

Linguapeace: Situations of Language Use

A. Please, estimate how often you need English in your work in the following situations. Mark the number describing the frequency of each situation in the box.

- 0 Never
- 1 A few times a year
- 2 Monthly
- 3 Weekly
- 4 Daily

B. Please, estimate the adequacy of your language proficiency in handling the situations in which you have needed English in your work. Mark the number describing the adequacy in the box.

- 1 Completely inadequate
- 2 Fairly inadequate
- 3 Almost adequate
- 4 Completely adequate

C. Please, estimate how important the situations below are for you in your work at present or in the future. Mark the number describing the importance in the box.

- 1 Not at all important
- 2 Not very important
- 3 Important
- 4 Very important

Example: If you need English in your service weekly, and consider your language proficiency almost adequate for that language use situation, and consider the situation very important for your work, your answer will look like as follows:

A	B	C
3	3	4

I. Listening

A B C

- | | | | |
|---|--|--|--|
| 1. Receiving orders | | | |
| 2. Receiving instructions, etc. | | | |
| 3. Understanding others / seminars, briefings, lectures | | | |
| 4. Understanding others in social situations | | | |
| 5. Understanding radio and TV programmes | | | |
| 6. Other situations, which? | | | |

II. Speaking	A	B	C
1. Giving orders			
2. Giving instructions, etc.			
3. Reporting			
4. Speaking during discussions			
5. Giving a presentation			
6. Presenting one's own organization / work			
7. Initiating contact, conducting, demanding discussions on the telephone			
8. Social use of language			
9. Presenting graphs			
10. Other situations, which ?			

III. Listening and Speaking	A	B	C
1. Social situations: discussions with English-speaking people			
2. Telephone conversations			
3. Taking messages, answering inquiries on the telephone			
4. Interpreting at work			
5. Interpreting in social situations, when other things than work are discussed			
6. Visiting foreign organizations			
7. Escorting foreign delegations, visitors			
8. Working together with foreign counterparts on the same task			
9. Attending training sessions			
10. Making a survey / collecting information			
11. Negotiations and meetings			
12. Restaurant and traveling situations			
13. Interviews			
14. Other situations, which?			

IV. Reading	A	B	C
1. Reading books and articles in one's own field			
2. Reading newspapers and magazines.			
3. Reading brochures, instructions for use, service and maintenance instructions, shipping documents, etc.			
4. Reading telegrams, telex and telefax messages			
5. Reading formal letters			
6. Reading professional journals and professional literature			
7. Reading reports, agreements, memoranda, minutes of meetings			
8. Interpreting statistics			
9. Other situations, which?			

V. Writing	A	B	C
1. Taking notes during briefings, instructions, etc.			
2. Translating from English into mother tongue			
3. Translating from mother tongue to English			
4. Filling in forms			
5. Writing brochures, instructions for use, service and maintenance instructions, transport documents, etc.			
6. Writing telegrams, telex and telefax messages			
7. Writing formal letters			
8. Writing reports, agreements, memoranda and minutes of meetings			
9. Other situations, which?			

VI. Reading and Writing	A	B	C
1. Reading and writing formal correspondence, reports, orders, instructions, etc.			
2. Reading and writing analyses			
3. Reading and writing technical descriptions			
4. Reading and writing a summary			
5. Situations related to use of computers			
6. Reading and writing a personal profile			
7. Written examinations			
8. Other situations, which?			