I can understand factual texts and specialised articles even outside my field.	I can be a good dinner guest.
I can understand most everyday conversations, TV news and current affairs programmes.	I can ask detailed questions about my field and other areas.	I can make suggestions and proposals.	I can present on a number of subjects related to my field of interest. I can explain the advantages and disadvantages of a proposal or course of action.	I can write short reports, long memos and e-mails. I can give reasons to support my arguments.	I can understand specialised articles and texts related to my field.	I feel at ease in social event, parties etc.
I can understand the main points of a conversation, radio or TV programmes on topics I am familiar with.	I can obtain most information I need	I can discuss alternatives.	I can present on a project or subject closely related to my work.	I can write standard professional letters and e-mails with few mistakes.	I can understand reports and articles on contemporary issues.	I can maintain a conversation at a social event.
I can understand the main points of clear speech on familiar topics in work and leisure.	I can ask general questions about familiar topics and situations.	I can tell people what will happen, without discussion.	I can comment on experiences and events. I can retell a story or a film and give my opinion on it.	I can write personal letters and e-mails describing experiences and impressions.	I can understand standard professional letters and e-mails.	I can participate in informal discussions.
I can understand most everyday vocabulary.	I can ask simple questions on the telephone.	I can discuss things but sometimes need more vocabulary.	I can present the outline of a project.	I can write simple informal letters.	I can understand informal letters.	I try to keep a conversation going.
I can understand a story in the past.	I can ask someone about their work and family.	I can take part in simple discussions.	I can tell a story set in the past. I can describe my family, education and work in simple terms.	I can write short e-mails but I have to use a spell-checker.	I can understand short e-mails.	I can answer polite requests.
I can understand simple sentences.	I can ask questions about a person's daily life.	I can make simple suggestions.	I can describe my daily activities or routines.	I can fill out simple forms.	I can understand short, simple texts eg menus, timetables and short personal letters.	I can offer to buy someone a drink.
I can understand basic phrases and words.	I can find out prices and travel information.	I can give simple information.	I can describe a simple picture, describe where I live and work in simple phrases.	I can write a short postcard.	I can understand simple notices and posters.	I can give my name, rank and serial number.