

Action Plan

Name:
 Degree programme:
 Year:
 Language(s):
 Date:

1. Language skills

What languages other than your mother tongue do you know? How would you describe your level?

2. Motivation

Why are you learning this language? (Focus on both course-related and personal reasons.)

3. Where are you now?

Describe how confident you are at each of the following:

	Strengths	Weaknesses
Speaking		
Listening		
Reading		
Writing		
Grammar		

4. Where would you like to be?

Describe what you would like to be able to do in the language (eg. Reading: *"I would like to be able to read literature and newspapers without having to look up every other word"*. Writing: *"I would like to be able to write essays easily in the language"*.)

a) Long-term (target date:)

	Goals
Speaking	
Listening	
Reading	
Writing	
Grammar	

b) Short-term (eg. by the end of this semester)

	Goals
Speaking	
Listening	
Reading	
Writing	
Grammar	

5. How are you going to achieve these goals?

Write a brief description of your study plan for **this semester** (eg. Speaking: *"I will record my own voice to improve my speaking skills. I will find a language exchange partner to practise with".*)

	Study Plan	Time per week
Speaking		
Listening		
Reading		
Writing		
Grammar		

6. What resources are you going to use?

Spend some time looking at the website and catalogue of the Open Learning Centre for Languages & Academic English (OLCLAE) at <https://www.ucae.manchester.ac.uk/resources/>

Discuss resources with your tutors and friends. Include useful online sources.

NB: resources can also be human!

	Resources
Speaking	
Listening	
Reading	
Writing	
Grammar	

Reflect regularly on your learning, and review your goals and how you will achieve them.