

[londonschool.com](http://londonschool.com)



Holland Park Gardens

# English Language and Communication Skills for Professionals 2013

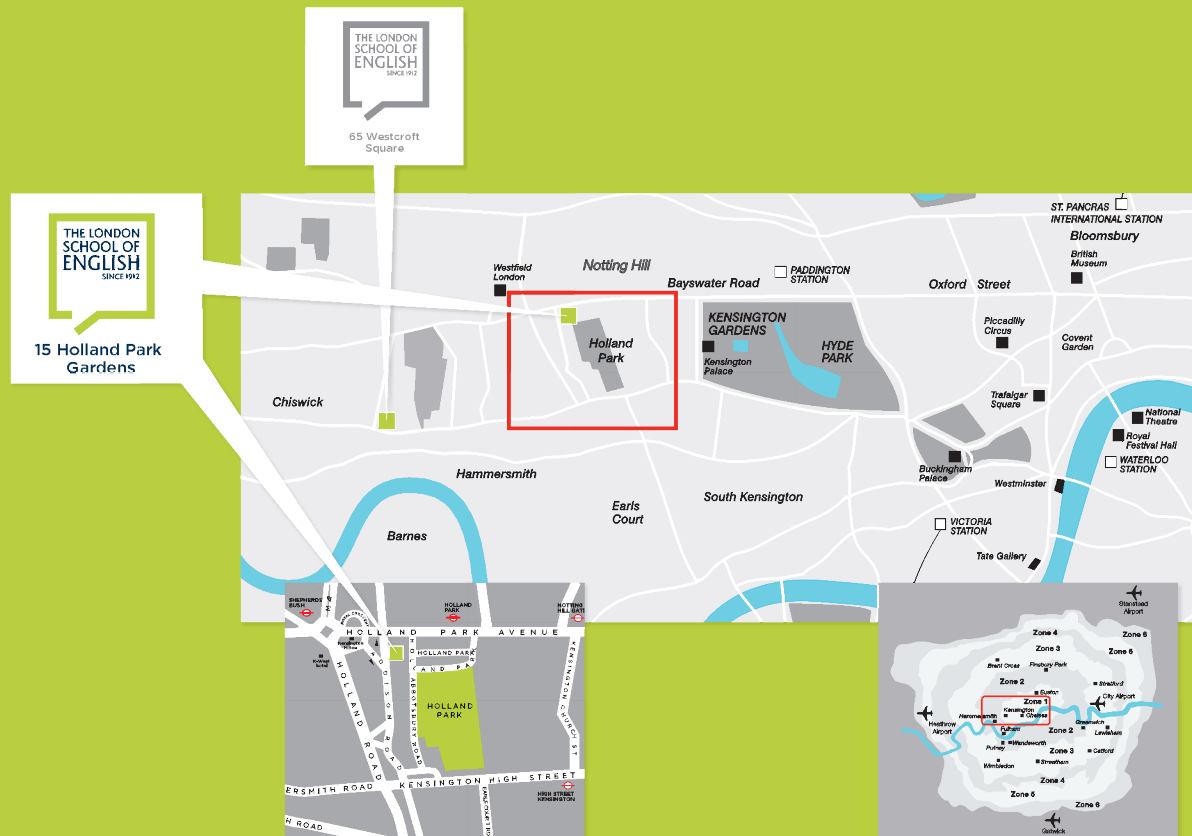
Bringing language to life

# Our location

We are located in Holland Park – one of the best residential areas in London close to fashionable Notting Hill and the exclusive shops of Kensington, and just a few minutes' walk away from Westfield – Europe's largest inner-city shopping centre.

Some of our homestay families are in this area, which is also close to the centre of London – you can travel by underground from Holland Park station (Zone 2) to Oxford Street in just 10 minutes.

[www.londonschool.com/location](http://www.londonschool.com/location)



# Welcome



Our clients are busy, demanding people. They have no time to waste and need the best. Our courses have been developed in response to their needs.

We take pleasure in helping individuals meet their personal goals and their organisations manage their staff development. We look forward to achieving real results for you.

**Hauke Tallon**  
Managing Director

**Timothy Blake**  
Chief Executive



# What makes us different?



**We offer unrivalled experience** in training business and professional clients.

Our clients all have a professional background or career plan, so **we guarantee that you will always be with other like-minded professionals.**

**Our trainers are mature, experienced and qualified** – they will understand your needs and know what to do in order to meet them.

We have a beautiful building in a very **desirable London location**, conveniently close to the centre but away from the noise and crowds, and close to the high-quality accommodation we use.

Above all, we understand what is important to working professionals. We know that we have a very short time in which to **make a real difference to your confidence** in using the English language in your professional and personal life.

There are more than 600 organisations on our current client list. Visit our website to look at who we have worked with in your sector.

 [www.londonschool.com/clients](http://www.londonschool.com/clients)



## A selection of recent clients

### Private Sector

Allianz  
Alstom Power  
Aviva Investors  
AXA  
Baker & McKenzie  
Balfour Beatty  
Bank of Japan  
Bayer  
Bayern LB  
BP  
Clifford Chance  
Coca Cola  
Credit Agricole  
Credit Suisse  
Deloitte Touche  
Tohatsu LLC  
EDF  
Eurostar International  
GE  
Gestamp Servicios  
GSK  
Hermès  
Hitachi  
ING Life

Kanebo  
KPMG  
L'Oréal  
Lukoil  
Maersk Oil  
Mitsubishi Electric Corporation  
Nestlé  
Pirelli  
Pricewaterhouse  
Coopers  
RWE

Scania Latin America  
Schindler  
SENAC  
Siemens  
Škoda  
Tokyo Stock Exchange  
UBS  
Volkswagen  
Zurich Insurance

### Public Sector

Danish Parliament  
European Commission  
European Court of Justice  
European Parliament  
Foreign & Commonwealth Office  
Ministry of Education & Science, Kazakhstan  
Ministry of Finance, Japan  
Nat. Bank of Poland

Norwegian Bar Association  
Royal Embassy of Saudi Arabia  
Swedish Parliament  
Swedish Union of Journalists  
Swiss Post  
University Hassan II, Morocco

# It's not what we say that's important – it's what our clients think that really matters



**Shinichi Uchiyama**  
Japan

Shinichi works in the Human Resources Department at ING Life Insurance in Japan. His line manager is British and he uses English in various areas of his role, most crucially in meetings. He studied International Business Communication in preparation for our English for HR Professionals course, which helped him to improve his soft-skills, to facilitate discussions more effectively and to improve his vocabulary and his confidence in meetings.

Shinichi says “One of the most impressive aspects of my course was the feedback. My trainers shared a lot of constructive feedback with me, which was especially useful as it was provided in writing, making it much easier for me to review afterwards and to improve my performance”.



**Anne-Marie Buchert**  
France

Anne-Marie is a Research Laboratory Manager for Rousselot, who produce collagen for the pharmaceutical and confectionery industries. The company was recently bought by a Dutch organisation, and now the majority of internal communication is done in English. Anne-Marie came to the school with the aim of improving her general communication skills in English, but particularly focusing on language for meetings, presentations and telephoning.

Anne-Marie says “This is my third time in this school. I chose the LSE because the methods of teaching, tools and course structure are efficient. The opportunity to practise my English with students from all over the world is wonderful. The friendly atmosphere makes learning English a pleasure”.



# Making the most of your day



Your English training is obviously at the heart of your programme, but every part of your day with us is an opportunity to practise and contributes to the achievement of your goals. Here is an outline of what you can expect from **a typical day on our International Business Communication (IBC) course:**

**07:30**

Breakfast with your host family or at your hotel or residence. Talk about the day ahead or start to think about what you have planned for the day.

**08:30**

Walk or take public transport to Holland Park and start the day with a coffee and newspapers in our restaurant.

**09:00**

Your training day begins. Morning sessions include developing your active vocabulary, reviewing structures and accuracy, networking skills, listening skills – all in a professional context. We take a 20 minute morning break, which gives you an opportunity to network with other participants.

**12:30**

Lunch break lasts for 75 minutes. Most clients choose to eat lunch prepared by our chefs in the school restaurant. This is a great opportunity to practise your social English with other clients and trainers. You may also want to check your e-mail or catch up with what is happening back at your office.





**13:45**

The afternoon training session begins. Afternoon sessions include role plays, meeting simulations, problem solving and negotiations. There is a 15 minute mid-afternoon break.

**17:00**

The structured, trainer-based part of the day ends here. Many clients choose to prepare tasks for the following day or catch up on their work or e-mails. The building remains open until 20:00.




**17:30**

You may wish to join one of our evening social activities, which are usually accompanied by trainers, or simply enjoy what London has to offer. Speak to our concierge for suggestions on how to make the most of your free time.

**20:00**

You can enjoy dinner with your host family, which provides plenty of opportunities for further conversation practice. Many of our clients form strong friendships with their hosts during their stay. If you are staying in a hotel or residence, you may choose to join your colleagues at a pub or restaurant for the evening.





I found an interesting  
multicultural environment  
where I could compare myself  
with other professionals from  
around the world.

**Luca Fresi**  
Italy



# Courses for experienced professionals



The course is very useful. I made huge progress and will now definitely be more precise in English.

**Laura Tuebayeva**  
Maersk Oil  
Kazakhstan

The courses in this section are designed for people who have been working for a number of years. If you're not sure what is most suitable for you, please do ask us.

Here are some of the reasons these programmes are so successful:

- ▶ They bring together like-minded people who have similar backgrounds or are at similar stages in their careers.
- ▶ They are perfect for experienced professionals who do not want to work with younger colleagues.
- ▶ They offer an ideal opportunity to learn from the experiences of others.
- ▶ All courses enable participants to become more effective in meetings, in making presentations and in their use of informal English.
- ▶ Every course has a strong cross-cultural element. You will have an ideal opportunity to see issues from a fresh perspective.
- ▶ Many of the courses have an external component, such as a specialist speaker, workshop or external visit. These help to make the courses as practical and varied as possible.
- ▶ The emphasis is on teaching practical skills that can be applied in the workplace immediately.

**Our courses can be hard work and we make no apology for that.**

The courses are demanding and are designed to make the most of every minute. Our clients have no time to waste and want to make progress throughout their stay with us.

We have trained many thousands of clients over the years. They make fast, practical progress, whilst also enjoying their time with us.



Scan this code to link to our  
Business & Professional  
course pages

# Courses for experienced professionals

## Factcheck CEE

|                 |  |
|-----------------|--|
| <b>Group</b>    | Maximum 8  |
| <b>Age</b>      | Minimum 23; Average 39   |
| <b>Hours</b>    | 25 hrs/wk (15 x 60 mins) + (10 x 60 mins) or 15hrs/wk (15 x 60 mins, morning only) |
| <b>Times</b>    | 09.00 - 16.00 Monday - Friday (morning only 09.00 - 12.30 Monday - Friday)         |
| <b>Length</b>   | 1-8 weeks  |
| <b>Schedule</b> | Start any Monday   |
| <b>Level</b>    | <b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b> <b>8</b> <b>9</b>   |

## Factcheck IBC

|                 |  |
|-----------------|--|
| <b>Group</b>    | Maximum 6  |
| <b>Age</b>      | Minimum 25; Average 42   |
| <b>Hours</b>    | 30 hrs/wk (30 x 60 mins)   |
| <b>Times</b>    | 09.00 - 17.00 Monday - Friday  |
| <b>Length</b>   | 1-6 weeks  |
| <b>Schedule</b> | Start any Monday   |
| <b>Plus...</b>  | One workshop with an external guest speaker and one Business Breakfast per week  |
| <b>Level</b>    | <b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b> <b>8</b> <b>9</b> |

## Factcheck CSB

|                 |  |
|-----------------|--|
| <b>Group</b>    | Maximum 6  |
| <b>Age</b>      | Minimum 25; Average 35   |
| <b>Hours</b>    | 30 hrs/wk (30 x 60 mins)   |
| <b>Times</b>    | 09.00 - 17.00 Monday - Friday  |
| <b>Length</b>   | 1 week   |
| <b>Schedule</b> | Fixed start dates  |
| <b>Plus...</b>  | One external speaker per week  |
| <b>Level</b>    | <b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b> <b>8</b> <b>9</b> |

See flap at the back of this brochure for details of level scales

## Communicating Effectively in English (CEE)

If you are a working professional and need to improve your English language skills in both a work and general context, then this is the course for you. The course appeals to a wide range of professionals who do not necessarily require a business focus.

 [www.londonschool.com/cee](http://www.londonschool.com/cee)

Combi  
Course  
Available  
See P18

## International Business Communication (IBC)

This course is designed for people who want a business focus in their language training. Negotiating deals, presenting facts and figures, financial reporting – these areas are all covered here. Participants will discuss issues of effective leadership and management theory.

 [www.londonschool.com/ibc](http://www.londonschool.com/ibc)

Combi  
Course  
Available  
See P18

## Communication Skills for Bankers (CSB)

This course is similar in structure to our International Business Communication course, but brings together groups of people from a banking and finance background, ensuring that the focus is entirely on the language and situations typical of this sector. Most participants come from a corporate background.

 [www.londonschool.com/csb](http://www.londonschool.com/csb)

#### Factcheck EHR

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|                 |   |   |   |   |   |   |   |   |   |   |
|-----------------|---|---|---|---|---|---|---|---|---|---|
| <b>Group</b>    | Maximum 6   |   |   |   |   |   |   |   |   |   |
| <b>Age</b>      | Minimum 25; Average 39  |   |   |   |   |   |   |   |   |   |
| <b>Hours</b>    | 30 hrs/wk (30 x 60 mins)  |   |   |   |   |   |   |   |   |   |
| <b>Times</b>    | 09.00 - 17.00 Monday - Friday   |   |   |   |   |   |   |   |   |   |
| <b>Length</b>   | 1 week  |   |   |   |   |   |   |   |   |   |
| <b>Schedule</b> | Fixed start dates   |   |   |   |   |   |   |   |   |   |
| <b>Plus...</b>  | One external speaker per week   |   |   |   |   |   |   |   |   |   |
| <b>Level</b>    | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr></table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1               | 2   | 3 | 4 | 5 | 6 | 7 | 8 | 9 |   |   |

#### Factcheck EOG

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|                 |   |   |   |   |   |   |   |   |   |   |
|-----------------|---|---|---|---|---|---|---|---|---|---|
| <b>Group</b>    | Maximum 6   |   |   |   |   |   |   |   |   |   |
| <b>Age</b>      | Minimum 25; Average 44  |   |   |   |   |   |   |   |   |   |
| <b>Hours</b>    | 30 hrs/wk (30 x 60 mins)  |   |   |   |   |   |   |   |   |   |
| <b>Times</b>    | 09.00 - 17.00 Monday - Friday   |   |   |   |   |   |   |   |   |   |
| <b>Length</b>   | 1 week  |   |   |   |   |   |   |   |   |   |
| <b>Schedule</b> | Fixed start dates   |   |   |   |   |   |   |   |   |   |
| <b>Level</b>    | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr></table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1               | 2   | 3 | 4 | 5 | 6 | 7 | 8 | 9 |   |   |

#### Factcheck EPS

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|                 |   |   |   |   |   |   |   |   |   |   |
|-----------------|---|---|---|---|---|---|---|---|---|---|
| <b>Group</b>    | Maximum 6   |   |   |   |   |   |   |   |   |   |
| <b>Age</b>      | Minimum 25; Average 44  |   |   |   |   |   |   |   |   |   |
| <b>Hours</b>    | 30 hrs/wk (30 x 60 mins)  |   |   |   |   |   |   |   |   |   |
| <b>Times</b>    | 09.00 - 17.00 Monday - Friday   |   |   |   |   |   |   |   |   |   |
| <b>Length</b>   | 1 week  |   |   |   |   |   |   |   |   |   |
| <b>Schedule</b> | Fixed start dates   |   |   |   |   |   |   |   |   |   |
| <b>Plus...</b>  | A visit to the Houses of Parliament, when in session  |   |   |   |   |   |   |   |   |   |
| <b>Level</b>    | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr></table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1               | 2   | 3 | 4 | 5 | 6 | 7 | 8 | 9 |   |   |

See flap at the back of this brochure for details of level scales

## English for Human Resources Professionals (EHR)

This course covers a number of situations typically faced by HR professionals. The focus is mostly on interviewing, conducting appraisals, aspects of employment law, negotiating and disciplinary procedures.

 [www.londonschool.com/ehr](http://www.londonschool.com/ehr)

## English for the Oil and Gas Industries (EOG)

This course helps professionals from this sector work effectively in multi-cultural environments. Whether your focus is upstream or downstream, we help you to communicate more effectively with others working within this industry.

 [www.londonschool.com/eog](http://www.londonschool.com/eog)

## English for the Public Sector (EPS)

The focus here is on chairing and participating in international meetings and conducting bilateral and multilateral negotiations with greater effectiveness. You will leave with greater confidence when working with official texts, making speeches and working with public bodies such as the EU, UN, NATO and WTO.

 [www.londonschool.com/eps](http://www.londonschool.com/eps)

# Courses for experienced professionals

## Factcheck LCO

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|                 |   |   |   |   |   |   |   |   |   |   |
|-----------------|---|---|---|---|---|---|---|---|---|---|
| <b>Group</b>    | Maximum 6   |   |   |   |   |   |   |   |   |   |
| <b>Age</b>      | Minimum 25; Average 35  |   |   |   |   |   |   |   |   |   |
| <b>Hours</b>    | 30 hrs/wk (30 x 60 mins)  |   |   |   |   |   |   |   |   |   |
| <b>Times</b>    | 09.00 - 17.00 Monday - Friday   |   |   |   |   |   |   |   |   |   |
| <b>Length</b>   | 1 week  |   |   |   |   |   |   |   |   |   |
| <b>Schedule</b> | Fixed start dates   |   |   |   |   |   |   |   |   |   |
| <b>Plus...</b>  | 3 external speakers<br>Visits to the civil courts<br>and to a law firm  |   |   |   |   |   |   |   |   |   |
| <b>Level</b>    | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr></table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1               | 2   | 3 | 4 | 5 | 6 | 7 | 8 | 9 |   |   |

## Factcheck LPS

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|                 |   |   |   |   |   |   |   |   |   |   |
|-----------------|---|---|---|---|---|---|---|---|---|---|
| <b>Group</b>    | Maximum 6   |   |   |   |   |   |   |   |   |   |
| <b>Age</b>      | Minimum 25; Average 41  |   |   |   |   |   |   |   |   |   |
| <b>Hours</b>    | 30 hrs/wk (30 x 60 mins)  |   |   |   |   |   |   |   |   |   |
| <b>Times</b>    | 09.00 - 17.00 Monday - Friday   |   |   |   |   |   |   |   |   |   |
| <b>Length</b>   | 1 week  |   |   |   |   |   |   |   |   |   |
| <b>Schedule</b> | Fixed start dates   |   |   |   |   |   |   |   |   |   |
| <b>Plus...</b>  | A visit to the Houses of<br>Parliament, when in session   |   |   |   |   |   |   |   |   |   |
| <b>Level</b>    | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr></table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1               | 2   | 3 | 4 | 5 | 6 | 7 | 8 | 9 |   |   |

## Factcheck LSE

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|                 |   |   |   |   |   |   |   |   |   |   |
|-----------------|---|---|---|---|---|---|---|---|---|---|
| <b>Group</b>    | Maximum 8   |   |   |   |   |   |   |   |   |   |
| <b>Age</b>      | Minimum 25  |   |   |   |   |   |   |   |   |   |
| <b>Hours</b>    | 30 hrs/wk (30 x 60 mins)  |   |   |   |   |   |   |   |   |   |
| <b>Times</b>    | 09.00 - 17.00 Monday - Friday   |   |   |   |   |   |   |   |   |   |
| <b>Length</b>   | 1 week  |   |   |   |   |   |   |   |   |   |
| <b>Schedule</b> | Fixed start dates   |   |   |   |   |   |   |   |   |   |
| <b>Plus...</b>  | One guest speaker per course  |   |   |   |   |   |   |   |   |   |
| <b>Level</b>    | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr></table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1               | 2   | 3 | 4 | 5 | 6 | 7 | 8 | 9 |   |   |

See flap at the back of this brochure for details of level scales

## Legal English: Commercial Lawyers (LCO)

Lawyers need to use specialised legal language effectively, so this course focuses on a number of legal topics and case studies. You will develop key areas including the language of negotiations, contract drafting and litigation. In addition, there will be visits from three practising lawyers, guaranteeing up to date professional input and providing personal feedback on a contract drafting task.

 [www.londonschool.com/lco](http://www.londonschool.com/lco)

## Legal English: Public Sector Lawyers (LPS)

This course will help you to become more effective in international meetings and negotiations. Topics include EU institutions and legislative procedures, administrative law and employment law.

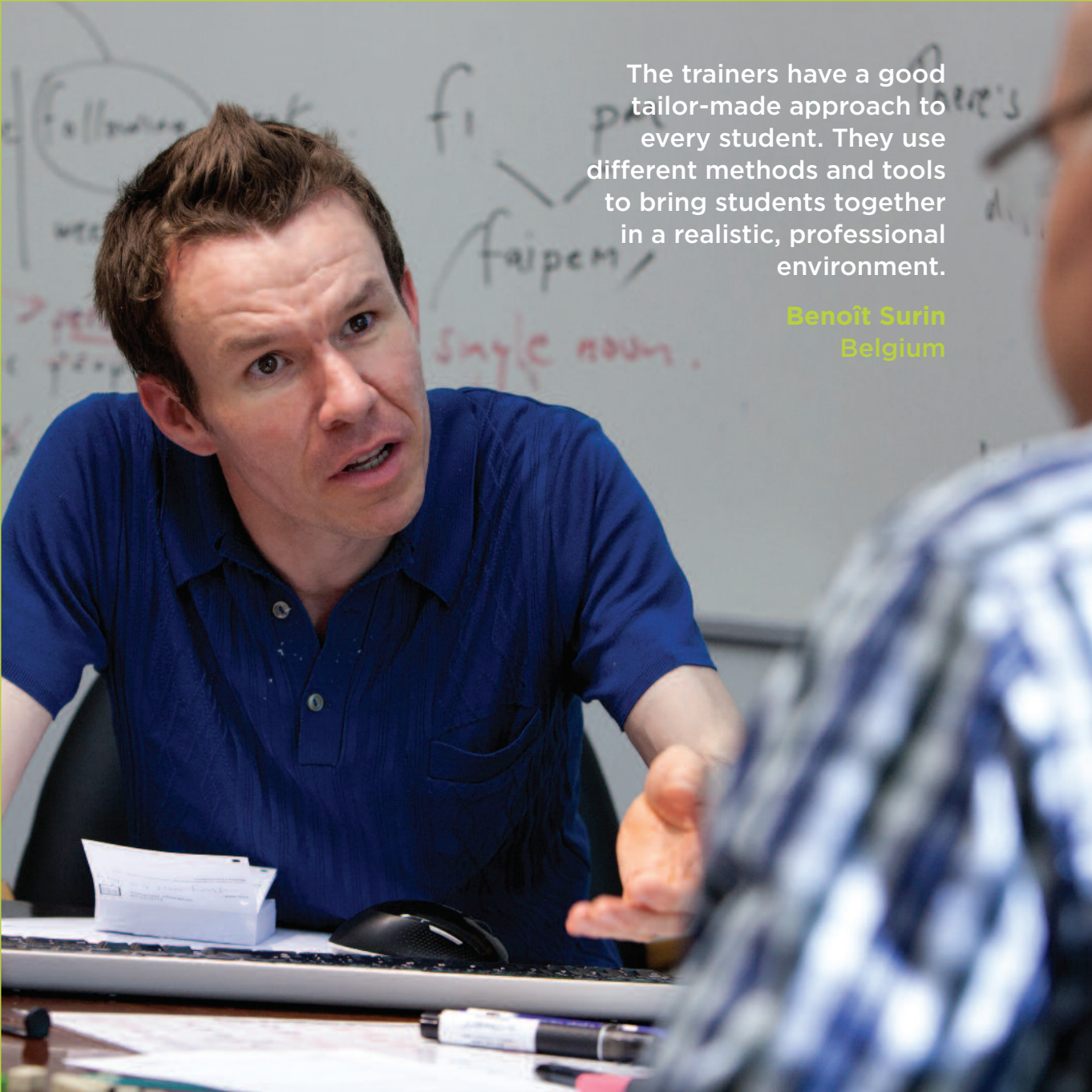
 [www.londonschool.com/lps](http://www.londonschool.com/lps)

## Lecturing Skills in English (LSE) - New for 2013

This course is designed for university and college lecturers who are not native speakers but who use English as the language of instruction. You will explore the main features of good lectures and seminars, the language used for structuring and delivering an effective lecture and the issues that international students face when adapting to a Western learning environment. You will also have substantial practice opportunities to give mini-lectures and lead seminars and tutorials.

 [www.londonschool.com/lse](http://www.londonschool.com/lse)





The trainers have a good tailor-made approach to every student. They use different methods and tools to bring students together in a realistic, professional environment.

**Benoît Surin**  
Belgium

# Courses for young professionals



These courses are ideal for people who are at the start of their professional careers. You may still be at university or perhaps you have been working for 2 or 3 years. If you're not sure whether one of these courses is suitable for you, please do ask us.

Our young professionals programme is successful because the courses:

- ▶ Offer language training with a professional focus – very different from the general English which most people have studied at school or university.
- ▶ Offer an opportunity to share the experiences of others who are at a similar stage of their careers.
- ▶ Help participants to become more effective in meetings, in making presentations and in their use of informal English.
- ▶ Have a strong cross-cultural element, giving participants an ideal opportunity to see issues from an entirely new perspective.
- ▶ Have an external component, such as a specialist speaker, workshop or external visit. These are included to make the courses as practical and varied as possible.
- ▶ Develop the practical skills required for participants to succeed in a constantly-evolving global workplace.
- ▶ Are demanding and are designed to make the most of every minute – participants are very motivated to make fast progress.

## No pain, no gain!

These courses give excellent results and are very enjoyable, but making fast progress is never easy and we make no apology for the fact that they are also hard work.



Scan this code for information on Young Professional courses on our website

#### Factcheck YBE

|                 |   |
|-----------------|---|
| <b>Group</b>    | Maximum 10  |
| <b>Age</b>      | 20-30; Average 25   |
| <b>Hours</b>    | 24 hrs/wk (24 x 60 mins)                                  |
| <b>Times</b>    | 09.30 - 16.00 Monday - Friday                             |
| <b>Length</b>   | 1-8 weeks   |
| <b>Schedule</b> | Start any Monday  |
| <b>Plus...</b>  | One business lecture (from a visiting speaker) every week |
| <b>Level</b>    | <b>1 2 3 4 5 6 7 8 9</b>                                  |

#### Factcheck LYL

|                 |   |
|-----------------|---|
| <b>Group</b>    | Maximum 10  |
| <b>Age</b>      | 20-30; Average 25   |
| <b>Hours</b>    | 24 hrs/wk (24 x 60 mins)  |
| <b>Times</b>    | 09.30 - 16.00 Monday - Friday   |
| <b>Length</b>   | 3 weeks   |
| <b>Schedule</b> | Fixed start dates   |
| <b>Plus...</b>  | 3 visiting speakers and external visits to the criminal court, civil court and Houses of Parliament, when in session. Includes Word Mine - Legal English online course access |
| <b>Level</b>    | <b>1 2 3 4 5 6 7 8 9</b>  |

#### Factcheck EYE

|                 |                               |
|-----------------|-------------------------------|
| <b>Group</b>    | Maximum 10                    |
| <b>Age</b>      | 20-30; Average 25             |
| <b>Hours</b>    | 24 hrs/wk (24 x 60 mins)      |
| <b>Times</b>    | 09.30 - 16.00 Monday - Friday |
| <b>Length</b>   | 2 weeks                       |
| <b>Schedule</b> | Fixed start dates             |
| <b>Plus...</b>  | One guest speaker per course  |
| <b>Level</b>    | <b>1 2 3 4 5 6 7 8 9</b>      |

See flap at the back of this brochure for details of level scales

## Young Business English (YBE)

Some schools offer 'Business English' courses which are mostly General English with a few extra Business English lessons. Our Young Business English course is very different. It has a 100% business focus. Designed for people with limited business experience, it includes the language of negotiations, meetings, presentations, emails, report writing and many situations that a young professional will face in an international business environment, including the all-important step of getting a job in English.

 [www.londonschool.com/ybe](http://www.londonschool.com/ybe)

Many people taking this course also take one of our business English exam preparation courses - see page 16 for more information.

## Legal English: Young Lawyers (LYL)

This 3-week course covers a range of legal topics with a focus on contract drafting, legal case studies, negotiations and participation in meetings - everything you need to become an effective communicator in a legal context. The course also includes 6 months' access to our Word Mine online legal vocabulary course.

 [www.londonschool.com/lyl](http://www.londonschool.com/lyl)

Many people taking this course also take one of our legal English exam preparation courses - see page 16 for more information.

## English for Young Engineers (EYE)

This 2-week course helps participants to communicate more effectively when discussing technical matters. The focus is on improving communications with clients, colleagues and sub-contractors. Participants will be able to make presentations on technical matters with greater confidence.

 [www.londonschool.com/eye](http://www.londonschool.com/eye)

Combi  
Course  
Available  
See P18

# Examination courses

We offer a range of examination courses to help people gain a competitive edge in the jobs market. The courses are available with either a business or a legal focus.

## Factcheck BEC

|                 |                               |
|-----------------|-------------------------------|
| <b>Group</b>    | Maximum 10                    |
| <b>Age</b>      | Minimum 18; Average 27        |
| <b>Hours</b>    | 24 hrs/wk (24 x 60 mins)      |
| <b>Times</b>    | 09.30 - 16.00 Monday - Friday |
| <b>Length</b>   | 4 weeks                       |
| <b>Schedule</b> | Fixed start dates             |
| <b>Level</b>    | BEC-V                         |
|                 | 1 2 3 4 5 6 7 8 9             |
| <b>Level</b>    | BEC-H                         |
|                 | 1 2 3 4 5 6 7 8 9             |

## Factcheck TOLES and ILEC

|                 |   |
|-----------------|---|
| <b>Group</b>    | Maximum 10                                      |
| <b>Age</b>      | Minimum 20; Average 25                          |
| <b>Hours</b>    | 24 hrs/wk (24 x 60 mins)                        |
| <b>Times</b>    | 09.30 - 16.00 Monday - Friday                   |
| <b>Length</b>   | 1 - 2 weeks (TOLES)<br>3 weeks (ILEC)           |
| <b>Schedule</b> | Fixed start dates after<br>Young Lawyers course |
| <b>Level</b>    | 1 2 3 4 5 6 7 8 9                               |

See flap at the back of this brochure for details of level scales



Scan this code for information about examinations on our website

## Business English examinations

Cambridge ESOL Exam Preparation Centre

The Cambridge Business English Certificate (BEC) examinations are becoming increasingly popular as a way of proving competence in the use of commercial English. These intensive 4-week preparation courses give you the best chance of success and are offered at two levels:

BEC Vantage

BEC Higher

[www.londonschool.com/exams](http://www.londonschool.com/exams)

## Legal English examinations

The following two courses can only be taken after our Legal English: Young Lawyers course.

### TOLES (Test of Legal English Skills)

This examination has a practical legal focus covering reading and writing. It is recognised internationally and by the Law Society of England and Wales.

[www.londonschool.com/toles](http://www.londonschool.com/toles)

### ILEC (International Legal English Certificate)

Cambridge ESOL Exam Preparation Centre

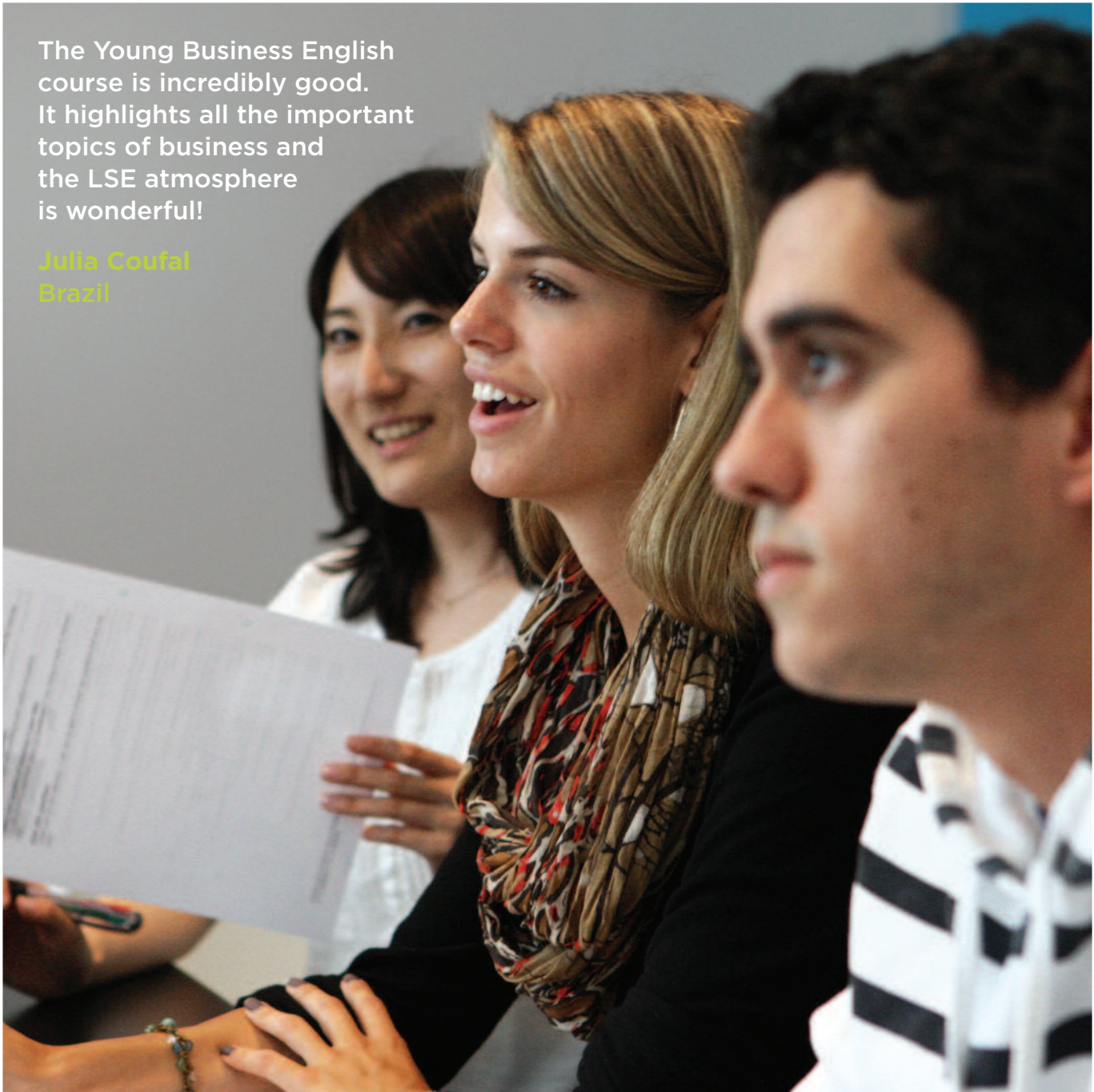
This 3-week course has a strong academic legal focus and covers reading, writing, listening and speaking skills. The examination is recognised by several international legal associations.

[www.londonschool.com/ilec](http://www.londonschool.com/ilec)



The Young Business English course is incredibly good. It highlights all the important topics of business and the LSE atmosphere is wonderful!

**Julia Coufal**  
Brazil



# Individual Tuition

## Factcheck IND

|                 |   |
|-----------------|---|
| <b>Group</b>    | 1:1 (2:1 or 3:1)                                    |
| <b>Age</b>      | Minimum 18; Average 43                              |
| <b>Hours</b>    | 15-30hrs/wk (flexible)                              |
| <b>Times</b>    | Flexible so that evenings and weekends are possible |
| <b>Length</b>   | Flexible  |
| <b>Schedule</b> | Start any Monday                                    |
| <b>Level</b>    | <b>1 2 3 4 5 6 7 8 9</b>                            |

See flap at the back of this brochure for details of level scales



Scan this code for information on Individual Tuition on our website

## Individual Tuition (IND)

If people have very specific needs, individual tuition may be the best way for us to help them. They may want to focus on a specific subject or sector, to focus on a particular area such as making a presentation, or to focus on a particular area such as vocabulary or grammar. Friends and colleagues at a similar level of English with similar learning objectives can also benefit from 2:1 or 3:1 tuition.

[www.londonschool.com/ind](http://www.londonschool.com/ind)

## Combination Courses

The best of both worlds. Some of our courses can be organised so that you spend half your day in a group and half your day with individual tuition. This combines the benefits of a group environment with highly personal attention.

[www.londonschool.com/combi](http://www.londonschool.com/combi)

## Voice Training

If you already have a good command of English and want to focus on improving your accent, formal or public speaking or voice projection, then Voice Training can help you. Our professional voice coaches help you make real progress in just a few hours by adding sessions to the end of your day. We recommend a minimum purchase of 5 hours.

[www.londonschool.com/voice](http://www.londonschool.com/voice)

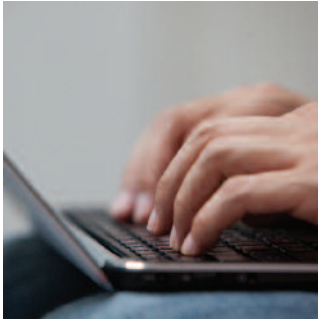
## Special courses: tailor made training in London and beyond

If a company or organisation has a number of staff with similar needs, a tailor-made course can be perfect. It allows complete flexibility of length, date, subject matter, even location. We have provided such programmes for a wide variety of sectors.

[specials@londonschool.com](mailto:specials@londonschool.com)



# Improve your English at any time – and from anywhere in the world!



The structure of the course is excellent, and most importantly I can study at any time. The weekly contact is very important and helps me maintain my schedule.

**Gilberto Freitas**  
Scania Latin America

The internet now gives everyone access to a virtual learning environment, so you can study when and where it suits you. A range of approaches makes learning enjoyable and productive.

Our e-learning courses help you to improve your English:

- ▶ in preparation for a course with us, before you come to London
- ▶ to reinforce what you have learned after you have left us
- ▶ if you are too busy or do not have the opportunity to come to London at all

On our e-learning courses you will benefit from:

- ▶ a wide range of interactive and challenging activities
- ▶ modules and tasks based around a variety of business and social situations
- ▶ modules and tasks designed so that you can study in small, manageable units
- ▶ regular online support to guide you through your studies and help your motivation

 [www.londonschoolonline.com](http://www.londonschoolonline.com)



Scan this code for  
information on online  
courses on our website



I'm very happy with my homestay accommodation. My hosts are very kind, the cooking is very good and they have helped me to discover interesting places in London. The journey to school is really convenient, I can take the bus or walk.

**Takafumi Katakura**  
Hitachi





# Accommodation



My homestay was just 10 minutes on foot to the school. That was great, very convenient. The family was also very friendly, I liked everything very much.

**Kateryna Nedbaylo**  
Ukraine



Scan this code for information about accommodation on our website

For most people the choice of accommodation in London is extremely important. We offer you the following options:

## Homestay

This is a great way to ensure that you are speaking English at every opportunity during your stay. Many of our hosts are professional working people who can give you an insight into British life. Our homestays are in good, safe areas typically within 30 minutes of our centres, and offer wifi connection.

[www.londonschool.com/homestay](http://www.londonschool.com/homestay)

## Hotels

Not everyone wants to live in homestay, so we have arranged preferential rates with a range of 3\*, 4\* and 5\* hotels.

[www.londonschool.com/accommodation/hotels](http://www.londonschool.com/accommodation/hotels)

## Serviced apartments

Serviced apartments offer a 'home away from home', but are less expensive than a hotel. The apartments typically offer 4\* facilities, generous space and excellent locations.

[www.londonschool.com/accommodation/serviced-apartments](http://www.londonschool.com/accommodation/serviced-apartments)

## Residences

We have a range of year-round and summer-only residences, which offer good value accommodation particularly suitable for those who want complete independence or who want to cook for themselves.

[www.londonschool.com/accommodation/residences](http://www.londonschool.com/accommodation/residences)

# Our services and facilities



The food is excellent. Congratulations to the chef!

Karine Grasset  
France



We ensure that all your needs are looked after throughout your stay with us and offer the following additional services:

## Social programme

We all need to relax after a busy day. Our organised social programme gives you an opportunity to experience London and practise your English in the company of your new friends from the school.

## Restaurant service

Our chefs prepare locally-sourced, organic food wherever possible. Most people buy a weekly restaurant pass which gives access to morning snacks and lunch for a modest weekly fee. The restaurant also provides an ideal opportunity for you to practise your English in a relaxed and informal environment.

## Technical facilities

Many people want to stay in touch with home or work when they are here, so we provide high-speed wifi access in the school and in accommodation. As you might expect, all our computers support all major non-European scripts.

## Additional learning facilities

In addition to access to the internet and email, our computers offer free access to our online learning modules, so you can continue to study even when your classes have finished for the day.

## Concierge

Talk to our Reception Manager for help and advice on booking tickets, restaurants and getting tips on how best to enjoy London. We even have our own guide book which has plenty of suggestions.

**All the staff at the school want to help you to make the most of your time. So whatever support or advice you need, just ask us - we're here to help.**

 [www.londonschool.com/services](http://www.londonschool.com/services)

# A great choice for study outside London



**CLT (Canterbury Language Training)** was founded in 1991 as an independent arm of The London School of English Group. It has a unique approach to communication skills training for business and professional people, providing a true total immersion environment.

Designated a World Heritage Site by UNESCO, Canterbury is a historic city just an hour from London that simply must be seen. The combination of this wonderful location, the very high quality of English language training for professionals and fantastic accommodation choices makes CLT the ideal place for anyone looking for an unforgettable, and authentically English, experience.



**A case study: Carmen Sanchez Diaz**  
Head of International Strategic Marketing at France Telecom - ORANGE.

Carmen works with 14 ORANGE countries and her working language is English. She has followed three one-week combination courses at CLT over a three year period. CLT helped her to build up general communication skills for business and to improve specific skills related to pronunciation and writing.

She writes about her experience: 'The CLT trainers are very qualified and the lessons were adapted to my needs and my goals. The working environment is very pleasant and the staff very welcoming. All in all a truly enriching experience.'



**CLT (Canterbury Language Training)**

73 Castle Street, Canterbury, Kent CT1 2QD  
+44 1227 760 000  
office@clt.com

 [www.clt.com](http://www.clt.com)

# Level Scale

| Level | Description        | CEFR*   |      |
|-------|--------------------|---|------|
| 9     | Very Advanced      | I can speak fluently and understand completely.   | C2   |
| 8     | Advanced           | I speak and understand very well but sometimes have problems with unfamiliar situations and vocabulary.                         | C2   |
| 7     | Pre-Advanced       | I speak and understand well but still make mistakes and fail to make myself understood occasionally.                            | C1   |
| 6     | Upper Intermediate | I can communicate without much difficulty but still make quite a lot of mistakes and misunderstand sometimes.                   | B2   |
| 5     | Intermediate       | I can speak and understand reasonably well and can use basic tenses but have problems with more complex grammar and vocabulary. | B1-2 |
| 4     | Low Intermediate   | I can make simple sentences and can understand the main points of a conversation but need much more vocabulary.                 | B1   |
| 3     | Pre-Intermediate   | I can communicate simply and understand in familiar situations, but only with some difficulty.                                  | A2   |
| 2     | Elementary         | I can say and understand a few things in English.   | A1   |
| 1     | Beginner           | I do not speak any English.   |      |

The school's level scale matches IELTS. When a student has finished working at a level s/he should achieve this score on an IELTS test.

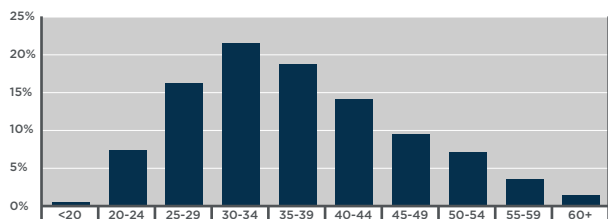
\*Common European Framework of Reference for Languages of the Council of Europe

# About our clients

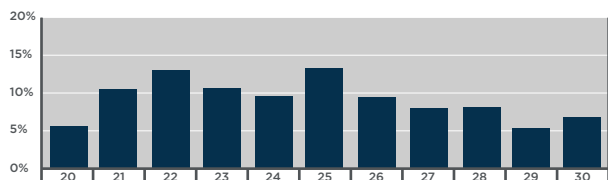
Our clients come from many different backgrounds, professions and countries. This mix will make your course with us truly stimulating, productive and enjoyable.

## Age profile

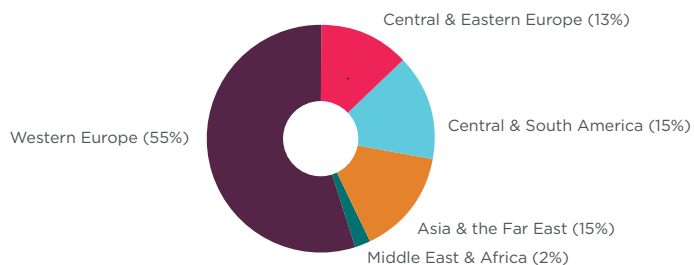
Age profile of participants on all scheduled courses except Young Professionals (Average age **38**).



Age profile of participants on Young Professionals courses (Average age **25**).



## Where our clients come from



Number of nationalities in 2011/12: **63**

[www.londonschool.com/clients](http://www.londonschool.com/clients)

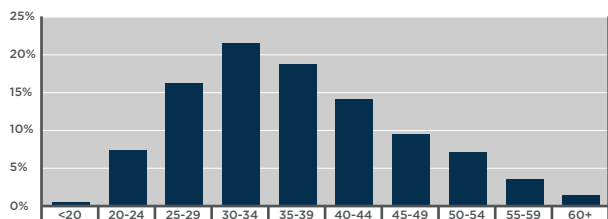


# About our clients

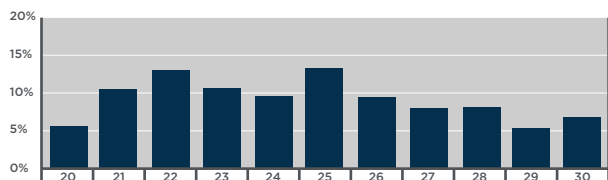
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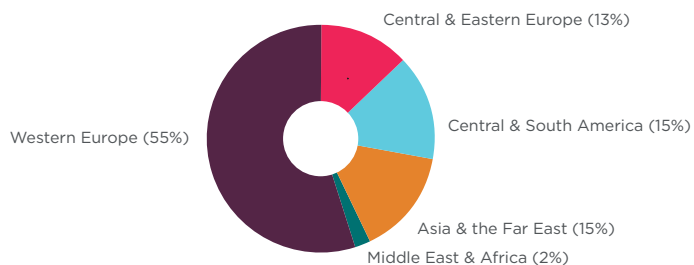
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## Where our clients come from



Number of nationalities in 2011/12: **63**

[www.londonschool.com/clients](http://www.londonschool.com/clients)

# Next steps...



We are here to help you, not to pressure you, so feel free to contact one of our advisers to discuss your needs further. You can contact us as follows:

## By telephone

+44 20 7605 4142 (Sales enquiries)  
+44 20 7605 4123 (All other enquiries)  
(Lines are open Monday - Friday, 08.30 - 17.30)

## By email

[sales@londonschool.com](mailto:sales@londonschool.com)

## Our website

[www.londonschool.com](http://www.londonschool.com)

## To book a course

[www.londonschool.com/booking](http://www.londonschool.com/booking)

## Address

15 Holland Park Gardens, London W14 8DZ



Scan this code to visit our website

