



WELCOME TO LIVE LANGUAGE

Live Language is a small, friendly language school in Glasgow. Our focus is on adapting quickly to individual student needs and styles of learning.

Our school has been accredited by the British Council since 2006 and was awarded Highly Trusted Sponsorship status by the UKBA in April 2011. We are also an accredited SQA exam centre. Live Language has Investors in People status, reflecting the investment we put in to our greatest resource, our staff. We pride ourselves in having a professional and friendly team of qualified teachers and support staff. This allows us to focus on what is important to you - a professional and prompt service – essential ingredients for building good relationships.

Live Language receives students from all over the world (37 countries at the last count) so our classes have a good mix of nationalities. We keep our class sizes small so teacher-student contact is maximised. Our lessons are designed to be communicative and interactive so your confidence in using the language in real situations grows. We don't believe in lecture style lessons.

The school is located in Charing Cross, close to Glasgow University and the vibrant West End, with its university, museums, shops, restaurants and bars. Students love our beautiful old school building, which is architecturally and historically important, as well as its fantastic location.

Students, businesses and agents have been pleased with the quality of service and attention they have received from Live Language. We hope that you choose to join us in the future, and can experience our excellent service for yourself.

Best wishes,

Adell Mitchell
School Director

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BRITISH COUNCIL STATEMENT

“The British Council inspected and accredited Live Language Glasgow in September 2010. The Accreditation Scheme assesses the standards of management, resources and premises, teaching and welfare and accredits organisations which meet the overall standard in each area inspected (see www.britishcouncil.org/accreditation for details).

This private language school offers courses in general English and professional English for adults (aged 16+), and general English for under 16s on a one-to-one basis.

Points of excellence were noted in aspects of management, aspects of academic management and aspect of welfare.

The inspection report stated that the organisation met the standards of the Scheme.”

OUR VISION

To be the best language learning provider globally.

OUR MISSION

To enrich people's lives by providing quality education in a supportive and friendly way.

OUR VALUES

Pride, excellent standards, support, continued progression, forward thinking, innovation, respect, satisfaction, your opinion, enthusiasm, staff well being, motivation, equality, achievement and passion.



The Green Team aims to have a fully operational environmental policy within

the school with cooperation from all staff and students. We hope to achieve a recognised industry standard as a measure of our commitment.



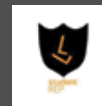
Our Well-Being Committee are there to ensure our staff and students are well

looked after in our school. This could be organising staff Pot Luck parties, Ladies Yoga classes or gathering opinion for our annual staff satisfaction questionnaire.



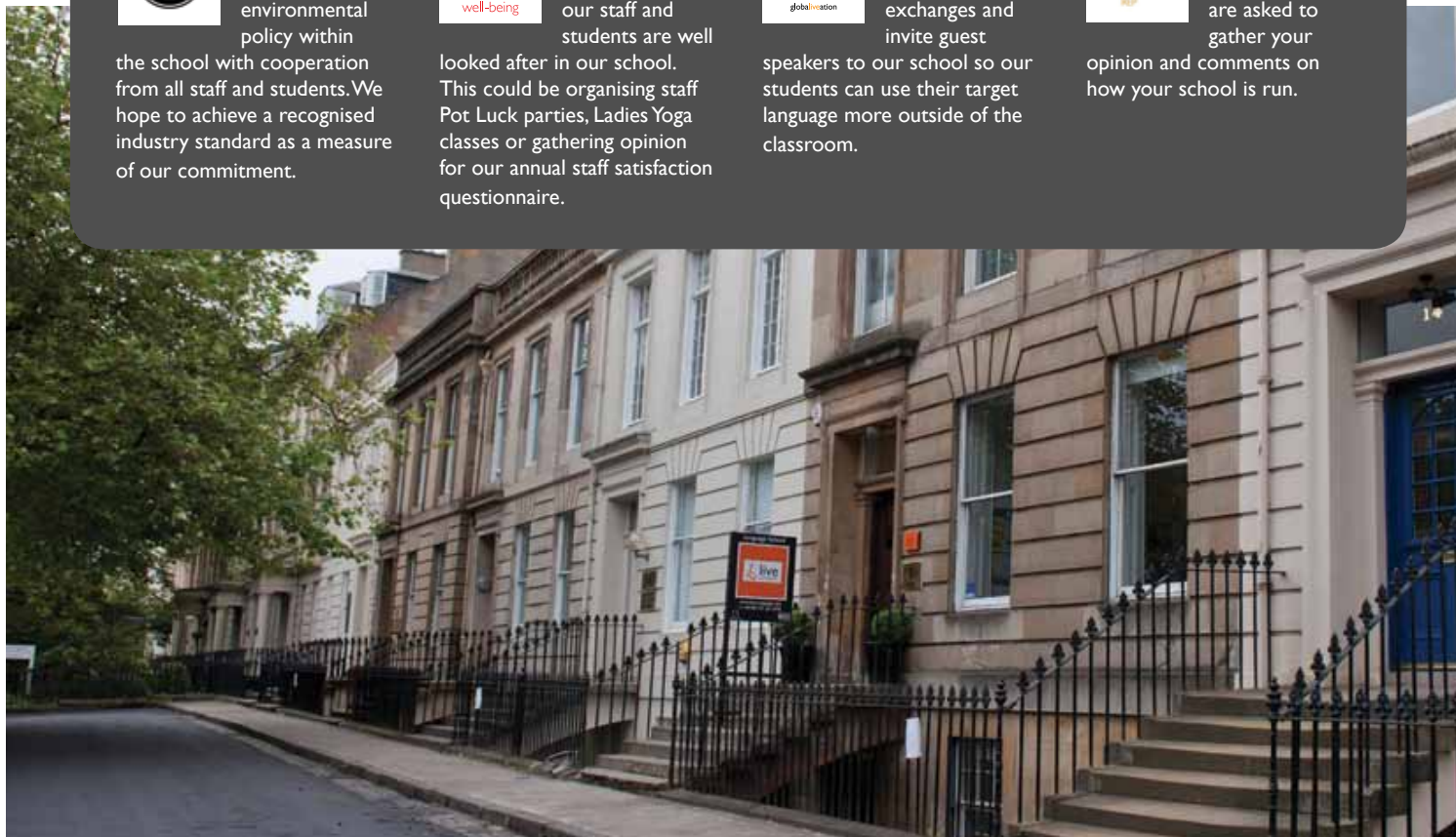
We organise voluntary work, language exchanges and invite guest

speakers to our school so our students can use their target language more outside of the classroom.



Our Student Reps are elected each term and are asked to gather your

opinion and comments on how your school is run.



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GENERAL ENGLISH COURSES

The best course to choose if you need to improve your English for general or work purposes. We have a part-time course or full-time course available.

All our group courses cover the four skills and work on your grammar, vocabulary and pronunciation. The course is structured with text books and supplementary materials from newspapers, magazines, computers and DVDs. You will receive advice on self-study and are encouraged to use English outside the classroom, particularly on our fun and varied Social Programme, which includes cultural, social and sporting activities. Please see our sample Social Programme for more information about excursions.

We limit our class sizes to a maximum of 12 people so that you receive more attention than you would if you were in a larger class.

INCLUDED IN ALL OUR COURSES

- Placement test on your first day
- Student feedback sessions
- Advice on future study in the UK and English exams
- Fun and varied social programme (entry fees to activities are extra)

- Internet and email access
- Live Language Certificate of Achievement, showing final level and study dates
- Free Wi-Fi Connection

SUMMER INTENSIVE 25 HOURS ENGLISH COURSE (\$125)

This course is designed for students who are studying English for a short time during the summer months. Classes are available starting every Monday from the beginning to the end of the summer term. To ensure individuals have maximum support from their teachers, class numbers are restricted to 12 students per group. We offer free Support Services to ensure you make the most of your course.

THE SUMMER INTENSIVE 25 PROGRAMME COMPRISES 3 COMPONENTS:

General English (15 hours per week)

English skills (7.5 hours per week) including the following:

- Listening/Speaking Skills
- FCE/CAE Preparation

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ACADEMIC ENGLISH COURSES

ACADEMIC ENGLISH COURSE (AE 25)

The course is designed for students who are preparing for study in UK universities at undergraduate or postgraduate level.

The Academic English 25 (AE25) programme comprises 3 components:

- General English (15 hours per week)
- Academic skills (7.5 hours per week)
- Self-Study Module (minimum 2.5 hours per week).

GENERAL ENGLISH CLASSES

The General English component will focus on developing your language for everyday purposes. The classes are based on lively topics which engage students in real life situations and the modern world. Each lesson will allow students to practise and improve their speaking, listening, writing and reading skills. Grammar, vocabulary and pronunciation are also developed.

The classes follow a communicative methodology to ensure that students have the chance to practise using English as much as possible. Class activities are varied including individual, pair and group work.

The class follows a core course book but the tutor will tailor the lessons to meet the needs of the study goals of the group. Supplementary materials include internet resources, DVDs, CDs, newspaper and magazine articles.

ACADEMIC SKILLS/IELTS PREPARATION CLASSES

The courses are run in conjunction with the General English classes to provide an academic-focused extension to these classes. The academic skills component will form a sound basis for further study at a British institution of higher learning. You will develop your reading and writing skills in preparation for academic study. You will also enhance your listening skills and speaking ability. You will practise common study tasks such as presentations, essay writing and note-taking.

SELF-STUDY MODULE

The Self-study module is a series of independent learning tasks to be completed out with classroom time with support from your teachers. It is designed to bridge the gap between language study and undergraduate or postgraduate study. Our library and study centre are available to support you for this element of your course.

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IELTS COURSES

These courses focus on developing vocabulary, grammar and techniques to help students improve their performance in the IELTS, covering the essential exam tasks such as describing a graph, writing an essay or discussing an opinion. Students will be expected to continue to enrich their vocabulary outside of the school if they wish to achieve success in the IELTS exam. These classes follow a core course book with supplementary materials to suit the needs of the group.

We also focus on techniques and coping strategies to deal with all sections of the exam: listening, reading, writing and speaking. Each component is dealt with in great detail, including analysis of the marking criteria used by the examiners, and provides students with extensive practice time using exam papers to improve their score.

We will familiarise you with the test, and will help you learn the necessary exam techniques. We will improve your confidence and test skills through preparation for the exam: essay writing, fluent and accurate speaking, interpreting graphs and charts, and reading and listening practice. This programme includes sample exam questions.

Also included in these courses:

- Practice IELTS Exam Tests at Live Language

PRE-IELTS AND IELTS PREPARATION COURSES

These courses are designed for students who are preparing for the IELTS exam over an extended period of time. These are most suitable for students who need the strategies and techniques for the IELTS exam but who also require additional input on grammar and vocabulary. These courses also improve your reading and listening skills which are essential for success at university in the UK. You will develop your ability to skim and scan while reading and become familiar with note-taking from lectures and seminars.

The Pre-IELTS Preparation 25 and IELTS Preparation 25 programme comprises three components:

- Pre-IELTS Preparation / IELTS Preparation (15 hours per week)
- General English skills (7.5 hours per week)

The course is designed to be run in conjunction with the IELTS class to give our students a balance of exam and General English tuition. The class focuses on the grammar, vocabulary and skills which are relevant to everyday life and provides practice for these key areas. The class follows a course book but supplementary

materials are used to match the needs of the students. Materials include CDs, DVDs and computer-based lessons.

- Self-Study Module (minimum 2.5 hours per week).

The Self-study module is a series of independent learning tasks to be completed out with classroom time with support from your teachers. It is designed to bridge the gap between language study and undergraduate or postgraduate study. Our library and study centre are available to support you for this element of your course.

INTENSIVE IELTS SHORT COURSE

This course is designed for students who need a short course to prepare for an upcoming IELTS exam. The course is ideal if you need extra exam practice or if you have no knowledge of the exam and would like a short introduction to the techniques and skills essential to excel.

The course focuses on the strategies to effectively cope with the common questions in the listening and reading sections. The writing and speaking sections focus on the marking criteria of the examiner in order to improve your overall score.

THE IELTS EXAM

IELTS (International English Language Testing System) is an internationally recognised English qualification. International students who wish to study at a British university usually need a suitable IELTS exam score. Some professional employers in the UK also require foreign practitioners, whose first language is not English, to achieve an IELTS score. You can usually take the IELTS examination in Glasgow, and we will help you to book your exam. Exam places in Glasgow are limited, so early booking is advised. IELTS Exams are not included in your course fee. For full details, please visit the IELTS website: www.ielts.org





These highly communicative courses can be taken to improve your general English level or to prepare for the FCE and CAE exam.

These courses will introduce vocabulary and grammar which will enhance the performance of the student in the FCE and CAE exam, covering the essential exam tasks such as describing photographs, writing an essay or discussing your opinion. Although vocabulary is a key element of these courses, students will be expected to continue to enrich their vocabulary outside of the school if they wish to achieve success in the FCE and CAE exam. The class follows a core course book with supplementary materials to suit the needs of the group.

The courses also focus on techniques and coping strategies to deal with all sections of the exam: Listening, Reading, Writing, Speaking and Use of English. Each component is dealt with in great detail, including analysis of the marking criteria used by the examiners and provides students with extensive practice time using exam papers to improve their performance.

You will have the chance to practise with exam papers each week. Your tutor will give you feedback on your performance. We have full-time and part-time classes available.

FCE PREPARATION COURSE (15 HOURS) AND INTENSIVE FCE PLUS COURSE (25 HRS):

These courses are designed for students who are preparing for the FCE exam. It is most suitable for students who need the strategies and techniques for the FCE exam but who also require additional input on grammar and vocabulary.

THE FCE PREPARATION 25 (FCE25) COMPRISES OF THREE COMPONENTS:

- FCE Preparation (15 hours per week)
- General English Skills (7.5 hours per week).

The course is designed to be run in conjunction with the FCE class to give our students a balance of exam and General English tuition. The class focuses on the grammar, vocabulary and skills which are relevant to everyday life and provides practice for these key areas. The class follows a course book but supplementary materials are used to match the needs of the students. Materials include CDs, DVDs and computer-based lessons.

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- Self-Study Module (minimum 2.5 hours per week).

The Self-study module is a series of independent learning tasks to be completed outwith classroom time with support from your teachers. It is designed to support you in your exam preparation. Our library and study centre are available to support you for this element of your course.

We also have part-time FCE and CAE exam courses. Cambridge Exams are internationally recognised qualifications in commerce, industry and education. They are taken worldwide to help gain employment, to further study or for personal interest.

The exams comprise of 5 papers which are carried out over 2 days. The exam tests competence in reading, writing, use of English, listening and speaking and can be taken in over 140 centres throughout the world. Cambridge Exams costs are not included in your course fee.

ONE-TO-ONE PRIVATE ENGLISH & SEMI-PRIVATE ENGLISH

One-to-one lessons let you work on your language needs, and will help you to use English confidently and effectively. You can achieve your aims quickly, and make fast progress.

You can take any number of one-to-one lessons, from 1 to 30 hours each week. You can add lessons to a group course, or take only private lessons. Most of our courses are focused on students older than 16yrs, but we can provide One-to-one lessons for students who are a minimum of 12 years old.

We will ask you about your individual language needs before you start the course. Private classes can cover different subjects, such as job interview preparation, presentations, speaking and listening practice, cultural awareness, exam practice or pronunciation. You tell us what you want to study and we will plan the lessons for you.

SEMI-PRIVATE LESSONS

A Semi-Private Lesson allows two students of the same level to study together with one teacher. By combining a group lesson with a private lesson, you receive the advantages of learning with another person combined with the focus on your own individual learning needs.

ALSO INCLUDED IN THIS COURSE:

- Comprehensive needs analysis and level check
- Bespoke course designed to suit your individual needs, learning style and schedule.



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ENGLISH WITH ACCOMMODATION

ENGLISH PLUS ACCOMMODATION SUMMER PACKAGE 15 & 25 HOURS

COURSE OUTLINE

The 15 hour and the 25 hour courses comprise 15 hours of General English. The Summer Intensive 25 programme comprises three components:

GENERAL ENGLISH (15 HOURS PER WEEK)

ENGLISH SKILLS (7.5 HOURS PER WEEK)

including the following:

- Listening / speaking skills
- FCE / CAE preparation
- English for Work purposes
- IELTS preparation

SELF-STUDY MODULE
(MINIMUM 2.5 HOURS PER WEEK).

The Self-study module is a series of independent learning tasks to be completed outwith classroom time with support from your teachers. It is designed to support you in your exam preparation. Our library and study centre are available to support you for this element of your course.

Please see our General English 15 hour and Summer Intensive 25 hour course outlines for more information.

We limit our class sizes to a maximum of 12 people so that you receive more attention than you would if you were in a larger class.



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- Accommodation
- Registration Fee
- Placement test on your first day
- Student feedback sessions
- Advice on future study in the UK and English exams
- Fun and varied social programme (entry fees to activities are extra)
- Internet and email access
- Live Language Certificate of Achievement, showing final level and study dates
- Free Wi-Fi Connection

We are offering the opportunity to study at Live Language and live in a residence run by the world famous Glasgow School of Art - Margaret Macdonald House.

This accommodation, excellent for individuals and groups, is located 10 minutes walk from Live Language and just 5 minutes from one of Glasgow's main shopping streets – Sauchiehall Street – in Glasgow's City Centre. Margaret Macdonald House is a 2-star Hostel with Visit Scotland and has been awarded a Silver Green Tourism award. Your accommodation includes a single room and access to a shared self-catering kitchen with dining area and lounge.

Travel Time	10 min walking from Live Language 5 min from the city centre
Facilities	Electric cooker, fridge, freezer, TV, laundry room, iron and board, free internet and IPTV (freeview TV) via laptop. Bedding, cooking equipment and crockery are provided.
Smoking	No
Check In	Sunday 8.00am to 8.00pm Other times by arrangement
Check Out	Sunday 8.00am to 12.00pm Other times by arrangement



YOUNG LEARNER ENGLISH IMMERSION

SUMMER COURSES FOR 12-17 YEAR OLDS

Live Language has partnered with Motherwell College and EduSport USA to provide the perfect Summer Young Learner Programmes. Taught by qualified and experienced trainers, the Live Language Young Learner Programme includes outstanding student care, academic excellence and a fun and varied cultural and social experience. Young Learners will have the opportunity to make new friends from around the world, and just as important, have lots of fun!

OUR OFFER:

- Modern on-site residential accommodation with private bathroom and TV/internet in each room
- Total immersion: 3 hours English tuition and 3 hours of taught practical study in English each day
- Small group classes to ensure individual attention
- Excellent 24 hour student care
- Fun, communicative activities every evening to enable students to learn about our world and make international friends
- Three full-day excursions around Scotland

COURSES

Students will study fun, interesting and relevant topics in their classes. They will be able to use the English they learn to make new friends both inside and outside the classroom. Students can choose to study English + another subject. The choices are:

English + Performing Arts – If your young learners like music, drama, dance and writing they will enjoy this course. Students will write and produce their own production and perform it for their fellow students at the end of their course. They will be learning and performing on a stage in a full size theatre on campus.

English + Film and Animation – Learn how to make short films and animations in our technical studios. This media course will allow students to be creative and have fun using specialist IT equipment. At the end of the course the young learners can present their short DVD to their friends and take a copy home with them!

English + Beauty – This course covers the skin, make-up techniques, fashion styling and some beauty therapy techniques. Students can practise on their new friends and they will assist the Performing Arts team with their final theatre production.

English + Football – Play football like the professionals. Students will have the opportunity to perfect their individual technique such as defending, passing, controlling, I vs I and shooting while learning new and exciting drills

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that will improve all aspects of their game and help take them to the next level. Live Language partners with EduSportUSA to provide the football coaching for this course.

LOCATION

Classes will take place in a modern college outside of Glasgow, Motherwell College. The college has a full size theatre, IT studios, a well-equipped beauty and hairdressing room, and is near Ravenscraig stadium, which has a full-size indoor football pitch and training facilities.

ACCOMMODATION

Students will live on campus and have their own bedroom with private bathroom, TV and internet. There is a shared living room on each floor with a full-size TV and snack and laundry facilities. Our staff will be available 24 hours a day to take care of students. If students would prefer to live with a local family and travel to school every day we can arrange a Homestay for them.

ACTIVITIES AND EXCURSIONS

Every evening our Activity Leaders will plan a choice of activities which will be fun, active and communicative allowing the young learners to practise their English and new skills in a safe, comfortable and relaxed atmosphere. During their stay students will visit Edinburgh, Loch

Lomond National Park and Glasgow so they can experience and learn about Scottish culture, Scottish history and Scottish people. These are fun-packed, full day activities with Activity Leaders and friends.

FEES INCLUDE:

- Three restaurant meals per day and packed lunches for excursions
- Comprehensive Insurance from the moment you arrive in Scotland
- All teaching and learning materials and access to all college facilities
- Level test on arrival and a certificate on completion of the course

All transport costs for arrival and departure (Sundays) and excursions and all entry fees during excursions

BOOKINGS

Group leaders stay free with every 15 students. Contact us for more information adell@live-language.com. We can accept individual bookings if the student stays for the full course. Taxi transfers can be arranged at an extra cost. A Registration Form and deposit must be paid on booking. For additional information, please, see our Terms and Conditions.



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ACCOMMODATION

HOMESTAY

Live Language offers Homestay accommodation throughout the year.

Staying with a host provider gives students more opportunities to practise their English and learn about our culture, in a welcoming and comfortable environment. For many students, the experience of living with a local person is a highlight of their stay in Scotland.

We organise Homestay accommodation and Self-catering Homestay ourselves, so we can match students with the most suitable people. All our host providers are people living in the Glasgow and surrounding area and are chosen for their friendliness and clean, comfortable homes. They are all interested in meeting people from around the world. All Homestays are inspected every 2 years and we aim to meet the rigorous criteria set down by the British Council.

All Homestay rooms have a bed, a desk and chair, a wardrobe, lamp and natural light. Towels and bed linen are provided. Adult students are not asked to share a bedroom, and students of the same first language are not placed in the same home unless requested. Each Host Provider offers an Information Pack for new guests, containing local tourist information, emergency numbers, and transport information.

STANDARD HOMESTAY

- Single or shared (with same sex, different mother tongue) with a Host Provider
- Breakfast and evening meal
- The MAXIMUM travelling time to the school is 1 hour
- Packed lunches can be arranged
- Travel pass not included

EXECUTIVE HOMESTAY

Executive homestay offers a higher standard of accommodation, with a private bathroom and 3-course meal each evening, with wine.

- Single room with a Host Provider
- Private bathroom
- Breakfast, packed lunch and evening meal with wine
- The MAXIMUM travelling time to the school is 1 hour
- Travel pass not included

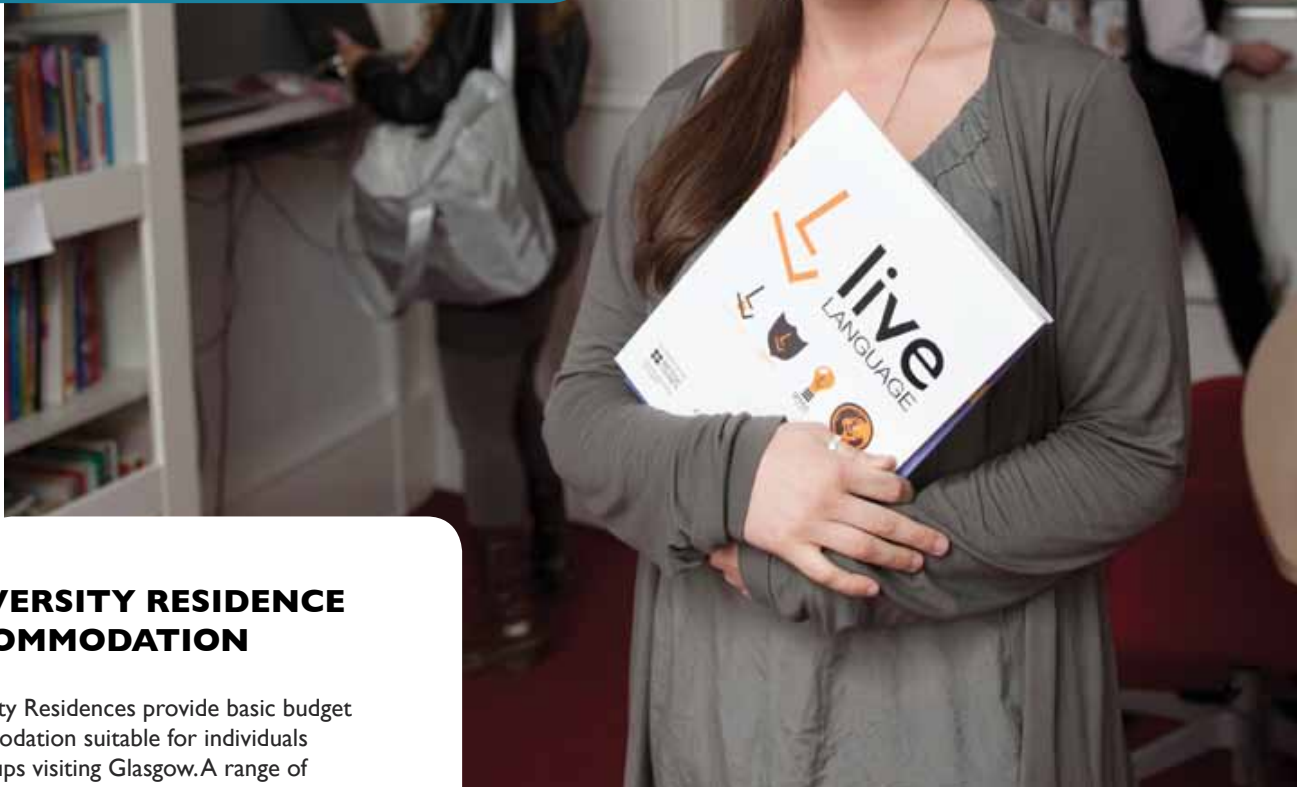
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SELF CATERING HOMESTAY

Self Catering Homestay is suitable for more independent students or those with special diets, who wish to cook their own meals. Students still have the benefit of staying in a home and experiencing our culture.

- Single or shared (with same sex, different mother tongue) room with a Host Provider
- Cook your own meals and buy your own food
- The **MAXIMUM** travelling time to the school is 1 hour
- Ideal for more independent students or people with special diets
- Travel pass not included

Check In	Sunday from 12.00pm
Check Out	Sunday by 12.00pm
Age	16s and over



UNIVERSITY RESIDENCE ACCOMMODATION

University Residences provide basic budget accommodation suitable for individuals and groups visiting Glasgow. A range of accommodation is available from self-catering apartments, sharing a bathroom and kitchen with between 3 and 8 other students, to fully catered accommodation. Some en-suite rooms may be available. Please note that Live Language does not operate these residencies and cannot book these accommodations directly on your behalf but we will be happy to help you make arrangements, give you information and check availability for you.

HOTELS/GUEST HOUSES

There is a huge choice of accommodation in Glasgow to suit all budgets. Live Language will be happy to help select and book accommodation for before, during and after a course. Live Language only uses Hotel/Guest House accommodation which has been inspected by the Scottish Tourist Board.

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SOCIAL PROGRAMME

We offer our students an active and fun programme of cultural, educational and leisure activities and excursions.

In Glasgow, we visit museums and art galleries, take part in sports or enjoy a ceilidh or pub quiz. Students may visit the Highlands of Scotland and see its beautiful, wild scenery. They can see castles or the monument to William Wallace (Braveheart), taste whisky, or explore the Isle of Skye. We can adapt our activities to suit different age groups and interests. Take a look at our sample programme!

GLASGOW

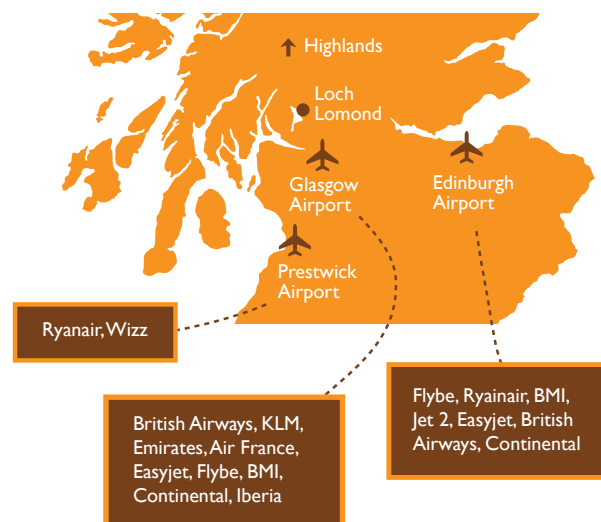
Glasgow was European City of Culture 1991, and European City of Architecture and Design in 1999, and will host the 2014 Commonwealth Games. It is famous for its vibrant atmosphere, friendly people, architecture, shopping, parks, free museums and attractions. The World Pipe Band Championships and Celtic Connections festival are held here and in fact, there is a festival in Glasgow every month of the year! There is also a great choice of music and nightlife so there is something for everyone, no matter what time of year you visit.

If you want to know more about attractions we go to in Glasgow, you can visit the Glasgow Tourist Board's website: <http://www.seeglasgow.com>

Glasgow is just 45 minutes from Edinburgh and with great transport links to the rest of Scotland, is an ideal base to explore from. It is 45mins by train from Loch Lomond – the start of the Highlands.

GETTING TO LIVE LANGUAGE

Visitors can fly to Glasgow or Prestwick Airports, which are served by low-cost airlines such as RyanAir and EasyJet, BMI, Flybe and Air Berlin, as well as Emirates, SAS, KLM and BA. Direct flights are available to many European airports, as well as Scandinavia and Dubai. There are many flights to London airports.



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SCOTLAND

Many students visit the wild and beautiful Scottish Highlands during their stay. We can arrange day or weekend trips to Skye, Oban, or Loch Ness, for individuals and groups.

All tastes are catered for, from those looking to enjoy to tranquillity and history of Scotland, to those who want adventure and adrenalin.

SAMPLE SUMMER SOCIAL PROGRAMME

MON	TUE	WED	THU	FRI	SAT
	Scotland Street School		Wii Night		Edinburgh Festival
	People's Palace and Winter Gardens		Bowling		Loch Lomond Trip
	Science Centre + Imax Cinema		Movie Night		Glasgow by Night
	Gallery of Modern Art		Quiz Night		Loch Ness, Glencoe + the Highlands Day Trip



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HELP AND SUPPORT WE GIVE TO OUR STUDENTS



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As learning English in a new country can sometimes be a difficult and challenging experience, we have a variety of support staff and services to ensure your success. Although your teacher will be your first support, you may feel that you need extra help to fully benefit from your time with us. We offer these free services aimed to support your learning from different perspectives.

ACADEMIC SUPPORT TUTOR

We have a dedicated tutor who can provide additional learning support. The tutor is available to help you with any problems you may be experiencing with the class activities or can provide additional practice materials and opportunities. For example, many students visit the tutor to do an IELTS speaking test or to do extra practice writing tasks. Appointments are made on the sign-up sheet in Reception.

ADMISSIONS ADVISOR

Our admissions advisor will help you to choose the best course at college or university in the UK and help and support your application for future study in the UK.

STUDENT REPRESENTATIVE PROGRAMME



Each class elects a Student Representative to meet with staff on a regular basis to give feedback on our school and services.



To give you more opportunities to speak outside of class, we have developed our Globaliveation programme. This programme has three elements:

LANGUAGE EXCHANGE

We can arrange for you to meet someone who is learning your native language and you learning theirs. Typically, you would go out for coffee or similar social situation with your exchange partner. You would teach them your language and they would help you with your English. It's the ideal opportunity to practise your English, learn more about British culture and make new friends.

VOLUNTEER PROGRAMME

Our volunteer programme allows you to work with various charities, organisations and shops. You devote a few hours per week to the organisation, giving you the perfect opportunity to integrate into your community and practise your English in a real situation.

REGULAR TALKS FROM CHARITABLE ORGANISATIONS

We invite local and global organisations to our school to present their causes to our students. This is great for raising awareness about current issues, for your listening and speaking practice and sometimes raising money for good causes.



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LANGUAGES FOR BUSINESS

Live Language provides language training programmes for many different clients in Group and One-to-One settings.

We offer organisations various options for developing your employees' language skills, depending on your business requirements. We strive to make all our classes enjoyable and interactive and follow the communicative methodology, enabling trainees to practise what they have learned and build their confidence in using the language in real situations. We design your course to ensure that the needs of the employee and the business are met.

Our teachers are native speakers and are chosen for their dedication and passion for teaching. All teachers have appropriate experience and are committed to their own professional development in order to maintain our high standards of teaching. Our language training takes place at a time and location that is convenient for you and your colleagues – either in your workplace or at Live Language premises, allowing flexibility for your staff.

Training comes in Group, Closed Group or One-to-One situations and can be delivered through a series of modules designed by Live Language or through a bespoke service specifically developed around your company, colleagues and customer requirements.

Prior to starting your training, we will carry out a thorough Needs Analysis and an assessment of current language level. We then discuss your objectives and outcomes and a course is designed based on your budget, level of support and flexibility. Regular assessments will take place so that learning can be measured in line with any Human Resource objectives.

KEY BENEFITS OF LANGUAGE TRAINING FOR STAFF

- Improved relationships between you and your overseas clients
- Improved performance in multi-cultural meetings
- Increased confidence in dealing with customers or suppliers abroad
- Be taken more seriously in new markets abroad
- Training and investment for your team
- Improved accuracy in your communication to other countries
- Easier for foreign buyers to purchase goods or services
- Reduced spend on translators and interpreters
- Reduced performance gap due to language difficulties

INCLUDED ON ALL CORPORATE TRAINING COURSES

- Needs Analysis
- Language Assessment Test
- Materials
- Access to Live Language services – accommodation, language exchange, social programme etc
- Cultural awareness is taught through the use of language for specific situations
- Preparation for qualifications (SQA, IELTS, BULATS, FCE etc)

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MODULE-BASED TRAINING: GROUP OR ONE-TO-ONE

Developed by Live Language as a result of working with many organisations whose basic language training requirements were of a similar nature to each other, each module is split into 10-hour blocks and covers the key business skills required for business communications.

THESE MODULES ARE:

- Writing for Business: Report-Writing, Writing e-mails, faxes, letters. We focus on accuracy, conciseness and appropriate style making all written communications clear and concise
- Negotiation Skills: How to undertake negotiations in a variety of situations. Employees learn the language appropriate to achieve the aims of your business
- Meetings with Results: How to chair and participate in effective meetings.
- Powerful Presentations: The focus is on not only language, but how to organise your presentation. The module develops the use of gesturing and intonation to convey your message more effectively.
- Cultural Awareness: Understanding and appreciating intercultural differences ultimately promotes clearer communication, breaks down barriers, builds trust, strengthens relationships, opens horizons and yields tangible results in terms of business success.

BESPOKE TRAINING: GROUP OR ONE-TO-ONE

Bespoke Group or One-to-One training allows you to tailor a course that matches your business needs. With the Bespoke Training Package a detailed assessment of your business requirements will be carried out to develop a Training Programme that is specific to your employees' and your business requirements.

INCLUDED IN THE BESPOKE TRAINING PACKAGE:

- Creation of a language strategy that supports your business requirements
- Language Exchange – We match language exchange students to complement your employees' business interests and organise language exchange meet ups on your behalf.
- Learning Plans for each employee. All Bespoke Group courses will receive a Group Development Plan at the beginning of their course. These plans are based on the requirements of the group but also take into consideration individual learning needs.

- Designated account manager to organise lessons and language exchange
- Regular progress reports sent to Line Managers and HR Managers
- Learning materials tailored specifically towards your industry covering current issues and topics of interest
- Post Course Follow Up – We provide support for employees in maintaining their language development
- One-to-One tutorial support is also offered as part of the Bespoke Group courses
- Priority bookings and discounts on all our open group courses within the school

ADDITIONAL SERVICES

To support you in your internationalisation projects we also provide Interpretation and Translation Services for your business.

OUR CLIENTS INCLUDE:

- Weir Pumps
- Scottish Power
- Aggreko
- First Engineering
- Iberdrola
- The Edrington Group
- Ibermatica
- Gamesa
- SQA
- Glasgow School of Art

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