

English for Business and Professional People 2010

Club 8 Courses (course numbers 21 to 25, 20-30 lessons per week)

One-to-One Courses (course numbers 26 to 29, 2-45 lessons per week)

Club 8 and One-to-One Courses

- Club 8 Intensive programmes are designed for young business and professional people and other highly motivated learners to improve confidence and fluency in English.
- Small group courses of 6-8 participants enable you to make rapid progress.
- Legal English option focuses on the language skills needed for communication in a legal setting and is suitable for law students and recently qualified lawyers.
- One-to-One lessons offer attention to individual language needs with opportunities for individual correction and feedback.
- Business English option focuses on the language skills for those who need English for work and international communication.

Course 21: Club 8 Intensive 20 lessons* per week

Class size: Average 6, maximum 8

Timetable: 9.00 – 13.00 Monday to Friday.

Course length: 1-12 weeks

Starting dates: Every Monday**

Levels: Elementary and above

Minimum age: 21

Course fees

| 1 week | 2 weeks | 3 wks | 4 wks | 6 wks | 8 wks | 10 wks | 12 wks |
|--------|---------|-------|--------|--------|--------|--------|--------|
| £339 | £611 | £878 | £1,106 | £1,482 | £1,780 | £2,224 | £2,645 |

Course 22: Club 8 Intensive and Business English 28 lessons* per week

Class size: Average 6, maximum 8

Timetable: 09.00 – 13.00 Monday to Friday (Intensive English) and 14.00 – 16.00 (Business English) Monday to Thursday ***

Course length: 1-12 weeks – if you wish to study for a longer period you can combine this course with Club 8 Intensive English.

Starting dates: Every Monday**

Levels: Intermediate and above

Minimum age: 21

Course fees

| | | | | | | | |
|--------|---------|-------|--------|--------|--------|--------|--------|
| 1 week | 2 weeks | 3 wks | 4 wks | 6 wks | 8 wks | 10 wks | 12 wks |
| £454 | £818 | £1173 | £1,479 | £1,981 | £2,377 | £2,972 | £3,535 |

Course 23: Club 8 Combination Course

- Combine the advantages of small group tuition with the benefits of individual attention to your precise language needs in this concentrated programme.
- Details as for **Course 21**, with 2 or more One-to-One lessons / week with content designed for each individual. We recommend 5 lessons per week, but you can choose fewer or more.
- Discounted rate of £53 per One-to-One lesson*

Course 24: Club 8 International Business Communication 28 lessons* per week

Class size: Average 6, maximum 8

Timetable: 9.00 – 13.00 Monday to Friday and 14.00 – 16.00 Monday to Thursday ***

Course length: 1-4 weeks – if you wish to study for a longer period you can combine this course with a Club 8 Intensive course.

Starting dates: July 26 (1-4 weeks); August 2 (1-3 weeks); August 09 (1-2 weeks); August 16 (1 week)

Levels: Intermediate and above

Minimum age: 21

Course fees

| 1 week | 2 weeks | 3 weeks | 4 weeks |
|--------|---------|---------|---------|
| £454 | £818 | £1,173 | £1,479 |

Course 25: Club 8 Intensive and Legal English 28 lessons* per week

Class size: Average 6, maximum 8

Timetable: 9.00 – 13.00 (Intensive English) Monday to Friday and 14.00 – 16.00 (Legal English) Monday to Thursday ***

Course length: 2 weeks – if you wish to study for a longer period you can combine this course with a Club 8 Intensive course.

Starting dates: July 05; July 19; August 02; August 16

Levels: Upper Intermediate and above

Minimum age: 21

Course fees

| |
|---------|
| 2 weeks |
| £818 |

* 1 lesson = 50 minutes. 28 lessons = 23.5 hours' tuition, 20 lessons = 17.5 hours' tuition,

** When Monday is a public holiday, courses start on the following Tuesday; April 06; May 04; June 01; August 31

*** When Monday is a public holiday, the Business English & Legal English classes will be held from Tuesday – Friday

Course Content

Intensive English: This course offers practical and relevant language skills if you have an immediate need for English. Following needs analysis, you will be placed in a group according to your level and individual requirements. The content of the lessons focuses on reviewing and extending the various language areas such as grammar, vocabulary, listening, reading, writing, speaking and pronunciation, building confidence and fluency through continual practice of the language.

Attention is also paid to reading and writing skills where appropriate but the emphasis is on developing listening and speaking abilities through a variety of classroom activities. Typical areas of language include, travelling, socialising, formal and informal meetings and telephoning. Attention to your individual needs is continued during the course through personal interviews with your teacher.

Business English: The course gives you the opportunity to improve your general English and practise the language skills needed at work including:

- telephoning
- negotiating
- attending meetings and giving presentations
- writing letters, faxes and emails
- writing reports
- business vocabulary for areas such as marketing, finance management and E-commerce

Legal English: The course focuses on the language skills needed for communication in a legal setting, including telephoning, negotiating and attending meetings

- There is practice of listening comprehension in a legal context
- You will revise key grammar structures, again in a legal context
- We also aim to expand your legal vocabulary for both criminal and civil law.

There will also be visits to legal London when possible – this will include a visit to the Old Bailey and the Civil Courts.

International Business Communication: Following needs analysis the programme is adapted to your individual needs and those of others in the group. The course gives you the opportunity to improve your general English and practise the language skills needed at work including:

- telephoning
- negotiating
- attending meetings and giving presentations
- writing letters, faxes, emails, and reports
- analysing and discussing graphs and figures
- socialising and entertaining

- business vocabulary for areas such as marketing, finance management and internet commerce

Also covered are pronunciation and grammar as well as reading and writing skills needed for work, travel and social situations. The course is practical and enjoyable and students will take part in role-plays, problem solving activities and presentations.

One-to-One Courses

- Completely personalised, intensive language training suitable for busy professional people and other who need to maximise their learning as quickly as possible
- Teachers experienced in teaching English to those in the business and professional world
- Courses are flexible and you may choose the number of hours you wish to study
- Separate area of the school for One-to-One training
- 4 week online course included before or after your course in London
- We organise special social events for those on One-to-One courses, including dinner at a London restaurant or a show or film in the West End.

Frances King One-to-One Centre

One-to-One courses mainly take place in our dedicated executive area on the top floor of our Kensington centre. We have 9 One-to-One teaching rooms arranged around a student area with the following facilities and services:

- PCs with fast Internet, email and wireless laptop connection
- Television, daily newspapers and a selection of magazines
- Free refreshments
- Help with planning your free time in London

Course Content

These are completely tailor-made programmes, in which your teachers will work closely with you to identify your needs and objectives. A One-to-One programme will quickly improve your **general or specialised** English. We cater for many **professional areas**, including marketing, finance, law and sales. We can help you to prepare for **business** presentations, negotiations or meetings, and develop key skills such as telephoning, business correspondence and report writing. You can also prepare for **examinations**, such as IELTS, TOEFL, TOEIC, BEC or TOLES. The timetable, course length and starting dates are by arrangement.

Frances King Corporate Clients

We have taught employees from a wide range of organisations including: ABC International Bank, Abbey National Bank, Accenture, Agip, Alitalia, Banca di Roma, BBC World Service, Bosch, BP, Chanel, Citibank, Clarins, Daimler-Benz, Deloitte & Touche, Deutsche Bank, Gucci, IBM, ING, Itochu Corporation, Kelloggs, La Guardia di Finanza, Lufthansa, Mobil, Nikko Europe, Nomura Research, Ogilvy & Mather, Pernod-Ricard, PWC, Renault Finance, Saatchi & Saatchi, Samsung, Shell, Siemens, Swiss Bank Corporation, Volvo and Vuitton.

Course 26: One-to-One 30 30 lessons* per week

Timetable: 09.15 – 13.15 and 14.15 – 16.15 Monday to Friday (other times by arrangement)

Course length: 1-4 weeks, or by arrangement

Starting Dates: Every Monday or any day by arrangement**

Levels: All

Course fees

| 1 week | 2 weeks | 3 weeks | 4 weeks |
|--------|---------|---------|---------|
| £1,796 | £3,591 | £5,387 | £7,182 |

Course 27: One-to-One 20 20 lessons* per week

Timetable: 9.15 – 13.15 Monday to Friday (and other times by arrangement)

Course length: 1-4 weeks, or by arrangement

Levels: All

Starting Dates: Every Monday or any day by arrangement**

Course fees

| 1 week | 2 weeks | 3 weeks | 4 weeks |
|--------|---------|---------|---------|
| £1,197 | £2,394 | £3,591 | £4,788 |

Course 28: One-to-One Flexitime

- Combine the benefits of One-to-One tuition with another Frances King course or use the flexible timetable to suit your needs
- Timetable, course length, starting dates by arrangement. Minimum 4 lessons.

Course fee

£63 per lesson*

Course 29: One-to-Two Flexitime

- Study with a friend or colleague, with a similar level of English, and gain the benefit of close individual attention from your trainer.
- Timetable, course length, starting dates by arrangement. Minimum 4 lessons.

Course Fee

£37 per person per lesson*

*1 lesson = 50 minutes. 30 lessons = 25 hours' tuition, 20 lessons = 17.5 hours' tuition

** When Monday is a public holiday, courses start on the following Tuesday; April 06; May 04; June 01;

August 31

Accommodation

Participants can choose from the range of accommodation in our brochure but we especially recommend the following accommodation for participants on a **One-to-One Course**:

- If you want to stay in a Homestay, choose Executive Homestay (A13-A14) or Superior Homestay (A7-A11). Executive Homestays offer an excellent standard of home cooking, pleasant surroundings and a private bathroom. In a Superior Homestay you may have to share a bathroom (unless you pay a Private bathroom supplement –A12) but you will be guaranteed a high standard of surroundings and home cooking.
- Self-Catering Studios (A19 – A20) situated in Bayswater (2 stations by underground from our Kensington school).
- Deluxe Studio Apartments (A16) situated in Kensington (walking distance to our Kensington school).
- 3 and 4 star hotels within walking distance of our Kensington school

Social Programme

We recognise the importance of social English for business and professional people and our Social Programme is designed to help our participants develop confidence in this area. We organise **special social events** for those on One-to-One courses, including dinner at a London restaurant or a show or film in the West End.

If you would like to discuss your learning needs please feel free to contact us at:

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