



The English Language Centre

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Intensive Business Course and Intensive Banking and Finance Course 2010

The English Language Centre offers courses designed for business clients who require a specialised programme of English tuition. These courses combine group tuition and private one-to-one sessions with a personal tutor. All our courses are accredited by the British Council and EAQUALS, and we are a member of English UK.

- Students must be 18 years or older*.
 - Students can start their course on any Monday (please note availability is limited in the summer).
 - Students are placed in the appropriate class for the General English morning lessons, following a diagnostic placement test. We always have a minimum of 6 different levels in the school.
 - Adult General English classes have a maximum of 14 students, with an average of 12 in the summer and an average of 9 during the rest of the year
 - We accept students from Intermediate to Advanced levels for these courses.
 - One-to-one lessons are for one individual client (closed group Business & Finance courses available).
- * 85% of the students in our General English classes are aged 21 years or above.

Course Options and Content

1a) Intensive 5 for Business

1b) Intensive 5 for Banking and Finance

20 hours per week (15 hours general group tuition, and 5 hours one-to-one business/finance)

The group classes within this course focus on grammar, vocabulary and pronunciation.

2a) Intensive 10 for Business

2b) Intensive 10 for Banking and Finance

25 hours per week (15 hours general group tuition, and 10 hours one-to-one business/finance)

The group classes within this course focus on grammar, vocabulary and pronunciation.

A typical day's timetable for the two courses above could be:

09.15 – 10.45	Course work covering essential grammar components and language structures (group lesson)
10.45 – 11.15	Break
11.15 – 12.45	Reinforcement of new structures, vocabulary development and practice in the 4 skills of speaking, listening, reading and writing (group lesson)
12.45 – 13.45	Lunch break
13.45	One hour (Intensive 5) or two hours (Intensive 10) one-to-one tuition

3a) Intensive 10 Communication for Business

3b) Intensive 10 Communication for Banking and Finance

19 hours per week (10 hours one-to-one business/finance, and 9 hours general group tuition)
The group classes within this course focus on communication skills.

A typical day's timetable for 'Intensive 10 Communication' could be:

10.30 – 12.45	One-to-one tuition for two hours - 'business' or 'finance and banking' (incl. 15 min break). Subjects (chosen by student) could include vocabulary and functional English, presenting statistics, negotiating and correspondence.
12.45 – 13.45	Lunch break
13.45 – 14.45	Communicative activities and skills (group lesson)
14.45 – 15.00	Break
15.00 – 16.00	Projects, functional English, discussions and debates (group lesson)

Please note that lessons finish at 14.45 on a Friday.

4a) Super-Intensive for Business

4b) Super-Intensive for Banking and Finance

30 hours per week private one-to-one tuition, 6 hours per day (no group classes).

Intensive Business and Finance and Banking Course Fees

Courses (Choose 'Business' or 'Banking and Finance')	GBP per week 2010 (excluding summer)	GBP per week 2010 Summer Season (31 May to 27 August)
Intensive 5	400	450
Intensive 10	625	725
Intensive 10 Communication	560	670
Super-intensive	1,350	1,650
One-to-one tuition only	45 GBP per hour	55 GBP per hour

We can also offer special rates for group courses for business clients – please ask for details.

In addition to tuition, the course fee also includes:

- Diagnostic entry test
- Full information package
- Regular progress tests (reports available to students as required)
- All books and materials
- Wireless internet and e-mail access
- Use of the Multimedia Centre and Library
- Services of Student Support Manager
- End of course certificate and final report (if required)
- Social programme: at least 2 evenings per week throughout the year. During the summer (31 May-27 August 2010), at least 3 evenings per week & an excursion every Saturday.

A non-returnable Registration Payment of 100 GBP is charged for all courses. This consists of 50 GBP enrolment fee and 50 GBP deposit which is credited towards the tuition fees.

10% discount for 24 weeks tuition or more (must be paid in advance to qualify)

15% discount for 36 weeks tuition or more (must be paid in advance to qualify)

Accommodation Fees

Standard Homestay	112 GBP per week
Executive Homestay	175 GBP per week

Homestay accommodation includes a single room, breakfast, and dinner each day (also lunch at the weekend), and basic laundry. Executive Homestay includes en-suite bathroom facilities. We ensure that no two students of the same mother tongue are staying with the same family. There is a non-returnable Accommodation Placement Fee of 50 GBP.

The school will be closed for the 2010 Christmas holiday from 18 December 2010 to 3 January 2011 inclusive. The school will also be closed for UK Bank Holidays on 2 and 5 April, 3 and 31 May, and 30 August 2010. On Bank Holiday Mondays (5 April, 3 and 31 May and 30 August 2010) full-day excursions are offered to students at no additional charge. On Friday 2 April, school-based activities will be offered to students at no additional charge.