



PROFESSIONAL
LANGUAGE
SOLUTIONS



English Course Prospectus

2010

Accredited by the
 **BRITISH
COUNCIL**

**BUSINESS
ENGLISH UK**
A special interest group of English UK


TOLES
TEST OF LEGAL ENGLISH SKILLS


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Self-evaluation Guide

A1 Beginner

Listening: understand basic words and phrases in familiar concrete situations

Reading: understand basic factual information in notices and short messages

Speaking: give basic personal and work-related information

Writing: fill in simple registration forms and write short basic messages

A2 Elementary

Listening: follow simple predictable statements and descriptions

Reading: read simple emails on familiar topics

Speaking: take part in simple predictable conversations

Writing: write simple texts on familiar topics following a standard model

B1 Lower Intermediate

Listening: understand routine language in everyday contexts

Reading: understand routine information in emails and articles

Speaking: speak about routine matters socially and at work

Writing: create routine reports and correspondence

B2 Upper Intermediate

Listening: understand a variety of instructions and discussions

Reading: understand most reports and non-routine correspondence

Speaking: resolve most problems in your own field

Writing: write summaries, reports and correspondence on a variety of topics

C1 Advanced

Listening: understand complex presentations and talks

Reading: understand most reports and correspondence even on unfamiliar topics

Speaking: deliver talks and take part in complex discussions and meetings

Writing: write complex reports, proposals and correspondence on a wide range of topics

C2 Proficiency

Listening: understand complex and specialised presentations and talks

Reading: understand even the most specialised correspondence and documents

Speaking: make persuasive and effective contributions to meetings and discussions

Writing: write complex and specialised reports, specifications and correspondence

Fees for scheduled courses

Course Code and Title	Hours per week	Weekly cost
CSEBU English in Business Use	30 (all day)	£785
CSOGI English for Oil & Gas	30 (all day)	£850
CSEU English in Use	15 (mornings)	£300
*Combination Courses: English in Use (CSEU) + 1 of the modules below:		
EU English in Use	10 (afternoons)	£250
EF English for Finance	10 (afternoons)	£300
EC Effective Communication Skills	10 (afternoons)	£250
IP IELTS Preparation (Minimum 4 weeks)	10 (afternoons)	£250
LB Living in Britain	10 (afternoons)	£250
LE Legal English	10 (afternoons)	£300
1:1 One-to-one Tuition	Flexible	£45 per hour

*Modules can be booked as stand-alone courses.

*To calculate the weekly cost of a **Combination Course** simply add £300 per week to the cost of your chosen module.

Scheduled course start dates 2010

Course Title:	English in Business Use	English in Use (+ modules)	English for Oil and Gas
Start Dates:	18 January	4 January	4 January
	15 February	1 February	1 February
	15 March	1 March, 29 March	1 March, 29 March
	12 April	26 April	26 April
	10 May	24 May	24 May
	7 June	21 June	21 June
	5 July	19 July	19 July
	2 August, *31 August	16 August	16 August
	27 September	13 September	13 September
	25 October	11 October	11 October
	22 November	8 November	8 November
	6 December	6 December (only 2 weeks)	6 December

We will be closed for the following holidays: Friday 2 April, Monday 5 April, Monday 3 May, Monday 31 May, Monday 30 August, Monday 27 December and Tuesday 28 December.

*31 August – this course starts on a Tuesday.

English in Business Use (CSEBU)

Course information:

Levels available: B1 / B2 / C1

This course focuses on communication skills in the business world. It is aimed at those who communicate in simple and routine situations and need to use English at work (Level B1). In addition it is for those who already speak with a degree of fluency but now need to use English in their everyday work lives and communicate globally with ease and confidence (Levels B2/C1).

Speaking, listening, reading and writing skills are practised. Depending on your level you will cover some of the following topics:

- deal with people at work and socialise
- talk about projects
- contribute to meetings
- use the telephone and write emails
- manage people and host formal events
- handle meetings, negotiations and presentations
- make conference calls and write different types of text



Facts at a glance



Start dates

Course code: CSEBU	18 January	5 July
Duration: 2 weeks (60 hours)	15 February	2, 31 August
£1570 per person + £60 registration fee	15 March	27 September
Minimum entry level: Lower Intermediate	12 April	25 October
Maximum 4 participants per group	10 May	22 November
Minimum age: 21	7 June	6 December
End of course report		



Ideal for

Business people in all sectors who use English for international communication.

Course information:

Levels available: B1 / B2 / C1

This course is designed to give industry-specific English language communication skills training to professionals working in the oil, gas and petrochemical markets. A range of authentic materials from the industry provide the basis for English language improvement and the development of confident business communication skills.

During the course you will:

- improve your speaking strategies, pronunciation and fluency
- develop your ability to make your point, discuss, negotiate and advise
- learn to make effective technical presentations
- develop the ability to produce brief, concise emails and clear, accurate reports
- increase your ability to speed read technical documentation
- broaden your knowledge of industry-specific vocabulary
- improve clarity and accuracy through better manipulation of grammar and vocabulary
- gain a broader understanding of the different parts of the oil, gas and petrochemical markets.



Facts at a glance



Start dates

 Course code: CSOGI	4 January	19 July
 Duration: 2 weeks (60 hours)	1 February	16 August
 £1700 per person + £60 registration fee	1 & 29 March	13 September
 Minimum entry level: Lower Intermediate	26 April	11 October
 Maximum 4 participants per group	24 May	8 November
 Minimum age: 21	21 June	6 December
 Certification from Energy Institute		



Ideal for

Oil and Gas professionals who want to improve their all-round business communication skills in the shortest possible time.

English in Use (CSEU) - Mornings only (15 hours per week)

Course information:

Levels available: A2 / B1 / B2 / C1

This course consists of 15 hours of training per week and can be booked for 2 or 4 weeks. It is only taught in the mornings. It can also be combined with a module of your choice in the afternoons to provide you with a full intensive course.

This is a general English course for people who:

- have learnt English at school and now want to be able to communicate in simple and routine tasks (Level A2)
- already have a basic understanding of English and now want to become independent users of the language (Level B1)
- have a good intermediate level and want to become fluent speakers of English (Level B2)

Depending on your level, you will learn how to:

- exchange personal information
- talk about your background and your family
- carry out everyday tasks in English at work or socially
- understand the language routinely used for work, school or leisure
- deal with all situations while travelling
- talk about experiences and give reasons, opinions and explanations
- follow the main ideas of TV programmes and newspapers
- interact with a good level of fluency and spontaneity



Facts at a glance



Start dates



Course code: CSEU

4 January

19 July



Duration: 2 weeks or 4 weeks

1 February

16 August



£300 per week + £60 registration fee

1 & 29 March

13 September



Minimum entry level: Elementary

26 April

11 October



Maximum 6 participants per group

24 May

8 November



Minimum age: 21

21 June

6 December



End of course report



Ideal for

Anyone who wants to improve their general English.

Combination Course Modules - Afternoons only (10 hours per week)

To create the perfect combination course you can combine the English in Use morning sessions with any of the following afternoon modules. Alternatively you can book these modules as stand-alone courses.

Module description:

EU English in Use £250 p/w

You don't have to specialise in a specific area. If you want to study general English in the afternoons and achieve greater understanding and fluency, then this option is ideal for you. The afternoon sessions concentrate on broadening your vocabulary, carrying out a variety of interactive tasks and improving your social communication skills in English.

EC Effective Communication Skills £250 p/w

The main aim of this course is to help the participants to communicate in an assertive, persuasive manner resulting in a positive outcome for both parties. This will involve e.g. making a powerful presentation, improving negotiation skills and managing change within a team.

We will look at specific areas such as the phases of effective meetings, questioning techniques and attentive listening, and responding to resistance and handling conflict. As English is used for global communication, we will also look at developing an international approach.

LB Living in Britain £250 p/w

This course is ideal for people who want to combine a general English course with an introduction to life today in the UK. You will learn about many essential aspects of modern British society and culture. As well as covering critical issues relating to the life-style, habits and attitudes of British people it will also tackle topics as diverse as the make-up of the UK both geographically and politically, the story of the English language, current issues affecting Britain, the contemporary arts scene and an introduction to the British media.

EF English for Finance £300 p/w

The purpose of this course is to support professionals working in financial services who need to use English at work. We focus on the language of markets, products, trends and regulatory environments. This course is also suitable for students who are preparing to take the International Certificate in Financial English examination.

IP IELTS Preparation £250 p/w

This course is for people who have at least a lower intermediate level of English (B1) and want to improve their IELTS test result, either in the academic or the general module.

In the course you will learn how to:

- improve your listening and reading skills
- write a good answer to typical test questions
- express yourself with greater ease and confidence in the speaking module
- make better use of the time and improve exam techniques

This course can only be booked for 4 weeks.

LE Legal English £300 p/w

The aim of this course is to give lawyers and law students the practical up-to-date English language skills they need to work in an international law firm where the use of spoken and written English is required. This course is designed and taught not by academics but by trainers who combine legal expertise with English language teaching. It is also ideal for students who want to take the TOLES (Test of Legal English Skills) examination, which PLS as an accredited TOLES test centre can provide.

1:1 1:1 tuition £45 per hour

If none of these scheduled group courses are relevant to you, you can always enrol on individual one-to-one tuition in the afternoons and we will write a training programme to your specifications.

On-demand Courses

These are tailor-made courses that can be arranged to start any week of the year.

One-to-one Courses

In 2010, we continue to offer our individualised tailor-made intensive courses. You decide the start date and how long you want to study for. We will carry out a training needs analysis and an assessment of your English language level and then design a course programme especially for you, based on course objectives agreed with you. These courses offer the greatest amount of flexibility, both in study time and course programme.

Our three main course options are shown below with related costs:

Course Options	Hours	Start Date	Schedule	Cost
Standard 1:1	25 contact hours per week	Flexible	09:30-12:30 13:30-15:30	£1125
Standard Plus 1:1	30 contact hours per week	Flexible	09:30-12:30 13:30-16:30	£1350
Super Intensive	35 contact hours per week	Flexible	09:30-12:30 12:30-13:30 (Lunch) 13:30-16:30	£1750

The prices above include course materials if recommended by our academic managers and course tutors. There is a registration fee of £60.

The Super Intensive Course includes 6 hours per day of classroom-based tuition as well as 1 hour of social interaction over lunch with a tutor. The price includes an allowance for the client and tutor to have lunch in a local restaurant.

Closed Group Courses (prices on request)

We offer a range of on-demand courses that can be run in small groups for people from the same organisation, provided participants have the same level of competence and the same course objectives.

Aviation English

Levels Available: ICAO 3 / ICAO 4

This course focuses on developing the communication skills and vocabulary required for pilots and air traffic controllers, helping students to achieve and maintain a Level 4 according to the ICAO language requirements. The course covers all categories needed to achieve ICAO Level 4: Pronunciation, Structure, Vocabulary, Fluency, Comprehension (Aural) and Interaction.

English for the Armed Forces

Levels Available: A2 / B1 / B2 / C1

This course focuses on developing the communication skills needed by members of the armed forces for international operations such as multinational military and peacekeeping forces. Relevant military English vocabulary (based on NATO's STANAG profile) and topics drawn from a variety of international military contexts provide the communication skills and tools required to work in an international military environment.

On-demand Courses

The following skills courses last for 1 to 5 days depending on the participants' requirements.

Short Skills Courses (prices on request)

Pronunciation

The purpose of this course is to minimise the effect of national accents creating a barrier to communication. There are several elements that make English sound 'natural', from the individual sounds to intonation and stress patterns. The participants will practise listening to and 'hearing' these key features before they reproduce them and apply them to the types of language they use in their everyday lives. Pronunciation problems often take some time to correct. This course will provide participants with the necessary understanding and tools for continuing self-correction.

Writing for Business

This course is aimed at those who already have an advanced level of English and who are now seeking to write letters, emails and reports in English in a business context. We focus on accuracy, conciseness and appropriate use of style, helping participants to deliver the message they intend.

English for Customer Care

The aim of this course is to raise awareness of the misunderstandings that can arise through inaccurate use of language. Participants will be encouraged to share previous experience of customer problems they have faced and together analyse suitable responses. Participants will then learn how to address people in difficult situations in a manner that will minimise the potential for conflict whilst allowing them to convey their point productively. The course also provides strategies for dealing with people who are difficult to understand, either because of accent or speed of language use.

Meetings with Results

This course is designed to equip non-native speakers working in an international business environment with the necessary business language skills to communicate effectively in decision making, problem solving and strategy meetings. In the course, the participants will examine these types of meeting through case study examples. They will examine language specific to these types of meeting and any that is employed generally. Part of the course will take the form of a role-plays where the participants will act the part of various meeting attendees e.g. the meeting chairperson or a junior/senior manager. They will also give written responses to set questions.

Powerful Presentations

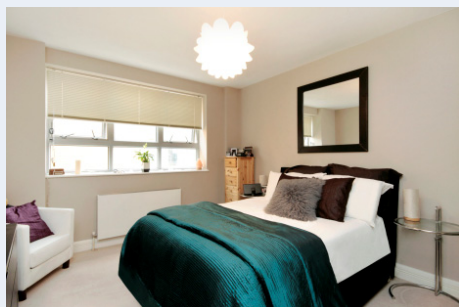
This intensive, practical course will help you develop personal effectiveness in formal and informal settings, from simple PowerPoint slideshows to major presentations. You will complete the course with your own personal development plan and techniques to turn that plan into action. You will also leave with a great sense of achievement.

Contact us for further information and costs relating to all our Closed Group and Short Skills Courses.

Accommodation

We recommend 3 options for accommodation:

- Host family accommodation
- Hotels
- Serviced apartments



Host family accommodation

Living with a host family is a great option if you would like to improve your English outside the classroom. By choosing to stay with a host family you will not only learn more about our culture, but also have an excellent opportunity to practise your English in an authentic environment.

Our host families are experienced in welcoming international visitors into their home. They will help you settle in quickly and support you throughout your stay. Living with a British family adds a personal dimension to your visit and experience of London. You may stay with a couple, a single person or a family with children. You will have your own bedroom and in some cases an en-suite bathroom.

Meals

Meals are provided on a half-board basis, i.e. continental breakfast and 6 evening meals. Special dietary requirements can be taken into account if you let us know at the time of booking.

We have two categories of host family accommodation:



Standard	Located in London travel zones 2, 3 and 4. Accommodation will be within 60 minutes travel time from the school. This category provides a good standard of host family accommodation in either a house or an apartment. Cost: £180 per week
Executive	Located in London travel zones 1 and 2. This category provides a very high standard of host family accommodation, some with the additional benefit of a private bathroom. Cost: £280 per week

*We charge a Host Family Booking Fee of £30 in addition to the costs above.
All our host families are booked through a specialist agency.

Accommodation

Hotels

We have a list of recommended hotels that are conveniently located close to the school. We have chosen hotels that meet various budgets, so you can choose the best one for you. Please contact us at english@langsols.com if you would like us to send you our hotel list.



Price range: 2* - £80 - £100 per night
3* - £100 - £150 per night
4* - £180 - £220 per night
5* - £205 - £475 per night



Serviced apartments

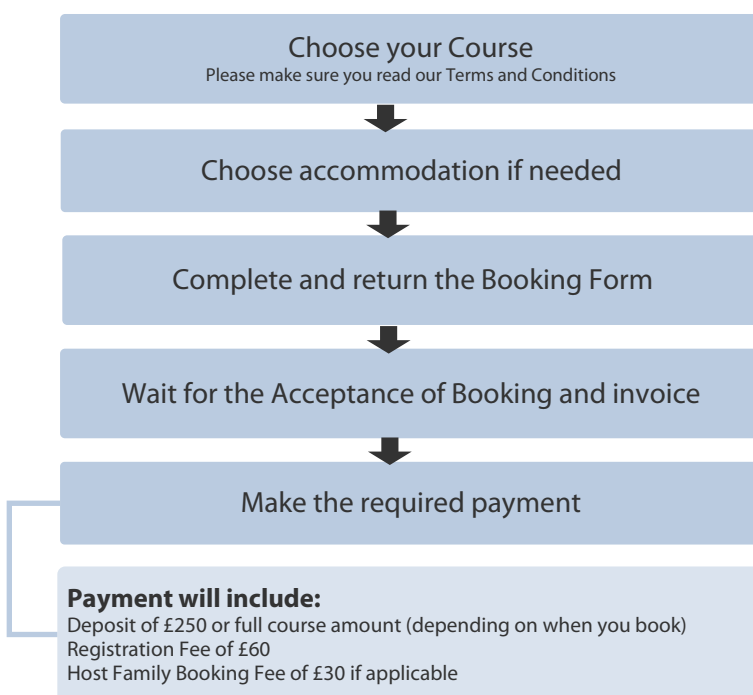
Serviced apartments are a good solution if you need more space and flexibility than a hotel room can offer. You can choose between a studio apartment and a 1 bedroom apartment or even a larger apartment if you are bringing your family or friends with you. Apartments feature a bedroom and living area, private bathroom and either a kitchenette or a fully equipped kitchen. Apartments receive weekly service and a linen change.

Rates vary according to location and are more expensive the closer you are to Farringdon and to the City. We recommend a company who cater for a range of budgets and locations in London.

- Studio apartment - prices range from £70 to £130 per night
- 1 bedroom apartment – prices range from £95 to £180 per night

Contact details for hotels and serviced apartments are supplied on our hotel list. You will then be responsible for making your own booking.

How to book a course





From Kings Cross St Pancras

Bus 63 to 'Mount Pleasant'
or a 15 minute walk.



From Angel

Buses 19, 38 and 341 to 'Mount Pleasant'
or a 15 minute walk.



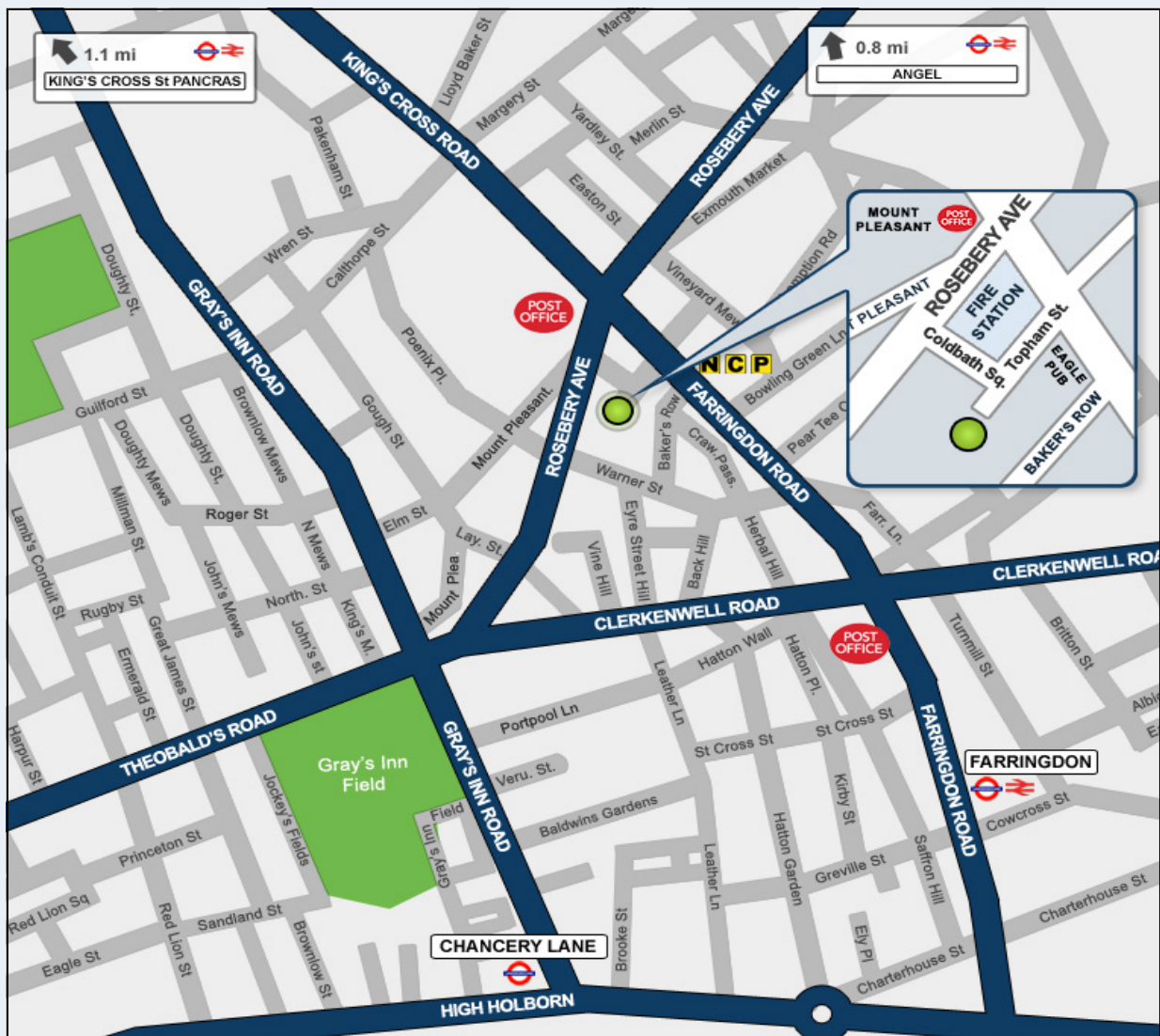
From Farringdon

Bus 63 to 'Mount Pleasant'
or a 7 minute walk.



From Chancery Lane Station

Bus 341 to 'Mount Pleasant'
or a 10 minute walk.



For all enquiries, please contact us at:

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