

Sample Proforma C - Recording outcomes of Initial assessment

Use words or grades, appropriate to your organisation, to describe your learners' level of performance in each activity. Use the recorded information to:

- inform your course and session planning and schemes of work; and
- ensure that you meet the individual needs of all your learners.

During the course, this record will also enable you to measure learners' progress and performance against their starting points.

Course title: _____

Teacher's or trainer's name: _____

Name	Previous experience in taught language and others.	Reasons for learning the language and topics of interest and other information, including additional needs.	Listening - level of competence. Activity: for example a role-play on booking a hotel room.	Speaking - level of competence. Activity: for example a role-play on giving directions.	Reading - level of competence. Activity: for example a short passage from a letter.	Writing - level of competence. Activity: for example writing a brief set of directions.
Learner 1						
Learner 2						
Learner 3						
Learner 4						