**Need and Impact of English for Occupational Purposes (EOP) on University Employees**

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**Abstract**

It is a long-established fact that English has become a necessary tool to obtain a job, get promoted, and perform effectively in the working world. However, the employees at various workplaces in Pakistan have not been specifically trained to establish and maintain successful communication. This becomes one of the major reasons for company employees making errors in daily communicative activities such as write ups, emails etc. causing communicative breakdowns.

The main data source collected to study EOP (English for Occupational Purposes) trend in a public sector university’s Coordination, Operating, Administrative Officers and Staff (COAOS) were the routine emails for numerous tasks with faulty language. The second source was informal interviews of employees taken randomly for needs analysis. The third main source was the feedback collected from a 20-hour EOP workshop conducted for COAOS. Additionally, Job Descriptions and Appraisal Forms of the COAOS were also collected from the coordination office for analysis.

This research will help generate awareness among the higher authorities and concerned staff and officers that EOP cannot be learned only by English studied at school and college level. This will promote the trend and importance of EOP workshops like any other academic training or research workshop; and improve the skills of COAOS for both personal and professional growth.

**Key Words:** Occupational, Communicative, Need Analysis

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