

Needs Analysis and Action Plan

Name:
Degree programme:
Year:
Language (complete one form per language):
Date:

1. Why do you want to learn/continue to learn this language?

2. Describe your current knowledge of this language

3. Which aspects – if any - of the language do you feel entirely confident about? (eg. reading, writing, listening, speaking, grammar, vocabulary)

4. Which aspects of the language do you feel less confident about?

5. Why do you feel less confident about them?

6. What do you think can be done to make you feel more confident about them?

7. What do you plan to do for yourself?

8. What facilities and support do you need to do this?

9. What facilities and support do you think are available to you?

- Visit the Open Learning Centre for Languages & Academic English (OLCLAE) and the UoM Library to find out if you are right about the resources and facilities available to you.
- Speak to tutors, other students or OLCLAE staff.
- Explore the OLCLAE website at <https://www.ucae.manchester.ac.uk/resources/> to familiarise yourself with resources you may not have known existed.

Once you have done this, continue to complete this form.

10. What do you now think are the most important resources and facilities available to you?

11. Who can help you ensure that your language learning needs are being met?

12. What practical steps are you going to take during the coming week?

	Practical steps/tasks/activities	Date completed
a)		
b)		
c)		
d)		
e)		
f)		
g)		
h)		

13. What practical steps are you going to take during the coming *month*?

	Practical steps/tasks/activities	Date completed
a)		
b)		
c)		
d)		
e)		
f)		
g)		
h)		

- Save this document.
- Remember to go back to questions 12 & 13 and fill in the dates as you complete the tasks that you have set yourself.
- Complete a Reflective Questionnaire after a few weeks: this will help you to look back on how you are learning and to readjust your action plan.

14. At the end of the semester, look back at questions 4 & 5. Would you still give the same answers?