



A. Needs Analysis

Name:

B. Staff Workshops: Plan

Job:

A. Needs Analysis

1. Learning

1.1 What do you expect from your course?

In pairs, discuss (no writing)

- a. Are you good at learning languages? Why or why not?
- b. What do you think is the best way to learn a new language? Why?

1.2 What sort of Language learner are you?

Please work alone.

Please tick ✓ your answers.

	Usually	Sometimes	Almost Never	Don't Know
a. Did/do you get good results in grammar tests?				
b. Do you have a good memory for new words?				
c. Do you hate making mistakes?				
d. In class, do you get annoyed when the teacher doesn't correct your mistakes?				
e. Is your pronunciation better when you read aloud than in a conversation?				
f. Do you wish you had more time to think before speaking?				
g. Do you enjoy being in a class?				
h. Do you find it difficult to learn more than 3 words while travelling abroad?				
i. Do you like to learn new grammar rules, words, etc. by heart?				

1.3 Why do you need or want to learn English?

Please work alone.

What is your purpose?	Skills needed						
	Situation	Vocabulary	Grammar	Listening	Speaking	Reading	Writing

1.4 How much do you know/can you do already?

Please work alone.

1 = What do I want? (my goal)

5 = Furthest point from my goal.

Please circle one number in each column.

Vocabulary	Grammar	Listening	Speaking	Reading	Writing
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5

1.5 What are your priorities?

Please work alone.

1 = highest priority

6 = lowest priority

Skill	Priority Rating
Vocabulary	
Grammar	
Listening	
Speaking	
Reading	
Writing	

1.6 What resources can you access to reach your goals?

Please work alone.

- a. How many of the following resources can you use, either in KMU or outside? Tick \checkmark the ones that are available to you.

- Self- access center
- Listening/video/pc room
- DVD player
- Video Camera
- MP3 recording device
- Computer
- Library
- English Language Radio
- English Language TV/Movies
- English Language Bookshops /Stores
- English Language Clubs

1.7 How much time do you have to learn English?

Please work alone.

- a. Try to calculate the approximate amount of time you spend doing the following things in a *typical day*:

Activity	Time (approx.)
Sleeping
Getting up (shower, dress...)
Preparing for and eating meals
Short breaks (snacks, coffee, etc.)
Your routine time in work/at school
Travel to and from work/school
Homework for school/work
Total time
How much time does this give you for learning English in a typical day?
Is the time available more or less than you expected?	More / Less
If less, are there any activities you could give up or spend less time doing?	Yes / No

- b. How is the amount of time available to you going to affect your language learning?
- c. Are you being realistic about what you can achieve?

1.8 How do you organize your time?

Open class discussion

- a. Do you have time to review your language learning?

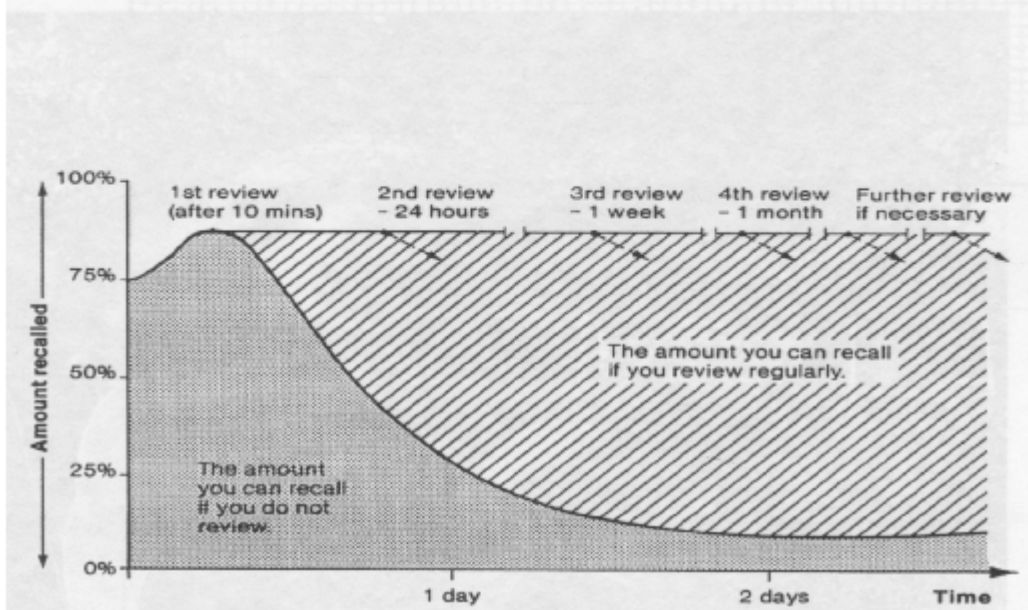
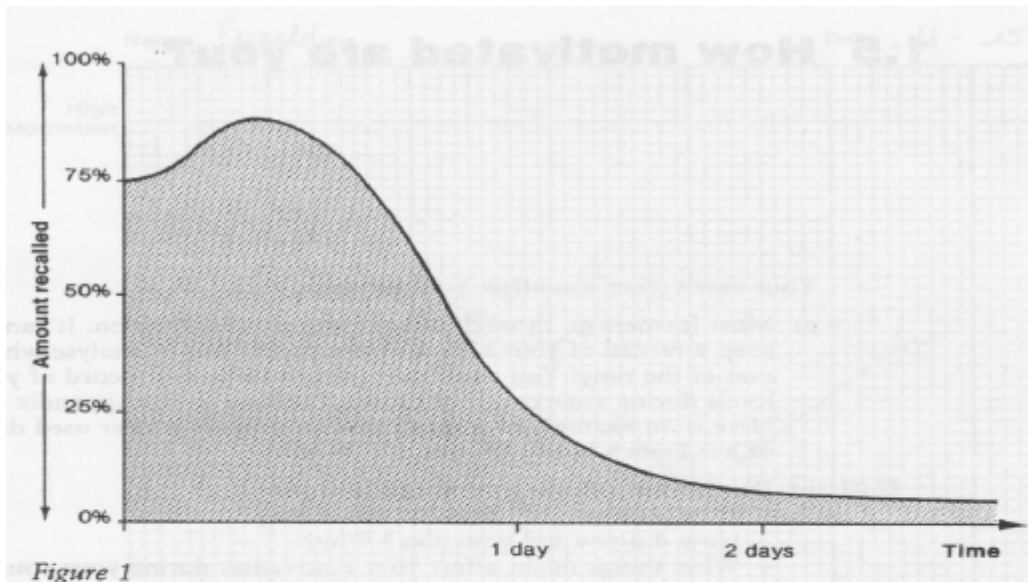
Note: It is important in our class to review what you have learned 3 times a day.

Morning = 3 minutes

After class = 3 minutes (10 minutes after class has ended)

Evening = 3 minutes

Please take a look at the example Memory Charts below.



1.9 How motivated are you?

Open Class Discussion

- How motivated do you feel now? Why?
- What things might affect your motivation during the semester?

Motivation Chart

Please work alone.

High Motivation															
Low motivation															
	M	A	E	M	A	E	M	A	E	M	A	E	M	A	E
	Monday			Tuesday			Wednesday			Thursday			Friday		

Day	Why do you feel motivated or not on this day/time of day?
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

B. Staff Workshops: Plan

Center for Teaching & Learning (CTL) English Workshops

Starting in the Fall Semester of 2012, the CTL English Workshops program for **KMU Staff** will focus on:

Aims:

The Aim of these Workshops is to give Staff a Survival Guide to communicating in English with International Faculty.

This Survival Guide, will cover 10 Topics, these topics were found from survey findings to be the most commonly discussed topics between KMU Staff and International Faculty on a daily basis from the 2012 Spring Semester.

Topics:

10 Topics (80 minutes per Topic) looking at:

1. Housing									
2. Teacher Hours and Payment								Speaking	
3. Attendance and Grading Guidance								Reading	
4. Student registration					Face to Face meetings			Writing	
5. Teachers Pension					Telephone Conversations			Listening	
6. Health Insurance					Email Correspondence			Grammar	
7. Dongsan Medical Centre Discounts									
8. Appointments								Cross-Cultural Tips	
9. Publishing								Golden Rules	
10. Taxes and Year End Adjustments									

Topic Structure:

Each Topic (Workshop – 80 minutes) will follow the same format:

1. Housing

- a. Information
- b. Language - Face to Face
- c. Language - Telephone Conversations
- d. Language - Email Correspondence
- e. Cross-Cultural Tips
- f. Golden Rules

a. Information - This means the information staff need to have/know when discussing this Topic with International Faculty (Handbook info and more)

b. Language - Face to Face - Speaking/Reading/Writing/Listening/Grammar, Useful Expressions/Phrases to discuss this Topic Face to Face.

c. Language -Telephone Conversations - Speaking/Reading/Writing/Listening/Grammar, Useful Expressions/Phrases to discuss this Topic over the Telephone.

d. Language - Email Correspondence - Reading/Writing/Grammar, Useful Expressions/Phrases to discuss this Topic by Email.

e. Cross-Cultural Tips - Tips/advice/suggestions to help avoid cross-cultural miscommunication/misunderstanding.

f. Golden Rules - A check list summary of the do's and don'ts when discussing this Topic with International Faculty.

Tips:

We will be using a Prepare/Plan/Practice/Produce/Review model.

We will be using a structured Notebook, parallel to the Workshop Materials.

We will be using authentic listening taken from staff/faculty interactions.

All materials will be uploaded and available to download from a designated homepage

Exams:

Staff members will be tested at the end of the program, through role plays - covering Face to Face Meetings, Telephone Conversations and/or Email Correspondence, the content of the scenarios being based on the 10 Topics.

These role plays will be real and involve International Faculty on campus.