

## HOW CAN I HELP YOU/YOUR STAFF?

BLUE  
AS AN  
ORANGE

**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?**