

APPENDIX

Questionnaire of English Needs Analysis Survey

This questionnaire is part of the course TE790: Independent Study
Master of Arts Program in Teaching English as a Foreign Language, Thammasat University.

The purpose of the questionnaire is to assess statistic figures of the needs on English instructions.
The survey results will be used as a starting point in designing English courses that are appropriate to the subjects.

There are no right or wrong answers to each question and the answers will not affect your work performance.
The questionnaire answers will be treated confidentially without indicating name or other personal information of the subjects.

The questionnaire is divided into four parts

Part 1: General background

Part 2: English background

Part 3: Needs on English improvement of the four skills

Part 4: Needs on English functions related to work requirements

Part 1: General background

Directions: Read the questions carefully and put the mark (P) in the box provided.

1. Gender

Female Male

2. Age (years of age)

Below 25 26 - 35
 36 - 45 Above 45

3. Accumulative years of working experience (years)

Below 1 1 - 5
 6 - 10 Above 10

4. Highest education attainment

Vocational school Undergraduate degree
 Graduate degree Higher than graduate degree

5. Accumulative time spent on learning English (years)

Less than 10 10 - 15
 16 - 20 More than 21

Part 2: English background

Directions: Read the questions carefully and put the mark (P) in the box provided.

1. Have you majored in English or taken English as a minor in school?

Yes No

2. Have you taken English courses or other curriculums in an English speaking country?

Yes No

3. Have you stayed in an English speaking country for more than one year?

Yes No

4. Is English necessary in performing your work in duty?

Yes No

5. Do you normally use English in your work place?

Yes No

6. Is it often for you to use English in your work place?

Yes (A few times a week or more) No (one a week or lesser)

7. Do you usually use English to communicate with foreigners?

Yes No

8. Is your English proficiency enough to perform your work at your present position?

Yes No

9. Do want to extend your English education?

Yes No

Part 3: Needs and Reasons of English Skills Improvement to Fulfill Work Requirements.

Directions: Read the questions carefully and put the mark (P) in the boxes that represent your level of agreement according to the agreement ranking as below:-

- 4 = Mostly Agree
 3 = Agree
 2 = Disagree
 1 = Mostly Disagree

Item	Needs and Reasons of English Skills Improvement	Mostly Agree Agree Disagree Mostly Disagree			
		4	3	2	1
1	Which English language skills that you perceive necessary for work requirement				
	1.1 Speaking				
	1.2 Listening				
	1.3 reading				
	1.4 writing				
2	Which English language skill you perceive that you do naturally and easy to be understood?				
	2.1 Speaking				
	2.2 Listening				
	2.3 reading				
	2.4 writing				
3	Speaking skill				
	2.1 Speaking skill is used frequently in performing your tasks.				
	2.2 Speaking skill partially facilitates your works.				
	2.3 Speaking skill partially assists making others better understand you and your works.				
	2.4 Speaking skill partially assists you to complete your works and to get ahead in your career.				

Part 3: Needs and Reasons of English Skills Improvement to Fulfill Work Requirements.

Directions: Read the questions carefully and put the mark (P) in the boxes that represent your level of agreement according to the agreement ranking as below:-

- 4 = Mostly Agree
 3 = Agree
 2 = Disagree
 1 = Mostly Disagree

Item	Needs and Reasons of English Skills Improvement				
		4	3	2	1
4	Listening skill				
	3.1 Listening skill is used frequently in performing your tasks.				
	3.2 Listening skill partially facilitates your works.				
	Listening skill partially assists making others better understand you 3.3 and your works.				
	Listening skill partially assists you to complete your works and to get 3.4 ahead in your career.				
5	Reading skill				
	4.1 Listening skill is used frequently in performing your tasks.				
	4.2 Listening skill partially facilitates your works.				
	Listening skill partially assists making others better understand you 4.3 and your works.				
	Listening skill partially assists you to complete your works and to get 4.4 ahead in your career.				
6	Writing skill				
	5.1 Listening skill is used frequently in performing your tasks.				
	5.2 Listening skill partially facilitates your works.				
	Listening skill partially assists making others better understand you 5.3 and your works.				
	Listening skill partially assists you to complete your works and to get 5.4 ahead in your career.				

Part 4: Needs of English Improvement to Function Effectively on Work Duties.

Directions: Read the questions carefully and put the mark (P) in the boxes that represent your level of frequency according to the frequency ranking as below:-

4 = 76 - 100 % (Most frequently, use english every day as a main language)

3 = 51 - 75 % (Frequently, use english regularly but not a main language)

2 = 26 - 50 % (Occasionally, use English for some occasions)

1 = 0 - 25 % (Hardly ever, rarely use English on very few occasions)

Item	Needs of English Improvement on Functions	Frequency Ranking			
		4	3	2	1
1	The English functions related to speaking skill.				
	1.1 You use English for speaking through telephone.				
	1.2 You use English to talk in meetings or group discussions.				
	1.3 You use English to speak in business negotiation with customers and other parties.				
	1.4 You use English to talk in greeting and socialization with people.				
2	The English functions related to listening skill.				
	2.1 You use English to listen to meetings or listen to take minute of meetings.				
	2.2 You use english to listen to customers' requests in order to provide them tailor made services.				
	2.3 You use English to receive orders from your supervisor.				
	2.4 You use English to listen to ideas of colleagues.				
	2.5 You use english to listen to news that would benefit your work.				

76 - 100 % Most frequently

51 - 75 % Frequently

26 - 50 % Occasionally

0 - 25 % Hardly ever

Part 4: Needs of English Improvement to Function Effectively on Work Duties.

Directions: Read the questions carefully and put the mark (P) in the boxes that represent your level of frequency according to the frequency ranking as below:-

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Item	Needs of English Improvement on Functions	Frequency Ranking			
		4	3	2	1
3	The English functions related to reading skill.				
	3.1 You use English to read commands of computer softwares and get the use out of them.				
	3.2 You use English to read business documents ex. Invoices, receipts, etc. ?				
	3.3 You use English to read business letters and memos to communicate inside and outside your company.				
	3.4 You use English to read business reports ex. Financial reports ?				
4	The English functions related to writing skill.				
	4.1 You use English to correspond emails with customers or other parties.				
	4.2 You use English to write messages persuading customers for the purpose of services offering.				
	4.3 You use English to write letter or memos to set understandings between people in and out of the firm.				
	4.4 You use English to write reports ex. The department performance reports ?				

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26 - 50 % Occasionally
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