

## Needs Analysis Form: Engineering students

	<b>English language skills</b>
<b>Reading sub-skills</b>	<ul style="list-style-type: none"> <li>• Reading job adverts (online, recruit magazines, ...)</li> <li>• Reading abstracts &amp; research articles</li> <li>• Reading technical user instructions</li> </ul>
<b>Writing sub-skills</b>	<ul style="list-style-type: none"> <li>• Writing a CV &amp; a cover letter (Applying for an internship and/or a job, stay abroad)</li> <li>• Writing short projects</li> <li>• Writing abstracts &amp; research articles</li> <li>• Writing specifications</li> <li>• Taking notes (lectures, meetings, ...)</li> </ul>
<b>Listening sub-skills</b>	<ul style="list-style-type: none"> <li>• Attending meetings</li> <li>• Attending lectures, seminars</li> <li>• Listening to manufacturers' explanations of the machines (on factory tours, for ex...)</li> </ul>
<b>Speaking sub-skills</b>	<ul style="list-style-type: none"> <li>• Interacting with others (welcoming visitors, smart talk...)</li> <li>• Addressing an audience</li> <li>• Making oral presentations</li> <li>• Expressing one's opinion (during meetings for ex.)</li> <li>• Holding a meeting</li> <li>• Participating in meetings (interrupting, supporting someone else's opinion...)</li> <li>• Interacting at job interviews</li> <li>• Talking on the phone &amp;/ or applying on the phone</li> <li>• Taking visitors on a factory tour</li> <li>• Describing processes</li> <li>• Explaining how a machine works</li> <li>• Dealing with troubleshooting situations</li> <li>• Presenting your internship (cf: End-of-study project)</li> <li>• Presenting your company</li> <li>• Analyzing &amp; commenting on data</li> </ul>

© Gaëlle Oding, ENSISA, Université de Haute Alsace (slightly adapted, 18/02/2020)