**HOW CAN I HELP YOU/YOUR STAFF?**

**You/your staff need help with French to:**

Read/write emails/documents Make phone conversations

Attend meetings Give presentations

Socialise Other:

**Do you/they have prior knowledge/experience of the language?**

**What aim(s) you/your staff would like to achieve?**

**Do you have documents which need translating?**

Format: Languages to translate from/into:

Word count/page number: Technical language used:

**Which learning format suits your/your staff’s needs best?**

Themed workshops Short courses

Long courses Other:

**When can you/your staff start?**

As soon as possible Date:

**What’s your/your staff’s availability?**