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EMBASSY CES IS THE LANGUAGE TRAINING DIVISION OF STUDY GROUP, A WORLD LEADER IN EDUCATIONAL AND TRAINING PROGRAMMES. EMBASSY CES OPERATES 20 LANGUAGE TRAINING CENTRES IN THE UK, USA, AUSTRALIA, NEW ZEALAND AND CANADA.

PROFESSIONAL ENGLISH

FOR THE PROFESSIONAL LEARNER



WHO OUR COURSES ARE FOR

Our Executive courses are for you if:

- you are an adult professional
- you are working at the moment or are about to start a new job
- you know some English already
- you need to improve your current level of English quickly and efficiently
- you use or will have to use English in your everyday work
- you need to communicate regularly in English with clients or colleagues in other countries
- you need English for meetings and negotiations
- you regularly make presentations and would like them to be more effective
- you need to improve your job-related vocabulary
- you often receive telephone calls in English and would like to be able to respond more easily
- you need to write e-mails, letters and reports in English
- you are busy and you don't have a lot of time to spare for language learning

WHAT YOU WILL GAIN

EXCLUSIVE EXECUTIVE BENEFITS

- All classes with a maximum of just four students
- Programme Director available at all times for consultation and advice
- Conference-style classrooms, equipped with TV, video, DVD and audio facilities
- Learning centres with audio and video equipment, computers and a comprehensive range of language materials
- Daily newspapers and international weeklies
- Wireless access to internet and email
- Coffee and tea facilities available all day

PERSONAL DEVELOPMENT

- Pre-arrival needs analysis questionnaire
- Initial placement test and personal interview with the Programme Director
- Careful matching of participants to ensure balance and compatibility within each group
- Personal attention throughout the course and regular progress discussions with the Programme Director
- End-of-course Embassy Certificate and linguistic profile

DEFINED STUDY OBJECTIVES

- Development of fluency, accuracy and confidence when speaking English
- Acquisition and practice of key business English vocabulary
- Strategies for increasing word power quickly
- Rapid improvement of listening and reading skills
- Strengthening of grammatical accuracy in English

CLIENT LIST INCLUDES:

ABB ■ AVANTIS ■ BAYER ■ BANCO DE ESPANA ■ BMW ■ CIBA-GEIGY ■ COCA COLA ■ CREDIT

GLAXOSMITHKLINE ■ HEINEKEN ■ IBM ■ IKEA ■ INDUSTRIAL BANK OF JAPAN ■ KUWAIT OIL TANKER COMPANY ■ MITSUI CHEMICALS ■ MOBIL OIL

SAUDI AMERICAN BANK ■ SEAT ■ SIEMENS ■ SONY ■ TOSHIBA ■ UBS ■ VOLVO ■ WINTERTHUR INSURANCE

“ Very professional. Very good in Business English, grammar and pronunciation. The school should be proud of its teachers. The Social Activities Organiser is a jewel! ”

ANDREAS – Germany

DECADES OF EXPERIENCE IN DELIVERING SPECIALIST EXECUTIVE ENGLISH TRAINING ON BEHALF OF BLUE-CHIP CLIENTS WORLDWIDE



WHAT YOUR OPTIONS ARE

All executive courses run in classes of just four students. The course structure is designed to be as flexible as possible. You can choose from a variety of options so that you study the course which most suits your own needs.

COURSE RANGE

- ▣ Executive 4 Standard Course (20 x 50 minute lessons per week)
- ▣ Executive 4 Intensive Course (28 x 50 minute lessons per week)
- ▣ Additional One-to-One lessons (5, 10, 15 or 20 additional lessons per week)
- ▣ Stand-alone One-to-One courses
- ▣ Customised courses, tailored to your specific business area

Please see pages 4-5 for full course details.

YOUR LESSON TIMETABLE (sample)

	9.15 - 10.05	10.05 - 10.55	11.10 - 12.00	12.00 - 12.50	13.30 - 14.20	14.20 - 15.10	15.20 - 16.10	16.10 - 17.00
Standard	Group Lesson	Group Lesson	Group Lesson	Group Lesson				
PL 5					Private Class			
PL 10					Private Class	Private Class		
PL 15					Private Class	Private Class	Private Class	
PL 20					Private Class	Private Class	Private Class	Private Class
Intensive	Group Lesson	Group Lesson	Group Lesson	Group Lesson	Group Lesson	Group Lesson		
PL 5							Private Class	
PL 10							Private Class	Private Class

DIT SUISSE ▣ DEUTSCHE TELEKOM ▣ ERNST & YOUNG ▣ ESSO ▣ EUREST ▣ EUROPEAN INVESTMENT BANK ▣ FIAT ▣ FRANCE TELECOM
 ▣ NESTLÉ ▣ NOKIA ▣ NOMURA RESEARCH INSTITUTE ▣ PHILIP MORRIS ▣ PIONEER ▣ PRICEWATERHOUSE ▣ RENAULT ▣ RJ REYNOLDS

OUR RIGOROUS YET FLEXIBLE COURSES ARE FOUNDED ON 30 YEARS' EXPERIENCE OF DELIVERING SPECIALISED EXECUTIVE ENGLISH TRAINING TO BOTH INDIVIDUALS AND BLUE-CHIP CORPORATE CLIENTS AROUND THE WORLD. OUR TEACHERS ARE HIGHLY QUALIFIED, WITH EXPERTISE IN TEACHING ENGLISH FOR BUSINESS AND OTHER AREAS OF PROFESSIONAL SPECIALISATION.

STRUCTURE AND CONTENT

MAXIMUM OF FOUR PER CLASS



EXECUTIVE 4 COURSES



OUTCOME-DRIVEN LEARNING



COURSE CONTENT AND STRUCTURE

EXECUTIVE 4 STANDARD (ex1)

Maximum 4 in a class
20 lessons per week
Classes usually in the morning
Afternoons free for private study,
additional one-to-one lessons
or sightseeing

EXECUTIVE 4 INTENSIVE (ex2)

Maximum 4 in a class
28 lessons per week
20 lessons in the morning
Additional 8 lessons in
the afternoon
Friday afternoons free for
private study or sightseeing

COURSE CONTENT DESIGNED AROUND YOU

Our staff are all highly experienced in teaching English to business clients. We recognise that from industry to industry, different English skills are required and that's why our Executive courses are designed around your specific needs. We adapt and shape the course around you and your own career requirements; developing your core skills and maximising your investment.

MODERN LESSONS FOR REAL RESULTS

The hallmark of your lessons will be a flexible approach that takes account of the individual needs of you and your group. There is strong promotion of oral fluency and listening skills and extensive work on vocabulary building, with a general focus on Business English.

INTERACTIVE TRAINING

Our study methods are highly interactive. Extensive use of role-playing, case studies and discussion groups will bring your learning to life. Our teachers regularly use up-to-date, real-life business materials from a variety of media including newspapers, television and the internet. The emphasis is firmly on using English fluently and appropriately to achieve effective communication.

Lessons will focus on the following core areas:

- Communications skills (listening and speaking)
- Practical writing skills (emails, letters, forms)
- Developing reading skills
- Business terms and business vocabulary
- Pronunciation
- Business communication
- English for meetings
- English for negotiating
- Making presentations in English
- Financial English
- Fine-tuning English grammar

“ It was absolutely excellent! The individual training was exactly adjusted to my wishes and needs. There was a very nice atmosphere and I became more and more confident in my ability to speak freely. ”

BORIS – Germany

A FLEXIBLE RANGE OF COURSES AND OPTIONS DESIGNED TO MEET YOUR PROFESSIONAL NEEDS IN ENGLISH LANGUAGE LEARNING



KEY FACTS

START DATES:

- Every Monday

LESSON LENGTH:

- 50 minutes

COURSE LENGTH:

- Minimum one week, no maximum

LOCATIONS:

- **UK** Cambridge, Hastings
- **USA** New York

MINIMUM LEVEL:

- Pre-Intermediate

RECOMMENDED MINIMUM AGE:

- 21



ONE-TO-ONE LESSONS

ADDITIONAL TO MAIN COURSE

These can be added to the Executive 4 Standard or the Executive 4 Intensive courses.

If you have a specific area of language or business that you need to work on intensively with a personal tutor, you can choose between 5 and 20 additional one-to-one lessons per week. We can work with you on specialised job-related vocabulary and functions, or prepare you for participation in a business meeting or conference. You might need help with a presentation or with the drawing up of a contract. Whatever your own specific requirements these lessons can be tailor-made to fit your needs.

- 5 lessons per week (P1)
- 10 lessons per week (P2)
- 15 lessons per week (P3)
- 20 lessons per week (P4)

STAND-ALONE ONE-TO-ONE COURSES

At our UK centres clients have the additional benefit of being able to book courses consisting exclusively of one-to-one lessons.

- 20 lessons per week (EX6)
- 30 lessons per week (EX7)
- 40 lessons per week (EX8)



CUSTOMISED COURSES

One-to-one courses can also be customised to cover client needs in any of the following areas of professional activity:

- English for the Pharmaceutical Industry
- Medical English
- Legal English
- English for Marketing
- English for Hospitality and Tourism
- English for Government
- English for Aviation
- English for the Petroleum Industry
- English for Accountancy
- English for Engineering
- Maritime English
- LCCI preparation
- TOEIC preparation

Sample syllabuses are available on request for the above. If your area of specialisation is not listed here, please contact us.

OUR EXECUTIVE COURSES ARE AVAILABLE IN THREE GREAT LOCATIONS. WHETHER YOU WANT TO STUDY RIGHT IN THE HEART OF A WORLD-CLASS COMMERCIAL CITY OR ARE LOOKING FOR THE CALM THAT COMES FROM A MORE TRADITIONALLY ACADEMIC ENVIRONMENT, WE HAVE THE LOCATION FOR YOU. WHEREVER YOU CHOOSE, YOU'LL FIND THE SAME HIGH STANDARD OF FACILITIES AND TRAINING THAT TYPIFIES EMBASSY CES AROUND THE WORLD.

LOCATIONS



ENGLAND

CAMBRIDGE

With its stunning ancient architecture, gently flowing river and beautiful surrounding countryside, Cambridge is one of the England's most delightful cities. Our centre occupies a beautifully modernised Edwardian house in the heart of this university city. In addition to our excellent teaching facilities, we have a great cafeteria and terraced gardens.



ENGLAND

HASTINGS

Famous for the Norman Invasion in 1066, this historic town is a great place to explore. With a safe and friendly atmosphere, lively artistic community, shops, restaurants and pubs, Hastings has something for everyone. We're based in a pleasant residential area close to the seafront and local amenities.



UNITED STATES

NEW YORK

Many people regard New York as the world's most exciting city. From the Empire State Building and Times Square to the Statue of Liberty and Central Park, it has some fantastic attractions. Our centre is located on 7th Avenue, right in the heart of Manhattan, and features well-equipped, modern classrooms, a relaxing student lounge and a modern multimedia suite.

“ I've learnt so much and I really enjoyed myself. I can use the language I learnt in my work. ”

MONICA – Switzerland

STUDY IN NEW YORK, CAMBRIDGE OR HASTINGS



ACCOMMODATION

HOMESTAY

Immerse yourself in the culture

Living in a friendly, local home environment presents you with an excellent opportunity to practise your English skills in a real-life situation. It enables you to use English from early morning to late evening and gives you the chance to put into immediate practice what you have learnt in the classroom. Homestay families are carefully chosen by our specialist staff and are very experienced in accommodating executive students.

RESIDENTIAL ACCOMMODATION

Live with other international graduates

With a choice of private or shared facilities, this popular option is reasonably priced and gives you the opportunity to socialise with other students from around the world. Some of our centres have their own residential facilities, whilst at others we use local university accommodation.

Please contact us for details of residential accommodation availability.

HOTEL ACCOMMODATION

Enjoy comfort and convenience

We have been able to negotiate special Embassy CES rates with local hotels in many of our destinations. Please contact us if you would like further details of local hotel options. We can also provide you with all the information you need, should you prefer to make your own arrangements.

International Course Enrolment Centres for Registration & further Information: □

English Speakers: □
www.LanguageCourse.net□
info@languagecourse.net□
English US: +1-800 613 63 45 (toll-free □
number) □
English UK: +44-709 200 15 64 (UK-only □
number)□
English (worldwide): +34-932 688 774□
□
German Speakers: □
www.LanguageCourse.de□
info@languagecourse.de□
DE: 0800-999 88 84 (FreeCall) □
CH/A: +49-221-8000 94 29 □

Dutch Speakers:□
www.Talen-Cursussen.nl □
info@talen-cursussen.nl □
Tel. +34-932 688 115□
□
Japanese Speakers:□
www.Discount-Ryugaku.com□
info@discount-ryugaku.com□
□
Swedish Speakers:□
www.LanguageCourse.se□
info@languagecourse.se□
□

Spanish Speakers: □
www.Cursos-de-Idiomas.com□
info@cursos-de-Idiomas.com□
Tel. +34-932 688 775□
□
Italian Speakers: □
www.Corsi-di-Lingua.it□
info@corsi-di-lingua.it□
Tel. 800 125 755 (numero verde) □

Russian Speakers:□
www.LanguageCourse.ru□
info@languagecourse.ru □
□
Polish Speakers:□
www.kursy-jezykowe.pl□
info@kursy-jezykowe.pl



AUSTRALIA



CANADA



ENGLAND



NEW ZEALAND



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