

Pre-course task

Dear Trainee,

We would like to give you a pre-course task to provide us with a sample of your written English.

1. Please write a **short report of 200-250** words which outlines the following:
 - i. Your background - job duties and responsibilities, qualifications, work experience
 - ii. The need for using English in your daily work
 - iii. The previous training received in English
 - iv. Your main learning aims (what you would like out of this training).

Our feedback on this first writing task will take place during the first hour of the training course so it is extremely important that you **complete the task and email it to us before Wednesday 20th May**.

2. Please send us **two samples of the type of writing you generally have to do** (reports, positions papers, briefings, notes etc.). Please obviously delete all names and sensitive info. If you don't feel comfortable sending this, please bring the samples with you on the first day.

Thank you very much and we look forward to meeting you.

Kind regards,

Nick Gibbs and Mira Komlenović