

## On Developing a Core Guideline for English Language Training Programs in Business Settings

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**Abstract :** The purpose of this study is to provide a guideline to assist globally-minded companies in developing task-based English-language programs for their employees. After conducting an online self-assessment questionnaire comprised of 45 job-related tasks, we analyzed responses received from 3,000 Japanese company employees and developed a checklist that considered three areas: (i) the percentage of those who need to accomplish English-language tasks in their workplace (need for English), (ii) a five-point self-assessment score (task performance level), and (iii) the impact of previous task experience on perceived performance (experience factor). The 45 tasks were graded according to five proficiency levels. Our results helped us to create a core guideline that may assist companies in two ways: first, in helping determine which tasks employees with a certain English proficiency should be able to satisfactorily carry out, and secondly, to quickly prioritize which business-related English skills they would need in future English language programs.

**Keywords :** business settings, can-do statements, English language training programs, self-assessment, task experience

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