

## Sample start report

### Kursstart Bericht

Trainer Mustertrainer, Max  
 Course number MS-B-EN-G-0010  
 Participant(s) Allesversteher, Rudolf, Ansicht, Erna; Öffner, Olga  
 Date 05.09.2016

#### 1. Needs

General skills Speaking, Writing, Grammar, Vocabulary  
 Business skills Presentation, Meetings, Written Communication, SocialTalk/SmallTalk  
 Specific skills  
 Specific vocabulary The energy sector and customer services.

#### 2. Level

Level B1/B2  
 Comment Mixed level group ranging from B1- (Olga) to B2+ (Tom).

#### 3. Goals

Goal 1 Improve self- confidence and pronunciation when speaking in meetings / presentations, and use more fixed expressions.  
 Goal 2 Identify my most frequent grammatical mistakes and improve grammatical accuracy, in particular with the tenses.  
 Goal 3 Reduce dependency on online dictionaries when writing formal emails and preparing slides.

#### 4. Resources

Material Participants' own work related material, eg presentations, intranet articles, newsletters.  
 Worksheets / activities from various photocopiable books, eg In Business, In Company Case Studies.

#### 5. Participant(s)

Comments Olga (B1-) may find it more challenging to follow discussion due to slightly lower level.

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#### Level

End Level B1/B2  
 Comment Mixed level ranging from B1 (Olga) to B2+ (Tom).

#### Course Content (bullet points)

1 Meeting simulations based on work related situations.  
 2 Presentation practice using participants' own slides.  
 3 Small talk skills using current news topics.  
 4 Email writing practice - formal v informal writing styles  
 5 Comprehension and summarization of short video reports.

#### Goals

Goal 1 fully achieved  
 See start report.  
 Goal 2 partly achieved  
 See start report.  
 Goal 3 fully achieved  
 See start report.

#### Resources

Material See start report.  
 Company website videos.  
 Email English - Macmillan.

#### Participant(s)

Comment The group worked well together despite the differences in level, with stronger participants helping weaker ones. Olga put a lot of effort into her self-study and managed to contribute very well in group discussions.

#### General Remarks

Comment The group would like to stay together for future training.