



BLOOMSBURY INTERNATIONAL

**EXECUTIVE ENGLISH**



# English Courses for Professionals

Executive English Courses in London

[www.bloomsbury-international.com](http://www.bloomsbury-international.com)

# Express yourself in English with confidence

Our courses are designed for clients who need English for their work or future careers. The intensive nature of the programmes means real progress can be achieved in a short space of time and participants will develop their ability to express themselves confidently.

Having only six learners in each group allows the teacher to tailor the lessons to the needs of the clients so the focus is always relevant, stimulating and useful. One-to-one lessons can be added for an even more flexible programme and to concentrate on a specific subject or language area.

The Executive Courses enable clients to meet and study with professionals from around the world and to develop cultural awareness.



# Executive Courses

## Course Objective

To improve practical English skills for business with an emphasis on communicating successfully and confidence building.

**You will**

- Improve practical business skills – presentations, meetings, negotiations, social English, emailing, telephoning.
- Focus on key business topics.
- Gain confidence and develop fluency.
- Practise a range of business situations through case studies, role-play and simulations.
- Maximize progress with our intensive programme.
- Study lessons tailored to your needs.



Available levels: Pre-intermediate to Advanced(CEFR A2-C1)

## Timetable and fees

Maximum class size: 6 / Dates: Start any Monday

	<b>Executive Intensive</b> Fees: £640/week	<b>Executive Intensive+</b> Fees: £890/week	<b>Executive Combination</b> Fees: £1055/week
<b>09.00-10.30</b>	Accuracy	Accuracy	Individual Lesson (One-to-One)
<b>10.30 – 10.50</b>	Break	Break	Break
<b>10.50 – 11.50</b>	Fluency & Confidence Building	Fluency & Confidence Building	Individual Lesson (One-to-One)
<b>11.50 – 13.00</b>	Lunch Break	Lunch Break	Lunch Break
<b>13.00 – 14.30</b>	Business Skills	Business Skills or Communication Skills	Business Skills
<b>14.30 – 14.50</b>	Break	Break	Break
<b>14.50 – 15.50</b>	Business Options	Business Options	Business Options or Options(General English)
<b>16.00 – 17.00</b>	Guided Self-Study	Individual Lesson (One-to-One)	Guided Self-Study

A range of other Executive courses are available with more or fewer one-to-one lessons to suit different needs and objectives.



# Premium Courses

## Course Objective

To increase confidence when communicating in English and improve both accuracy and fluency.

### You will

- Practise social English, functional language and improve communication skills.
- Focus on using English in real-world situations.
- Review grammar and widen range of vocabulary.
- Develop comprehension skills.
- Maximize progress with our intensive programme.
- Study lessons tailored to your needs.



Available levels: Pre-intermediate to Advanced (CEFR A2-C1)

## Timetable and fees

Maximum class size: 6 / Dates: Start any Monday

	Premium Intensive Fees: £640/week	Premium Intensive+ Fees: £890/week	Premium Combination Fees: £1055/week
09.00-10.30	Accuracy	Accuracy	Accuracy
10.30 – 10.50	Break	Break	Break
10.50 – 11.50	Fluency & Confidence Building	Fluency & Confidence Building	Fluency & Confidence Building
11.50 – 13.00	Lunch Break	Lunch Break	Lunch Break
13.00 – 14.30	Communication Skills	Communication Skills	Individual Lesson (One-to-One)
14.30 – 14.50	Break	Break	Break
14.50 – 15.50	Options	Options	Individual Lesson (One-to-One)
16.00 – 17.00	Guided Self-Study	Individual Lesson (One-to-One)	Guided Self-Study

A range of Premium courses are available with morning-only options (Premium Semi-Intensive) for clients who want their afternoons free or courses with additional one-to-ones added.

# English for Specific Purposes

These courses are designed to suit a variety of needs and objectives, but will commonly include a focus on professional and commercial communication skills, negotiating styles and techniques, presentations skills, social English, and writing skills, but most importantly place great emphasis on the vocabulary and expressions needed to effectively communicate in your field. We offer small group classes or individually designed one-to-one lessons, or a combination of small group plus one-to-one lessons.

These courses can be combined with Premium courses (General English) or Executive courses (Business English) with a range of options available. Please contact us so we can organize the best course for you.

## Legal English

The aim of the course is to prepare lawyers and law students to work internationally in commercial law.

The course focuses on using English in a commercial law environment and can help with preparation for the International Legal English Certificate (Cambridge ILEC) with the development of the four key skills of reading, writing, listening and speaking.

The course focuses on a variety of legal topics including the following:

- Contracts
- Company formation
- Debtor-creditor relationships
- Intellectual property rights
- Employment law
- Competition law
- Real Property Law
- Secured Transactions



## Financial English



The objective of the course is to improve your abilities to discuss essential financial topics using authentic, clear, simple, accurate, modern English.

The course involves a combination of practical exercises using study texts, brief videos and short role-plays to introduce and practise various language areas of company finance, banking operations, investment and economics.

A wide range of topics will be covered in this course:

- Risk Assessment
- Auditing
- Budgetary processes
- Mergers and Acquisitions
- Taxation
- Insurance
- International Banking
- Pricing and Purchasing

## Aviation English

The aim of this course is to help pilots and air traffic controllers to reach ICAO level 4.

The course is suitable for people who work in the aviation industry and need to comply with the International Civil Aviation Organization's (ICAO) language proficiency requirements.

Course participants will build specialized vocabulary and phraseology and develop the following ICAO skill sets:

- Navigation
- Time duration and Schedules
- Cargo, materials and fire
- Cabin crew
- Landings
- Meteorology
- Aerodromes
- Security





## Lesson Descriptions

### Accuracy

In these lessons the emphasis is on producing the language accurately. There will be language analysis (grammar, vocabulary and idiomatic language & pronunciation) and substantial correction and support from the teacher.

### Fluency & Confidence

Learners will practise the new language learnt in the earlier lesson and develop their communication skills. The focus will be on clients expressing themselves in a variety of real-world situations with feedback from the teacher.

### PM Lessons [Business]

### Business Skills

Presentations, negotiations, meetings, social English, emailing, telephoning and other functional language practised with communicative activities such as role-play, discussions and problem-solving activities.

### Business Options

Lessons based on students' specific needs: for example, extra grammar structures, financial vocabulary, speaking skills, authentic texts (reading or DVD), cross-cultural awareness, pronunciation, business writing.

### PM lessons [General English]

### Communication Skills

Emphasis on functional language such as making requests and arrangements, social English, focussing on direct and indirect language and communication strategies.

### Options

Lessons based on clients' specific needs: for example, extra grammar, vocabulary-building, speaking skills, authentic texts (reading or DVD), pronunciation and writing.

### Guided Self-Study

Lessons to practise skills such as listening and reading with a teacher present to facilitate learning. Clients have the opportunity to prepare CVs in English, applications, other documents with support and comments from the teacher.



All students are expected to have read, understood and agreed to the terms and conditions below. The conditions below are the terms of contract between the student and Bloomsbury International (UK) Ltd.

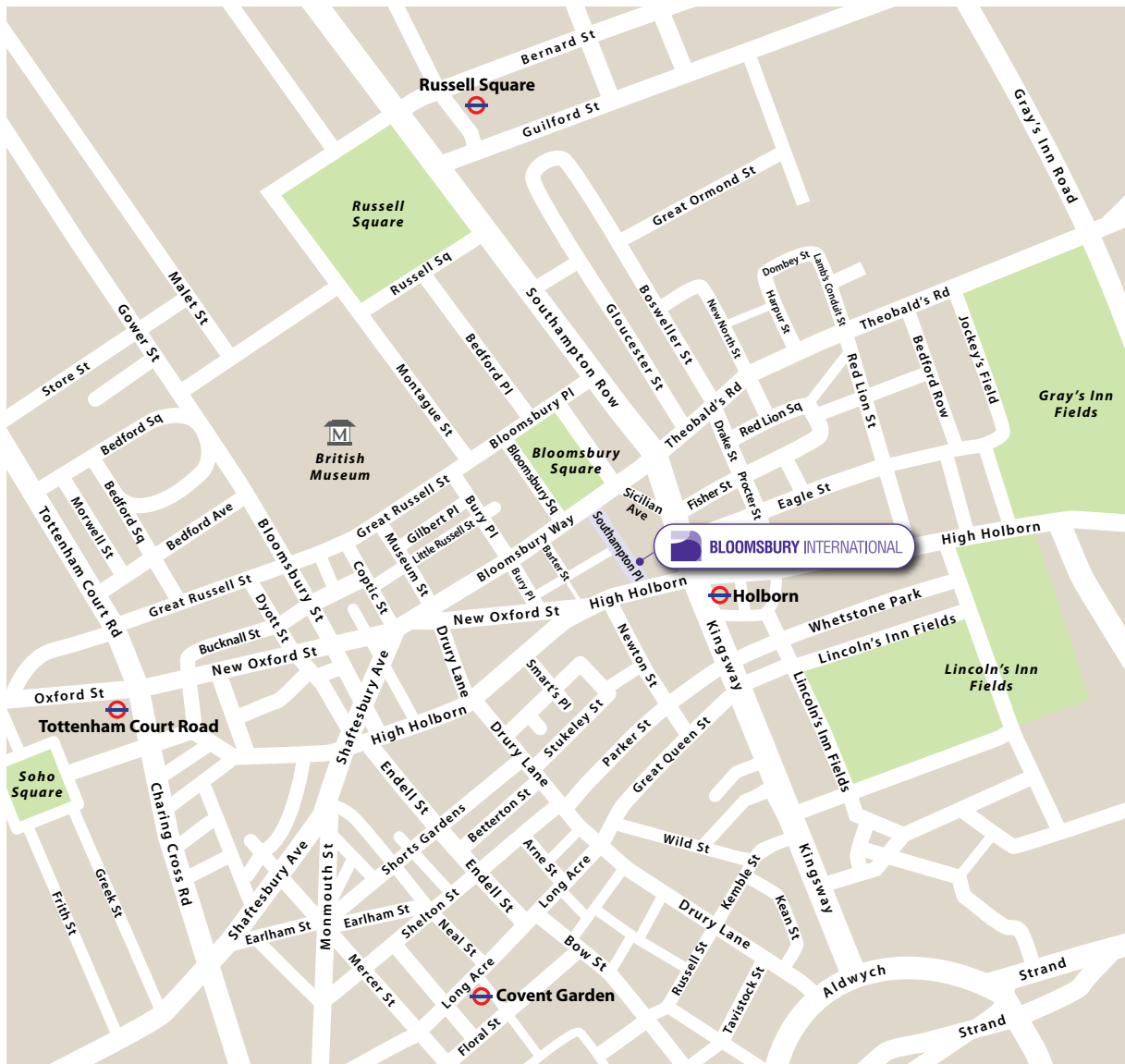
- Payment:** A non-refundable, non-transferable deposit of £300.00 is required to confirm a reservation for the course. An additional deposit of £200.00 for Residence/Flat-share or Hotel accommodation and £150 for Home-stay (or a one week accommodation fee, whichever is greater) is also applicable. No course or accommodation confirmations or visa documentation will be sent until the deposit(s) has/have been received.
- Full payment must be received no later than two weeks prior to the course start or accommodation arrival date. Please allow 5 working days for bank transfers and ensure all bank charges have been paid. We require 5 days for cheques to clear from when we receive them. Bloomsbury International reserves the right to cancel the reservation if full payment is not received by this time. Students will not be allowed to start the course unless full payment has been received. All payments must be made in pounds sterling.
 

**Bank transfers** should be made to the following account:  
 Account Name: Bloomsbury International (UK) Ltd  
 Bank: HSBC, 210 High Holborn, London WC1V 7HD  
 Sort Code: 40 03 27 Account Number: 51655213  
 IBAN: GB53MIDL40032751655213  
 BIC: MIDLGB2106T

**Credit cards:** A 3% surcharge will be added to all credit card transactions (4% if it is American Express)  
**Sterling Cheque:** Made payable to 'Bloomsbury International (UK) Ltd'
- Registration Fee:** A £50 registration fee is charged for any new enrolment. Students wishing to re-enrol within one year of the start date of their first course will not be charged the registration fee again.
- Cancellations:** Any cancellations must be received in writing at least **two weeks** before the start date. Fees paid, less the non-refundable deposit(s), will be returned to you. You may commute your deposits to another course within one year of the cancellation date. There will be no refunds for cancellations received less than 14 days before the course begins.
- Cancellation due to a visa application refusal:** We require notice of **two weeks** prior to the course start date followed by official proof in the form of original documentation from the British authorities, without which, any refunds will not be possible. If you cancel a booking because of a visa refusal with more than two weeks' notice, we will refund the fees as long as they have been paid in full, less the £25 administration fee. If a visa is refused without payment being received in full then the £150 deposit will not be refunded.
- Refunds:** There are no refunds of tuition fees after arrival or compensation for missed lessons in any circumstances once your course has started, except in genuine cases of life or death urgency, (e.g. the sudden death of a member of your immediate family) In all cases you will be asked for proof. In the event of a refund being granted it will only be made at the original end date of the course to the person or agency that paid the school for the course.
- Insurance:** Because school fees are not refundable or transferable you are strongly advised to take out comprehensive insurance which covers reimbursement of your fees. Please contact the school for details/premiums and for our recommended partners who specialize

in student travel insurance. The insurance should also cover visits to the GP, and general health problems for non EU students.

- Administration Charge:** Once a student has started his/her course any changes to the course or accommodation have an administration charge of £25 which must be paid before the change is processed. Any holiday requests made outside the two weeks' notice period will also incur the £25 administration charge.
  - Accommodation:** All efforts will be made to meet your accommodation requests. The school reserves the right, however, to place you in an alternative type to the same standard paid for. Requests to change or cancel accommodation must be received with two weeks' notice in writing. For changes to your accommodation the administration charge of £25 will apply in addition to the difference in fees for the new accommodation. If you cancel your accommodation you will be refunded the outstanding fees less the amount for **two weeks'** accommodation and the £25 administration charge.
  - Upon arrival, an appropriate ID will be required including visa page if applicable and a copy taken for our records. All information will be stored in accordance with the Data Protection Act.
  - Holidays:** There are no fee reductions for public holidays or compensation for missed lessons. You are allowed a holiday period in accordance with your course duration. A maximum of 4 weeks may be taken at any one time. Two weeks' notice must be given in writing for holiday requests otherwise an administration charge of £25 will be made.
- |                          |      |       |       |       |
|--------------------------|------|-------|-------|-------|
| Course length in weeks   | 8-10 | 11-14 | 15-20 | 21-28 |
| Holiday allowed in weeks | 1    | 2     | 3     | 4     |
- |                          |       |       |       |     |
|--------------------------|-------|-------|-------|-----|
| Course length in weeks   | 29-32 | 33-36 | 37-40 | 40+ |
| Holiday allowed in weeks | 5     | 6     | 7     | 8   |
- Absence:** Students are expected to attend all their lessons. The school will try to contact students who are absent for 3 days or more. If the school is unable to get a response from the student after two attempts and the student is still absent we have an obligation to inform the Home Office.
  - Liability:** It is a basic stipulation of the agreement between the student and Bloomsbury International (UK) Ltd or its representatives that neither the School nor its representatives are liable to the student in cases where the school is unable to fulfill any services to which they are contractually bound because of strikes or other reasons that are beyond their control. This includes traffic congestion and public transport delays.
  - Bloomsbury International (UK) Ltd reserves the right to close classes and courses that are poorly attended or undersubscribed and offer students alternative courses/schedules to an equivalent value.
  - Bloomsbury International (UK) Ltd reserves the right to change published course and accommodation information, including fees.
  - Bloomsbury International (UK) Ltd accepts no responsibility or liability for personal accident or loss or damage of property. You are strongly advised to take out personal insurance.



**Bloomsbury International** is located in a historic building in the centre of London. There are top-quality facilities and modern, fully-equipped classrooms for a professional learning environment.

We offer a range of **accommodation** from a friendly homestay to fully immerse yourself in an English speaking environment, to a luxury hotel located just a short walk away from the school.

We also provide a weekly **social programme** with a mix of cultural walks, musicals and traditional pub visits to practise social English and enjoy London!



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