



## Needs Analysis

This checklist will guide you through each step of the task, ensuring you cover all necessary components while maintaining clarity and coherence in your writing.

### 1. General Requirements

- ☐ **1.1** Length: Ensure your document is approximately 900 words (within 10%).
- ☐ **1.2** Structure: Organize your work into clear sections as outlined in the task requirements.

### 2. Students: Introduction

- ☐ **2.1** Describe who your students are.
- ☐ **2.2** Explain why you chose this particular group.
- ☐ **2.3** Share any relevant teaching experience with this group.

### 3. Students: Characteristics

- ☐ **3.1** Detail their language learning background.
- ☐ **3.2** Discuss their level and motivations for learning.

☐ **3.3** Identify their learning styles and preferences.

☐ **3.4** Highlight their specific needs.

#### **4. Needs Analysis: Key Principles**

☐ **4.1** Describe how you identified their needs (e.g., surveys, questionnaires, interviews).

☐ **4.2** Explain why you chose these methods.

☐ **4.3** Demonstrate knowledge of the theoretical principles behind needs analysis.

☐ **4.4** Discuss how this understanding influenced your choice of diagnostic test.

#### **5. Diagnostic Testing: Key Principles**

☐ **5.1** Specify the type of diagnostic test you conducted and justify your choice.

☐ **5.2** Explain which language skills or aspects were focused on and why.

☐ **5.3** Describe how you synthesized and analyzed the results.

☐ **5.4** Include a clear summary of the analysis.

☐ **5.5** Consider using visual aids (charts, graphs, infographics) to present data.

#### **6. Commentary**

- ☐ **6.1** Discuss how the results of the diagnostic help clarify your students' needs and lacks.
- ☐ **6.2** Identify which language areas require attention and explain why.
- ☐ **6.3** Discuss and justify the key priorities for focus while working with this group of students.

## **7. Writing Quality & Layout**

- ☐ **7.1** Check for language accuracy, spelling, and grammatical errors.
- ☐ **7.2** Use appropriate headings and subheadings for organization.
- ☐ **7.3** Ensure consistent use of referencing conventions both in-text and in the bibliography.
- ☐ **7.4** Ensure appendices (if any) are clearly labeled and referenced in the main text.

## **8. Final Review**

- ☐ **8.1** Confirm that your document meets the word count requirement (~900 words).
- ☐ **8.2** Ensure that you submit your assignment on time.

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как это убрать?