

# QUESTIONNAIRE

## PART I – BACKGROUND INFORMATION

Off.
WOs / NCOs
Enlisted

Personal data				
Rank / Position				
Family name and first name	OPTIONAL			
Age		Gender	M	F
International missions carried out (only if applicable)				
	Mission / position held	Country Length of mission	Type of mission (Romanian contingent/ multinational / UN/OSCE observer etc.)	
1.				
2.				
3.				
4.				
5.				
6.				
Current mission (only if applicable)				
	Mission	Country	Type of mission (Romanian contingent/ multinational / UN/OSCE observer etc.)	
1.				
English language				
English language courses completed (type of course <sup>1</sup> / location / length)				
SLP <sup>2</sup> / last ALCPT score – year of the test		STANAG <sup>3</sup> (SLP)		ALCPT SCORE
		L	S	R
		W		
		Date of test		
		dd/mm/yyyy		dd/mm/yy

<sup>1</sup> Beginner, intermediate, advanced, other

<sup>2</sup> SLP – standardized Language Profile

<sup>3</sup> L – listening, S – speaking, R – reading, W - writing

## **PART II - INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE**

**SCOPE:** to determine the positions which require English language skills within units carrying out missions abroad / international operations; what level and what kind of language is necessary to carry out the tasks stated in the job description.

**EXPECTED OUTCOME:** the results of the questionnaire will be analyzed and will constitute the basis for:

1. The adjustment / readjustment of English language training in line with the requirements of the operational military language;
2. The identification of other languages that may be required to successfully carry out the mission.

**This questionnaire consists of four parts:**

- **Part I** – Instructions for completing the questionnaire;
- **Part II** – Background information;
- **Part III** – The Questionnaire – you will find a number of questions related to the activities / tasks that may carry out both on international missions and in the current location of your unit
- **Part IV** – Open questions – contains a set of questions designed to get more insight into aspects raised by the questionnaire.

**The completion of the questions will take: 40 minutes.** Read carefully these directions.

**YOU MAY ASK ANY QUESTIONS ABOUT THE QUESTIONNAIRE ANY TIME DURING ITS ADMINISTRATION.**

**INSTRUCTIONS: Please cross the appropriate word / number.**

1. **How relevant is it for your job to carry out this activity in English?**

<del>Yes</del>	No
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2. **Difficulty:** how difficult is it to carry out this activity in English?

Difficulty			
1	2	<del>3</del>	4
Indicates:	1. = not at all difficult 2. = not very difficult <b>3. = quite difficult</b> 4. = very difficult		

3. **Frequency:** how frequently do you carry out this activity in English?

Frequency			
1	<del>2</del>	3	4
Indicates:	1. = not at all frequently <b>2. = not very frequently</b> 3. = quite frequently 4. = very frequently		

4. **Completion of an activity to an established standard:** how important is to carry out this activity in relation to your job requirements?

Completion of an activity to an established standard			
1	2	3	<del>4</del>
Indicates:	1. = not at all important 2. = not very important (does not affect your efficiency in current position) 3. = important <b>4. = very important</b>		

5. What is your opinion about the level of English necessary to carry out the required tasks?

English language level			
<del>1</del>	2	3	4
Indicates:	<b>1. = not at all necessary</b> 2. = elementary level 3. = good level 4. = very good/fluent level		

PART III

Nr. crt.	QUESTIONS	Relevance		Difficulty				Frequency				Completion of activity to an established standard				English language level necessary			
		Yes	No	Not at all difficult	Not very difficult	Quite difficult	Very difficult	Not at all frequently	Not very frequently	Quite frequently	Very frequently	Not at all important	Not very important	Important	Very important	Not necessary	Elementary	Good	Very good/ fluent
1.	Follow short informational presentations (situation reports, briefings, etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
2.	Follow short technical briefings and operating instructions	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
3.	Listen to announcements for information, instructions and warnings	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
4.	Follow detailed presentations (live, video / audio)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
5.	Follow native speakers talking about general everyday matters (food, shopping, the doctor, the gym, etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
6.	Follow native speakers in discussion and debate about specialized military matters	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
7.	Present short routine briefings (duty reports, end-of-day briefings, patrol reports etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
8.	Make comments / ask questions during briefings on specialized military matters	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
9.	Present decision briefings to a large audience (with / without PowerPoint or other support materials)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
10.	Develop arguments in support of decisions made or points of view of general or military nature	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
11.	Give reports on incidents (e.g. car accident, demonstration, injury etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
12.	Issue / explain orders associated with your field of professional activity using visuals / maps in face-to-face briefings	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
13.	Issue / explain / transmit orders / instructions / messages by phone / radio link	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
14.	Take part in conversation on various topics during	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

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	official events (receptions, protocol visits etc.)																		
15.	Request / deliver information (weather conditions, airstrip conditions etc.) by radio link / face-to-face	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
16.	Take part in telephone / radio discussions	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
17.	Ask for / provide information necessary to carry out your duties	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
18.	Ask for / provide information about general everyday matters (TV / radio programmes, at the doctor's, shopping, hotel, in the street, first aid, repairs etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
19.	Take part in unplanned military discussions, (e.g.. local problems, tactical cooperation etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
20.	Deal with unit (subunit, compartment) specific problems - logistics, personnel, financial, communications, C2, PR, CIMIC, legal, medical and religious support, etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
21.	Use standard radio procedures	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
22.	Translate for various persons	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
23.	Take part in activities with journalists and radio/TV reporters (press conferences, etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
24.	Read routine work documents (orders, regulations, instructions, reports etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
25.	Read technical documentation (operating instructions for use of military equipment etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
26.	Read supporting documentation, e.g. rules of engagement (ROE), lessons learnt	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
27.	Read and prepare summaries from reports	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
28.	Read documents on a	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

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	range of topics (books, newspapers, reviews, internet articles, description of places and people, CVs / biographies etc.)																		
29.	Identify specific information in written texts linked to your field of professional activity	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
30.	Read general/military documentation and demonstrate understanding (e.g. answering questions)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
31.	Prepare documents in your professional field of activity (reports, orders, instructions, memoranda etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
32.	Write everyday personal correspondence (description of places and people, activities etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
33.	Exchange routine e-mails	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
34.	Prepare presentations for self or superior (Power Point, presentation/briefing notes etc.)	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
35.	Develop arguments in support of decisions made or points of view contained in documents linked to your professional field of activity	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
36.	Develop arguments in support of points of view regarding issues of a general nature	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
37.	Translate military documents	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
38.	Translate general documents	1	2	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

**PART IV – OPEN QUESTIONS**

1. Which activities in Part III do you carry out most **frequently** as part of your job responsibilities? Please write numbers.

- .....
  - .....
  - .....
- Comments.....  
.....  
.....

2. Which activities in Part III are most **difficult** for you to carry out in English? Please write numbers.

- .....
  - .....
  - .....
- Comments.....  
.....  
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3. Are there any conditions which make these activities more difficult (e.g. quality of technical equipment, noisy environment, time pressure)?

Comments.....  
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4. Are there any other activities you need to carry out in English as part of your mission? Give details.

- .....
  - .....
  - .....
- Comments.....  
.....  
.....

5. Do you need any other language[s] to carry out your mission? Which? Give details.

- .....
  - .....
  - .....
- Comments.....  
.....  
.....

6. How often do you use English to fulfill your duties in your current position (peace time unit location) ?

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