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Learn Business English in England

FLEXIBLE • PROFESSIONAL • COMMUNICATIVE

OUR PROFESSIONAL LANGUAGE TRAINING COURSES INCLUDE
ONE-TO-ONE TRAINING | GROUP TRAINING | COMBINATION COURSES | SPECIALIST
GROUP PROGRAMMES



marcus evans linguarama
Language Training for Professionals

CONTACT US

For more information and booking advice on English in England programmes or any aspect of language training, please contact your local **marcus evans** linguarama centre, our London Head Office or webinfo@linguarama.com

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CENTRES

France

Paris
Lyons

Germany

Frankfurt
Berlin
Cologne
Dusseldorf
Hamburg
Leipzig
Munich
Stuttgart

Holland

Amsterdam

Italy

Milan
Rome
Turin

Spain

Madrid
Barcelona
Alicante



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GLOBAL TRAINING SOLUTIONS

Linguarama is part of the **marcus evans** group – one of the world’s leading companies in the field of Language, Management and Professional Training. With over 53 offices in 21 countries **marcus evans** can provide an international solution to your training requirements at all levels in your organisation. Our training covers a wide range of skill areas, is based on an in-depth understanding of our clients’ requirements and provides new and innovative solutions.

www.marcusevans.com



“The quality of the trainers and the content of the course was above and beyond my expectation. I am a more confident communicator now.

E A F – Al-Rashed Group Holding Co, Kuwait





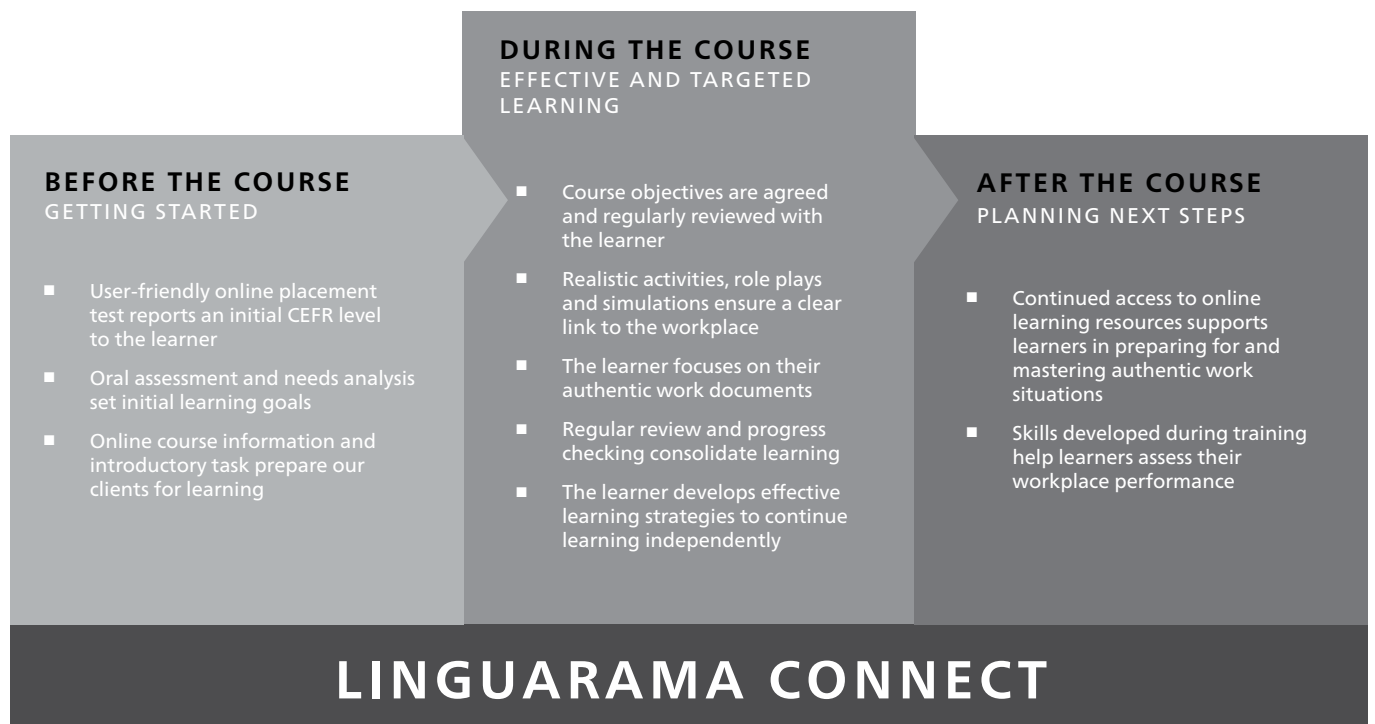
INTRODUCTION

Welcome to Linguarama English in England programmes. **marcus evans** linguarama has been providing language training solutions to business and professional people for over 45 years. We focus on understanding our clients' training needs and developing training solutions to equip them to function in today's increasingly connected business world. Our clients value our expertise in designing training solutions which ensure their people develop the language skills they need now and in the future.

Each year we train over 20,000 business and professional people from over 60 countries worldwide, from a variety of backgrounds, industries and professional bodies. More than 70% of our clients are companies who have used our services before. They appreciate the intensity and effectiveness of our courses, the professionalism of our staff and the significant progress they can achieve.

OUR TRAINING PROCESS

Our approach optimises your learning experience. Our courses, resources and training are based on a solution-driven consultation process and in-depth needs analysis. Your learning objectives are realistic, relevant and integrate your professional material. Stand alone or integrated online course elements, via our online learning platform Linguarama Connect, contribute to the effectiveness of your training programme.



LINGUARAMA CONNECT: YOUR ONLINE BUSINESS COACH

All our courses in England are enhanced by Linguarama Connect as your Online Business Coach supporting you before, during and after your course and also with access to Live International Webinars.



LINGUARAMA CONNECT SUPPORTS YOU WHEN YOU ARE:

- Planning a business task e.g. making a presentation, preparing a negotiation, planning to chair a difficult meeting
- Reflecting on and evaluating your own performance in a work-related task
- Developing learning strategies which are effective for you
- Creating emails for formal or informal communication

Online learning with Linguarama Connect ensures learners stay connected and improve their ability to communicate in the international business world.



COURSE OPTIONS

WHY ARE OUR COURSES SO EFFECTIVE?

- Prior to the course a detailed needs analysis and language test will be carried out in order to assess your current level of English and to identify your precise training requirements
- Realistic objectives are set at the beginning of the course and progress towards them is continually reviewed
- A small team of trainers is responsible for designing and implementing your course
- You are fully engaged in learning English through a variety of activities, including case studies, role-plays, simulations and grammar exercises
- We encourage you to bring authentic materials to make your course as relevant to your professional life as possible
- A personalised recording provides you with active revision of your programme
- Presentations are recorded for analysis and feedback
- Integrated Personal Study develops and encourages independent learning during and after the course
- Linguarama Connect, our interactive learning resource, provides unlimited post-course consolidation
- A final course certificate gives clear details of progress achieved

INDIVIDUAL TUITION

BUSINESS TRACK OPTIONS POWER TRACK | FAST TRACK | DUAL TRACK

Maximum exposure to the target language and the most productive way to achieve rapid results

CHENEY COURT - RESIDENTIAL POWER TRACK

Full-day training schedule 09:00-17:15 plus residential accommodation and extensive social programme

LONDON

POWER TRACK: 09:15 - 17:15 including a working lunch with a trainer and social programme

FAST TRACK: 09:15 - 12:15 and 13:00 - 16:00 an intensive programme with time for review and self-study

DUAL TRACK: 09:15 - 13:15 or 13:15 - 17:15 allowing time for self-study or to continue working

DEVELOPMENT PROGRAMME

Flexible programme to fit in with your work schedule

OPTIONAL WORKSHOPS

All centres offer optional workshops in a variety of skill areas. These include pronunciation, cultural awareness, writing skills, learning vocabulary, being diplomatic, marketing and financial English.

LENGTH OF COURSE: Any length of course including weekend days

LEVELS: All levels from beginner to advanced

STARTING DATES: Usually every Monday but courses can begin on any day

GROUP TUITION

BUSINESS COMMUNICATION GROUP | BUSINESS COMMUNICATION GROUP PLUS ONE-TO-ONE COMBINATION

BUSINESS COMMUNICATION GROUP – CHENEY COURT (RESIDENTIAL) AND LONDON

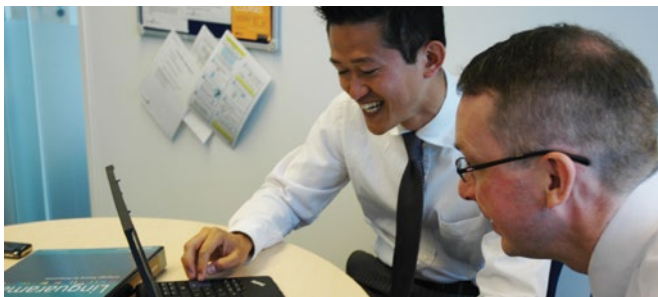
This group course is an intensive business English language programme comprised of participants from around the world with similar levels and needs. A detailed needs analysis and a language assessment of each participant before the start of the course ensure that the groups are not only homogenous but also share common learning objectives. The overall aim of the course is to develop the participants' confidence and fluency in a business context. This is achieved by focusing on grammar and vocabulary for business situations, such as meetings, negotiations and presentations, with lots of dynamic practice during role plays and work-related simulations. We guarantee a maximum of 6 participants per group, although in practice the group size is often much smaller. This creates an intensive, highly productive learning environment.

BUSINESS COMMUNICATION GROUP PLUS ONE-TO-ONE COMBINATION – CHENEY COURT (RESIDENTIAL) AND LONDON

This combination course combines half-day individual tuition with half-day group tuition. The combination is particularly useful if you wish to participate in group activities such as meetings and negotiations but also have some very specific needs. You may need to improve your technical vocabulary relative to a particular industry or to prepare a specialised report for presentation to a client etc. In the individual part of your combination course, you will be able to work entirely on your own needs, optimising the time available to you.

BUSINESS COMMUNICATION GROUP AND COMBINATION COURSES

GROUP SIZE	Maximum 6 participants
TIMES	Monday - Friday. Course starts every Monday CHENEY COURT: 09:00 - 17:15 plus residential accommodation and extensive social programme LONDON: 09:15 - 18:00 including restaurant lunches or lunchtime activities and extensive social programme
CONTENT	Core business skills and competences in English e.g. meetings and negotiations, presentations, fluency enhancement, role and company specific lexis
OPTIONAL WORKSHOPS (LONDON)	17:00 - 18:00 – in a variety of skill areas. These include pronunciation, cultural awareness, writing skills, learning vocabulary, being diplomatic, marketing and financial English
LENGTH OF COURSE	Minimum 1 week (any number of weeks is possible)
LEVELS	All participants are tested before the course





WHAT MAKES OUR GROUP PROGRAMMES EFFECTIVE?

- We design and tailor our programmes according to the needs and requirements of the participants. This means that each programme is unique as we use case studies and business simulations which are relevant to the participants' needs. You will therefore be able to apply what you learn in business situations
- With participants from all over the world you are exposed to different accents, different approaches to business problems and different cultural backgrounds. This improves your ability to participate in business at an international level
- Our trainers are professional, experienced and business-minded in their approach. Many have a business as well as a language training background. They have lived and worked in many different countries. They work with the participants to ensure that their needs are fully met and that they leave with the language skills needed to work more effectively
- We continually monitor and review progress throughout the programme
- We use the latest technology to support your learning – the internet, podcasts and authentic video clips all feature prominently in the programme. Participants take away personalised recordings of their work in areas such as pronunciation, discussions and presentations. They can review their work once they have returned home
- At the end of each day, there is a selection of optional workshops which offer the chance to focus more on learning strategies (e.g. how to learn vocabulary, how to listen to English more effectively etc.) which enable participants to continue building on their skills after our training



The commitment and professionalism of the trainers is very high. They are different in their approach but each brings a different perspective which is very positive. In addition, the food is excellent, the accommodation very good and the social programme contributes significantly to a very positive experience.

P V – Enaex, Chile



SPECIALIST GROUP PROGRAMMES

Specialist Group Programmes enable participants to improve their language skills in a specific professional or communication area. Discussion topics and case studies are chosen based on the needs of the participants. Participants should have Linguarama Level 2.0/CEF B1 to participate effectively in our Specialist Group Programmes.

BUSINESS COMMUNICATION SKILLS

- Writing Skills in English
- English for Meetings and Negotiations
- English for Meetings and Presentations
- English for International Business
- English for Presentations
- Professional Telephoning and Email Writing
- Effective Networking in English


PROFESSION SPECIFIC AREAS

- English for Marketing
- English for Lawyers
- English for Legal Drafting
- English for Project Management
- English for Key Account Management
- English for Corporate Communications
- English for Human Resources
- English for Assistants/Secretaries
- English for Chief Financial Officers
- English for Finance
- English for Purchasing
- English for International Sales and Sales Management
- English for International Auditors
- English for Diplomats and Public Service Officials

INDUSTRY SPECIFIC AREAS

- English for the Oil, Gas and Energy industry
- English for the Insurance Industry

All courses are one week programmes.



The course was tailor-made to my needs and I needed that. I feel better prepared to use English in my job now. I have and will continue to recommend you. It was a pleasure to be here and a good investment.

R H – Commerzbank, Germany



CHENEY COURT, BATH

Cheney Court is without doubt a great place to improve your language skills. Dedicated, motivated and highly professional teachers strive to get the most out of the students by customising the programme according to their specific needs. The programme is far more than an English training course.

D R, Carl Zeiss AG, Germany





Cheney Court, the Linguarama Residential Executive Training Centre, enables participants to develop their English language skills in a programme of maximum intensity – not only during training sessions, but also at meal times, coffee breaks and during the social programme. Our modern and well-equipped centre is the perfect place to improve your English whilst enjoying an international atmosphere in a typically English environment. Cheney Court is a 17th Century English manor house situated in beautiful countryside approximately 10km from Bath. Bath, situated in South West England, is a World Heritage city and a Georgian Spa city. After London, it is England's most popular destination for tourists, with the Roman Bath House, the Royal Crescent, the 14th Century Abbey and the world-famous Pulteney Bridge.

THE RESIDENTIAL CONCEPT

- Our portfolio of residential courses has been designed to give you a course of maximum intensity. They combine tailored professional language training with an extensive social programme.
- Course participants and a number of trainers live at Cheney Court. This gives you the opportunity to concentrate fully on the main aim of learning English, both in and out of the classroom (for example during meal times, coffee breaks or over a drink at the bar).
- Cheney Court encourages interaction between business and professional people from many countries, offering a unique insight into a variety of cultures and business practices. It also provides an ideal opportunity for networking.
- Optional Communication Activities are offered such as meetings, negotiations, discussions, presentations and fluency workshops incorporating issues such as Human Resources, Marketing and Finance. These enable you to develop your skills through realistic business simulations.
- After lessons it is also possible to take part in a variety of sporting activities, such as tennis, football, jogging and fitness training.

ACCOMMODATION

Individual study bedrooms with en-suite facilities, Wi-Fi, direct dial telephones, full board (except Saturday after breakfast). Facilities include tennis courts, fitness room, pitch and putt, sauna, snooker room, bar and television room.

SOCIAL PROGRAMME

Throughout your stay, you are encouraged to continue extending the use of English through a wide range of evening activities organised by trainers at Cheney Court. These include management games, communication activities, pub visits, presentations from guest speakers and theatre trips. An optional excursion to Bath is organised every Wednesday afternoon – alternatively, you can take part in a fluency workshop. A full-day excursion is available on Saturday for those staying two weeks or more.

COURSE OPTIONS

- page 5 **RESIDENTIAL POWER TRACK** – Intensive tuition focused on your individual needs.
- page 6 **RESIDENTIAL BUSINESS COMMUNICATION GROUP AND COMBINATION PROGRAMMES** – Intensive tuition in small, multi-national groups.
- page 8 **SPECIALIST GROUP PROGRAMMES** – Topics include: Meetings and Negotiations, Human Resources, Project Management, Logistics, Corporate Communications, Public Service Officials.

ARRIVALS/DEPARTURES

Transfers from/to London Heathrow Airport by scheduled shuttle or private taxis can be arranged. All other UK airports are also possible. Please see fee list for details.



LONDON

“The Linguarama experience was incomparable! Your school is the best for the professionals with limited time!

O V, Training Manager, Bank Centre Invest, Russia





LOCATION

Linguarama London provides participants with the opportunity to develop their English language skills with a range of tailored, intensive programmes. Courses are taught by qualified, experienced trainers, many with business backgrounds and combined with social activities designed to maximise participants' active use of English. Participants can have restaurant lunches or lunchtime activities with a trainer. They can attend workshops and an evening social programme. They can stay in host family accommodation where they can experience life in a typical family or in local hotels.

Our modern training centre is ideally located in the City of London, London's financial district, with its historic buildings, law courts and head offices of multinational companies. There are many tourist attractions within walking distance of the centre: St Paul's Cathedral, Tower Bridge, the Guildhall, the Museum of London and Borough Market. It is also within easy reach of the West End theatres, shopping areas and South Bank cultural centres. From our 7th floor location there are excellent views over the City of London and a cityscape view stretching from Tower Bridge to Westminster in the distance. A course in London offers the possibility of combining language training with a visit to one of the most exciting cities in the world.

COURSE OPTIONS

page 5 **BUSINESS TRACK PROGRAMMES** – Intensive tuition tailored to your individual needs.

page 6 **BUSINESS COMMUNICATION GROUP AND COMBINATION PROGRAMMES** – Intensive tuition in small multinational groups.

page 8 **SPECIALIST GROUP PROGRAMMES** – Topics include Finance, Law, Meetings and Presentations, Meetings and Negotiations, PAs and Secretaries, Auditors, Retail, Sales Management, Effective Networking, Insurance, Telephoning and Emailing, CFOs.

WORKSHOPS

With a variety of different topics each week, these sessions are designed to promote learner independence skills which will enable participants to continue learning English more independently and more effectively once they have returned home.

VISITS

During your course, there is the possibility of going on a work-related visit with your trainer. Typical visits include the Bank of England, The Old Bailey, the Civil Courts or relevant visits to offices or companies so that you can practise your English in a real situation. Your trainer will give you feedback on relevant language points.

SOCIAL PROGRAMME

Taking advantage of everything London has to offer, the social programme is an exciting and essential part of the learning experience. Each evening there is a different activity accompanied by a trainer. Typical activities include: theatre trips, museums and galleries, guided walking tours, cultural events and visits to London tourist attractions. At the weekend, we are happy to recommend some of the many things to do and see in London and help with tickets for the theatre, football matches or concerts.

ACCOMMODATION

Our high quality, executive style homestays have been specially selected to provide a high standard of accommodation in a welcoming family environment. They provide half board during the week and full board at weekends. Most importantly, the family provides an ideal opportunity for the participants to have more practice using authentic language in authentic situations. We are also happy to recommend hotel accommodation within walking distance of the training centre.

ARRIVALS/DEPARTURES

Transfers from/to all London airports can be arranged. Please see fee list for details.

UK CENTRE LOCATIONS



CHENEY COURT

Ditteridge, Box, Corsham, Wiltshire
SN13 8QF

Tel: +44 (0) 1225 74 35 57

Email: cheneycourt@linguarama.com



LONDON

St Magnus House
3 Lower Thames Street, London
EC3R 6HE

Tel: +44 (0) 20 7614 1900

Email: london@linguarama.com



OUR COMMITMENT TO QUALITY

marcus evans linguarama has a range of planned and systematic activities at Group, national and local level to ensure agreed standards and processes. In this way, every **marcus evans** linguarama client is guaranteed the level of service and training delivery they expect.

OUR QUALITY MANAGEMENT ACTIVITIES INVOLVE

- Agreeing quality standards and processes in all areas from sales consultation to training delivery
- Group centre inspections involving measuring performance against agreed standards and supporting all staff in continuous development
- Eliciting and analysing feedback from clients, learners, suppliers and staff
- Trainer observations
- Reviewing all quality activity to ensure it is fit for purpose now and in the future

In addition to internal quality measures, **marcus evans** linguarama is accredited by internationally-recognised quality bodies (in the UK, the British Council). Internal and external quality activities are streamlined to optimise systems and processes and ensure our clients are getting real business value.

WORLDWIDE TRAINING SERVICES

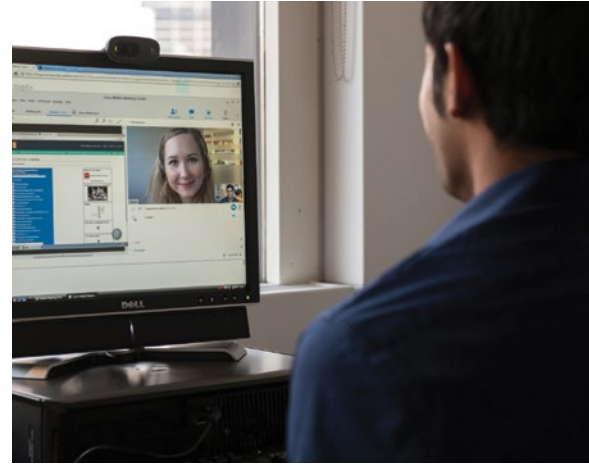
marcus evans linguarama delivers training programmes worldwide. Programmes are customised to the needs of the client company in terms of location, timing and length of training.

OPEN FORMAT COURSES

From our regional hubs in Shanghai, Kuala Lumpur, Dubai and Mexico City we run a series of open format, public courses which can be focused on business skills such as English for Meetings, Negotiations, Presentations, Report Writing or Networking.

“The course is very intensive, but I like it and I’ve learnt a lot. We talk and the teacher picks up our mistakes, we make mistakes with our speaking that we don’t make with our writing. We are doing things related to our work, negotiating skills, amending legal paragraphs, making our writing clearer. It is a small group which is a great advantage. I am very happy my teacher was a lawyer so she can understand what we are talking about. She is patient yet demanding.

U K, Senior Manager, Wacker Chemie AG, Germany





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