

CROSSING LANGUAGE BARRIERS



Business and Professional Enhanced language training in Edinburgh

Welcome to beautiful Edinburgh!

You will love the stunning architecture and wonderful setting of our beautiful capital city!

- UNESCO World Heritage site – compact and easy to walk around.
- Parks, hills and open green spaces with magnificent views.
- Not far from the sea and beautiful Scottish beaches.
- Wonderful tourist attractions such as Edinburgh Castle and the Palace of Holyrood.
- ‘The First City of Literature’ – see where ‘Harry Potter’ was conceived, ‘Sherlock Holmes’ birthplace, Sir Walter Scott’s monument and many more!
- World class museums, galleries and theatres.
- A diverse selection of bars, restaurants and shopping.
- Home of The Edinburgh International Festivals and Fringe (www.edinburghfestivals.co.uk).
- Excellent Transport System around The City and links to the rest of Scotland and The UK. The Highlands and Loch Ness are only a day trip away!



Welcome to inlingua Edinburgh!

“Since 2005 we have been offering a relaxed and friendly environment in which language learning is enjoyable. My team and I will ensure that you have a successful and memorable time while learning a new language or improving your existing skills.”

Roland Becker, Director

inlingua Edinburgh offers you:

- A friendly and relaxed atmosphere where you are known by name.
- **A variety of courses** to suit your learning requirements.
- Experienced, qualified and enthusiastic teachers who care about your progress.
- Small class sizes of **8 students maximum**.
- **Conversational courses** that maximise your speaking time.
- A real life experience – **teachers are rotated** meaning that you will experience a range of accents and teaching styles.
- **A central location** in the heart of historic Edinburgh.
- Bright, comfortable and individually decorated classrooms.
- Use of computers and **free WIFI** throughout the building.
- Students lounge with self-access study material and information about Scotland.
- Complimentary tea and coffee with biscuits.
- **Excellent teaching material** and resources using The inlingua Method.
- Flexible multilingual staff with a focus on personal service.

About Inlingua International

inlingua Edinburgh is part of **Inlingua International**, one of the leading language organisations in the world. Formed in 1968, Inlingua International now has over **350 language centres** in 44 countries in Europe, Africa, Asia, Middle East, North and South America.



Professional & Business English courses

We offer a wide range of General and Business English Courses in groups or intensive one-to-one tuition which are tailor-made for specific purposes. Courses are at all levels from beginner to advance on a short or long-term basis.

Our Business English courses cater for the specific needs and requirements of professional and business people. Therefore we tailor the courses to meet the client's needs after an in-depth assessment. Course modules can include the following:

- Banking and Finance
- Interview Skills
- Managing Successful Meetings
- Presentations and Negotiations
- Socialising
- Telephoning
- Intercultural Communication
- Business correspondence: Report/letter writing & emails
- Travel and Tourism
- Business Correspondence
- Human Resources
- Real Estate

These courses are suitable for a variety of business sectors. These are some of the specialised areas which inlingua Edinburgh has taught in the past at the Centre:

- Senior Management
- Human Resources
- Travel and Tourism
- Business Administration
- Oil, Gas and Energy
- Law
- Manufacturing
- Project Management
- Finance
- Sales and Marketing

At inlingua Edinburgh we offer **two methods of business tuition** – Crash Intensive courses on a one-to-one basis or Business English Mini Groups with 3 to 4 per class. There is also the option of a combination course of General English in the mornings (group or one-to-one at all levels) and Business English in the afternoons (on a one-to-one basis or group subject to availability).



Crash Intensive course

General or business English on a one-to-one basis

This intensive **total-immersion course** is designed for those people who need to make fast progress in a short time. The course is designed to cater for specific needs and objectives. It includes the following skills but will also be tailor-made to suit specific requirements.

Spoken Performance

- Introduction and needs analysis.
- Speaking and listening skills which include fluency development for social interaction, grammar, vocabulary development, pronunciation – rhythm, intonation and stress, idiomatic and colloquial language and error correction.

Written Communication

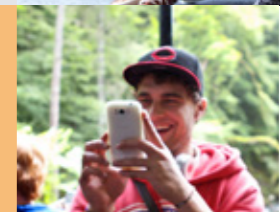
Reading and writing skills which include grammar, vocabulary development, sentence structure, letter and report writing, business correspondence and email and other specific requirements.

Individuals can choose from 20, 30 or 40 lessons.

Each lesson is 45 minutes. We offer **flexible hours** to cater for your individual needs. Many of our one-to-one business clients combine their classes with other travel and experience packages or use the flexibility of our tuition to fit around their working schedule. There is also the possibility of having lunch with a teacher in order to practise English outside the classroom.

Combination Courses of General and Business English

Many clients like to combine General English with a business component in the course. We can offer general English courses in the morning at all levels in groups and Business English on a one-to-one basis or group of there is one at the time.



Business English Mini Group

The Business English Mini Group is designed for professional and business people who would like to work in a **small group** (maximum 4). This is ideal for clients who wish to combine the benefits of having plenty of access to a trainer and also being able to participate in group conversation and comprehension that comes from peer learning. It is designed to give the client the skills to communicate effectively in English and to improve their confidence when working in a business environment.

The course is aimed at people with an intermediate level of English or above and includes the following:

**Presentations, Negotiations, Meetings, Telephoning
Socialising, Report Writing and Email**

The goals of this course are to:

- Gain confidence and communicate fluently in English
- Deliver effective and clear presentations
- Participate in meetings and negotiations on equal terms, influencing and persuading, compromising and being assertive
- Develop grammatical accuracy and vocabulary
- Extract relevant information from written texts
- Write reports, letters and emails
- Deal with telephone calls and video conferences effectively
- Deal with intercultural and social situations
- Discussions on current affairs and business topics with the use of case studies.

The Professional Business English Course Timetable

9.45 to 13.00

Needs Analysis

The course is designed each week around the groups needs and requests and will focus on problem areas. The trainer will focus on language errors with controlled practice and exercises.

Speaking/Listening Skills for Spoken Performance

This includes the following areas:

- The Language of Presentations: role plays, voice, posture, body language and confidence.
- The Language of Meetings and Negotiations: How to influence and persuade, to compromise, to be assertive and to solve a problem.

- Socialising, Interview and Intercultural skills.
- Telephoning and Video conferencing skills.
- Case Studies

Lunch 13.00 to 14.30

14.30 to 17.45

Reading/Writing Skills for Written Communication

The course will focus on the written skills such as report writing, emails, and business correspondence. There will also be a group discussions around a business topic/text. This will also focus on vocabulary, grammatical and pronunciation problems plus any other requests.

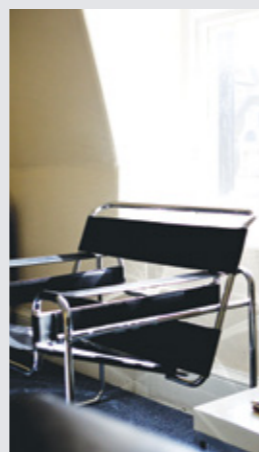
Company visits

ilingua Edinburgh arranges visits to **local companies** of interest and opportunities to meet other like-minded business people through The Chamber of Commerce and other organisations.

Business Meeting Roleplays and Practice

We organise **simulated business meetings** using case studies and specific situations so that clients can practise their English in a simulated environment.

The meetings are observed by the trainers and the clients are given constructive feedback on their performance.



Business English Examinations

IBULATS www.bulats.org

At inlingua Edinburgh we offer the BULATS test which is the Cambridge ESOL Business Language Testing Service (BULATS). This is a **multilingual tool** for organisations and clients that need a rapid, reliable and cost effective way of assessing the language skills of employees, trainees and job applicants. BULATS tests communication skills that are needed in real business situations. It enables you to test all four skills: listening, speaking, reading and writing.

Cambridge BEC Vantage www.cambridgeesol.org/exams/professional-english/bec.html

The Cambridge BEC Vantage examination is a **useful qualification** for people who need to use English as a foreign language in international business and who are already in business-orientated work or preparing to follow such a career. The examination is aimed at an upper intermediate level of competence.

Cambridge BEC Higher www.cambridgeesol.org/exams/professional-english/bec.html

The Cambridge BEC Higher examination is a useful qualification for people who need to use English as a foreign language in **international business** and who are already in business-orientated work or preparing to follow such a career. The examination is aimed at an advanced level of competence.

International Legal English Certificate (ILEC) www.legalenglishtest.org

This test allows legal employers to assess whether their legal staff and prospective employees have a sufficient level of **Legal English** to be able to communicate effectively with clients, colleagues and professionals in other countries, and to handle information written in English. At the same time, law clients and newly-qualified lawyers need to be able to prove that they have these skills. At inlingua Edinburgh we offer a legal English course preparation programme which you can take before you sit your examination.

International Certificate in Financial English (ICFE) www.cambridgeesol.org/exams/professional-english.html

The Cambridge ICFE examination is set at Levels B2-C1 of the common European Framework of Reference, an internationally recognised benchmark of language ability. This certificate can be used as proof of the ability in English necessary to work in an **international finance context** or to follow a course of **accountancy or finance study** at university level. At inlingua Edinburgh we offer a financial English course preparation programme which you can take before you sit your examination.

Foreign Language Training

We can also offer the previously mentioned business topics in your desired foreign language or provide a general course to improve your language skills.

inlingua Edinburgh can offer one-to-one lessons, shared private (duo) or group lessons both at the language centre or in-house. For in-house groups we recommend that class size does not exceed **8 persons** to maximise the learning experience for the individuals.

One-to-one lessons

This is the fastest and most efficient way to learn a language or improve your existing skills. It is also the most convenient as the lessons can be taken to suit your own schedule, learning style and needs.

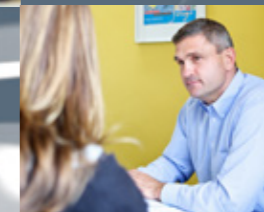
Shared private / duo lessons

These are exactly like private lessons – only that there are two of you. You choose the time and schedule in the same way as for private lessons.

Group lessons

In addition to offering tailored in-house group lessons for your company we can also offer open courses consisting of small conversation groups. These are a minimum of 5 and a maximum of 8 students for a 12 week evening course once a week from 18.30-20.00.

Arabic
Bulgarian
Croatian
Dutch
English
French
German
Greek
Hungarian
Italian
Japanese
Kiswahili
Mandarin
Norwegian
Polish
Portuguese
Russian
Slovenian
Swedish
Turkish



Business Services

Whether you need a birth certificate or a company brochure translated or any other document proofread, inlingua Edinburgh is pleased to offer you a quality **translation service with excellent turnaround times**. All our translators are fully qualified with years of experience in their selected fields and subjects.

Translation

inlingua Edinburgh's translation services operates with two price structures:

- Minimum charge for less than 330 words – if your documents has less than 330 words (word count in source language) then our minimum rate applies.
- Pro rata charge per 1000 words – if your documents comprises various pages of densely written text then our pro rata rate applies (word count in source language).

Proofreading

For a variety of needs, several levels of proofreading are available:

- One-on-one writing consultant
- Light proofreading
- Editing.



EC Sponsored Work Placements

Get extra help with your company's workload and participate in the **Erasmus** or **Leonardo da Vinci** programme. We place students from EU countries in Scottish businesses for periods of **1-6 months** for valuable and mutually beneficial internships.

Students are awarded grants based on merit, then matched by inlingua to a placement appropriate to their skills. The programmes have been extremely successful, providing an excellent opportunity for both the students and participating companies.

Benefits to your organisation:

- Unpaid internships via European Community/ EU grants.
- 1/ 2 week English language tuition prior to placement.
- Tested and screened English levels of participants.
- Co-ordinated in Scotland by experienced professionals.
- Various skills available including administration, IT, hospitality, graphic design, media.

We have groups of students arriving at regular intervals throughout the year with opportunity to match skills of incoming students to your company needs.

Contact us if your company is interested in benefitting from a work placement.

'Marie Curie Cancer Care has enjoyed a long and supportive relationship with inlingua Edinburgh and has benefited from the Leonardo da Vinci student work placement programme. The students offered by inlingua Edinburgh provide an invaluable low cost resource for a great variety of activities.'
Stewart Marks, Marie Curie Cancer Care, UK



Social Programme

We want you to enjoy your experience at inlingua Edinburgh and so we organise regular social activities for you to meet new people, have fun and practise your English!

- Pub/Pub quiz nights
- Coffee bar discussion nights
- Traditional Music nights
- Ceilidh nights (Scottish Traditional Dancing)
- One day guided tour around different regions in Scotland
- Ghost tours
- Open top bus tours
- Guided Edinburgh Gallery and Museum tours
- Fine Dining Nights
- International Food Days
- Drama nights at our very own inlingua Edinburgh Theatre Group
- 5-a-side Football nights
- Table Games' nights
- Whisky Tastings: inlingua Edinburgh has membership to the exclusive Scotch Malt Whisky Society (SMWS) and regularly organises in-house whisky tastings with the SMWS's own taster.



Accommodation

We help you find a place to stay while you are in Edinburgh.

Home-stay

- Live with a family in one of our carefully selected and comfortable homes.
- Single room with shared or private bathroom.
- Breakfast and Dinner included.
- Laundry facilities.
- Key provided.
- All home-stays are easily accessed by bus or foot for those wishing to discover Edinburgh.
- Opportunity to speak English with the family outside the classroom.

Self-Catering Apartment

- Home from Home.
- We have contacts with city accommodation agencies to find the best apartment to suit you.

Bed and Breakfast

- We have special rates with our chosen B&Bs.
- Good options if you prefer more privacy.
- Full breakfast served.
- Dinner not included – flexibility to dine when and where you want.
- Central locations.

Hotels

- We have special rates with 3*, 4* and 5* hotels in the centre of the city and within easy walking distance of the school.
- Excellent option for the business traveller requiring all the facilities you can expect from our preferred hotels.

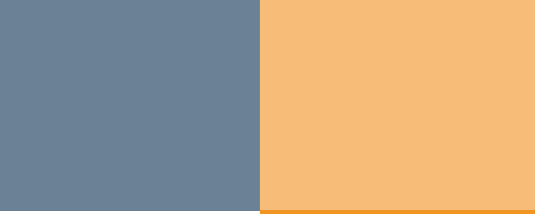
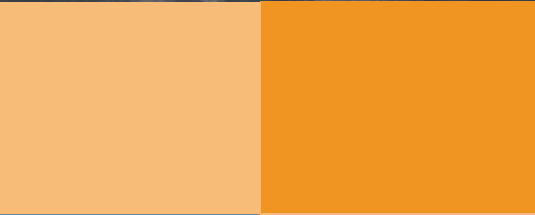


Directions

With Edinburgh's **International airport** regularly introducing new routes, you can choose from an extensive list of flights.

inlingua Edinburgh is in Shandwick Place, at the west end of Edinburgh's famous main street, Princes Street – right in the centre of the city!

Both the Airport bus and many local buses stop in Shandwick Place which is two minutes' walk to Princes Street Garden with a superb view of the Castle. Haymarket Station is also five minutes' walk away. For private airport transfers, please contact us for details.



Accredited by the
BRITISH COUNCIL
For the teaching of English

ENGLISHUK



www.inlingua-edinburgh.co.uk



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