



## Analyse des besoins & test initial

Afin de vous proposer la solution optimale en terme de formation, nous vous demandons de remplir (en français) ce questionnaire. Il est destiné à :

- ◆ recueillir des renseignements généraux,
- ◆ identifier le niveau de compétence requis dans votre fonction,
- ◆ identifier clairement les objectifs de votre formation.

Ces informations nous permettront de cibler vos objectifs linguistiques personnels.

|                                |         |
|--------------------------------|---------|
| Nom :                          |         |
| Prénom :                       |         |
| Langue à étudier :             | ANGLAIS |
| Société :                      |         |
| Téléphone bureau :             |         |
| Téléphone portable * :         |         |
| Adresse E-mail au travail :    |         |
| Adresse e-mail personnelle * : |         |
| Titre / fonction :             |         |
| Descriptif de votre fonction : |         |

\* optionnel

**Dans quelles circonstances utilisez-vous cette langue et avec quelle fréquence ?**

**Quelles sont les compétences que vous souhaiteriez améliorer en priorité dans le langage des affaires?**

- |  |   |
|--|---|
| <input type="checkbox"/> Téléphoner (standardiste)       | <input type="checkbox"/> Négocier           |
| <input type="checkbox"/> Téléphoner (outil de travail)   | <input type="checkbox"/> Réunions           |
| <input type="checkbox"/> Lecture (lettres, e-mails)      | <input type="checkbox"/> Téléconférences    |
| <input type="checkbox"/> Lecture (documents complexes)   | <input type="checkbox"/> Présentations      |
| <input type="checkbox"/> Rédaction (lettres, e-mails)    | <input type="checkbox"/> « Social English » |
| <input type="checkbox"/> Rédaction (documents complexes) | <input type="checkbox"/> Autres (précisez)  |

**Quelles sont les principales difficultés que vous rencontrez dans cette langue ?**

- |   |   |
|---|---|
| <input type="checkbox"/> Difficultés de compréhension orale | <input type="checkbox"/> Difficultés en rédaction |
| <input type="checkbox"/> Difficultés d'expression orale     | <input type="checkbox"/> Lacunes en grammaire     |
| <input type="checkbox"/> Manque de vocabulaire              | <input type="checkbox"/> Autres (précisez)        |

**Quels sont les principaux objectifs de votre formation?**



**Le test ci-dessous consiste en :**

- ◆ QCM test grammatical (durée : 25 minutes)
- ◆ Rédaction d'un texte (durée : 15 minutes)

### **Multiple-choice structure test**

*Time limit : 25 minutes*

**Please underline the correct answer :**

*Example :* This test **consists / is consisting / consisting** of 50 questions.

1. What **do / does / are** they do for a living ?
2. How much **is / cost / are** those colour printers ?
3. I **do always have / have always / always have** a coffee as soon as I get to work.
4. **You come / Are you coming / Do you come** to the meeting tomorrow ?
5. The goods **won't / wouldn't / hadn't** arrive before six o'clock.
6. Our company **is / was / has been** founded in 1905.
7. **Do you / Are you going to / Will you** pass me the report, please ?
8. Share prices **fell / felt / have fallen** dramatically after the earthquake last January.
9. Bill Gates **was born / born / is born** in Seattle in 1953.
10. Which supplier **you buy / bought you / did you buy** those pens from ?
11. What **he was doing / was he doing / has he done** when you saw him ?
12. During the strike, I **was walking / did walk / walked** 5 miles to work every day.
13. Did they **have / have got / got** the software you were looking for ?
14. He **interviewed / has interviewed / has been interviewing** 4 candidates so far.
15. The Chairman, now aged 60, **has done / did / does** many things in the course of his life.
16. **A:** Who was that man in George's office ? **B:** I **haven't known / didn't know / don't know**.
17. Look! **Could / Would / Can** you see that guy with the Financial Director ?
18. But surely they **can't had / could haven't / couldn't have** forgotten our order.
19. The computer files **are / are being / was** backed-up twice a week.
20. The local branch of the National Bank has been **rob / robbed / stolen**.
21. You could improve your English if you **try / will try / tried**.
22. I **won't had / would have / wouldn't have** got the job if you hadn't helped me prepare the interview.
23. **If they'd have / Had they / If they have** informed us immediately, we wouldn't have been so upset.
24. We've always said that we **agree / are agree / have agreed**.
25. If we step up our sales drive, I'm sure we can **get into / get over / get up to** the present slump.



26. She asked me **where had I gone / where did I go / where I had been** for my holiday.
27. They made me **work / to work / working** weekends on a regular basis.
28. We'd better **do / doing / to do** as he says.
29. We aren't accustomed **to receive / receiving / to receiving** complaints.
30. Our most important exports are foodstuffs, wine and **cars / the cars / car**.
31. They asked me when the new product **is / will be / would be** ready for launch.
32. He's the man **which / who / what** we hired to look after quality control.
33. There were several new models **which / who / what** interested us.
34. In my opinion, Paris is **the more beautiful / the most beautiful / most beautiful** city in the world.
35. I believe Tanko's to be **slightly better than / far better as / more better than** its competitors.
36. He has gone **in / on / to** South America on business for the week.
37. I've been **at / on / in** my desk typing up the report all morning.
38. The meeting starts **after / on / in** 5 minutes.
39. The photocopier is **by / next / nearby** the door.
40. Your name is Jeremy, **isn't it / aren't you / are you** ?
41. You used to work in Japan, **lived you / used you / didn't you** ?
42. We will have to hire more staff **for meeting / to meet / in order we meet** the increased demand.
43. The in-house magazine is produced **all the months / monthly / every months**.
44. We don't need **much / many / some** help.
45. **All / All of / Every** start-ups need big investment to get off the ground.
46. **A:** How much of the meeting did you understand ? **B: No one / No thing / Nothing**
47. My secretary can't speak English and **neither I / neither do I / nor can I**.
48. Haven't you finished **yet / already / still** ?
49. He works too hard. In fact he works **as / like / same** a slave.
50. **He always is / Always he's / He's always** late.



## Writing test

*Time limit: 15 minutes*

### Write an E-mail based on the following situation:

Lors d'une récente soirée professionnelle, vous étiez assis(e) à côté d'un homme : **Andrew Cargill**. Il travaille en tant que Responsable Financier chez un de vos fournisseurs, **Rapid Office Solutions**.

Il y a quelques jours, vous avez passé une commande auprès de cette société pour une importante quantité de papier pour vos imprimantes laser. La commande est arrivée hier, mais le papier est vert au lieu d'être blanc. Vous pensez pouvoir profiter de vos relations avec M. Cargill afin de régler ce problème au plus vite.

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