Copywriting Pre-Course Questionnaire

Name:

Job Title:

Company:

Description of job role:

What are your skills? Make an assessment of your abilities today, and where you want to improve your skills. Rate your current level of competency for the skills commonly required by technical copywriters. Place a tick or cross in the relevant cell.

|  |  |  |  |
| --- | --- | --- | --- |
| Competency | Novice | Competent | Advanced |
| Planning |  |  |  |
| Information gathering |  |  |  |
| Understanding the audience |  |  |  |
| Structuring information |  |  |  |
| Writing copy |  |  |  |
| Editing |  |  |  |
| Proofreading |  |  |  |
| Project management |  |  |  |
| Time management |  |  |  |

If you are already working on a copywriting project, please briefly describe the project and the information you are working with:

Which of the issues are you particularly interested in learning about?:

Please summarise your objectives in attending the course:

What relevant training courses have you been on in the last five years?

**Thank you for completing the questionnaire.**

Please send to info@cherryleaf.com