

**Guidance notes
for participants**

1. When viewing the video interviews, make notes of the type of information that these learners are giving about their language learning.
 2. In your group, discuss which parts of the information on the video would be useful for initial assessment and why.
 3. Summarise on sticky notes all the types of information you need directly from individual learners as a basis for effective initial assessment.
 4. In your group, arrange these sticky notes on a flipchart under two headings – one for a beginners' level course and the other for courses at non-beginners' level.
 5. Share your findings with all participants.
 6. Discuss and compare your findings with the two **Sample Proformas A and B** provided.
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Variations

- Within your group discuss and identify ways in which this activity could most effectively be used for individual Continuing professional development.
- Record your ideas on a flipchart and share with other participants.
- If appropriate, devise additional guidance notes for individual use.
- Discuss how the sample proformas can be adapted to meet the needs of your own organisation and your learners.