

## **Business and Professional Courses**

*Holland Park  
Gardens*

## Welcome

**Our clients are busy, demanding people. They have no time to waste, and need the best. Our courses have been developed in response to their needs. We offer highly practical training with immediately usable results.**



A stay in London involves more than just a course. All our services offer the same personal attention and the same focus on quality.



This is a real international community. Most people are only here for a short time, but it is an opportunity to learn and for personal development, away from the normal pressures of work.

Whatever your priorities for your English, we are here to help you achieve your own personal goals. We look forward to welcoming you to Holland Park Gardens.

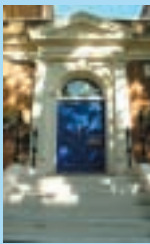


Timothy Blake, Managing Director

## Location

We are located in **Holland Park** – one of the best residential areas of London close to fashionable **Notting Hill** and the exclusive shops of **Kensington**.

Some of our homestay families are in this area, which is also close to the centre of London – you can travel by underground from Holland Park station to Oxford Street in just 10 minutes.



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## London

London hardly needs any introduction, but it really is a wonderfully exciting, diverse city with something for everyone. Although it is very big, you may be surprised at how green it is – the air quality is far better than many other large cities around the world.

These are just some of the things you can do here:

- Visit our world-class galleries and museums – most of them are free
- Eat in the thousands of excellent restaurants offering every cuisine imaginable
- Enjoy an evening at a musical, concert, theatre or club
- Walk through our huge and beautiful parks

...or just sit in a café or in one of London's many famous pubs and watch people going about their business – after all, this is one of the world's most fascinating and culturally diverse cities. Whatever you want to do in your free time, we will be happy to book tickets or a restaurant for you, or tell you about our favourite parts of London.

### Explore beyond London

London is an attractive and fascinating city, but to get a feel for this country, you should also take the time to travel beyond London. If you have a weekend free, we recommend that you **explore Britain's beautiful countryside** or **visit one of the many historical towns** – many are no more than an hour or two from London. We can help you choose an organised tour, book train tickets or rent a car – whatever you want to do, **don't forget that we're here to help you make the most of your time with us.**



## Studying with us

You will come to us with high expectations.  
Our aim is to exceed them.

Studying at The London School of English is a challenge. We will push you hard to improve quickly. It's quite hard work – but learning here is fun, challenging, and you will be amazed at how quickly you can improve.

We fill your day with English. If you take a 30-hour programme here you can expect to be speaking English in the school for **40 full hours a week**. If you participate in our social programme and spend time talking with a homestay family this can easily be **60 hours a week**.

Our feedback is excellent. On average, 99% of course participants say they would recommend us to a friend or colleague.



### There are three course formats

We recognise that not everyone has the same learning style, so we offer some flexibility to suit your learning method:

#### Group courses

By working in a group, you can benefit from the experience and input of the other participants – and make new friends and contacts for the future. Our groups are small, so contact time is maximised. And you can be sure that others in the group have similar objectives.

#### Individual Tuition

Some people have very specific needs and objectives that can only be met by choosing individual tuition. With 1:1 training, the course is 100% tailored to suit your needs.

#### Combination courses

'The best of both worlds'. Typically a client will do group tuition for half the day and then take 1:1 training for the other half. Most of our courses can be taken as combination courses.

You can always take a mixture of courses with us, combining more than one course type to make the ideal programme to suit your needs. This can also include the range of General English programmes at our Westcroft Square centre (see separate brochure).



### Course benefits

Whichever course you take with us, you can expect to improve your English in the following ways:

- communicate more confidently
- speak more accurately and fluently
- participate more successfully in meetings
- improve your written English including emails
- expand your professional vocabulary
- improve your understanding of grammar
- socialise and network with greater confidence
- work successfully in a cross-cultural environment

## Some key points to consider

Important facts to help you make the right choice



Established in 1912, we are the **oldest accredited English language school in the world**. This means that we have **unrivalled experience** in training international business and professional people.



We offer a great location. By studying with us, you will be able to enjoy the beautiful surroundings of Holland Park – **one of London's most exclusive residential areas**, and less than 20 minutes from the heart of the city.



A good mix of nationalities is important. On average, we have **over 50 nationalities** each year studying with us in our Holland Park Gardens centre.



All our trainers are highly qualified and very experienced. In addition, many of them also have a relevant business or professional background. The **average age of our trainers is 44** so you can be confident that you will be working with true professionals.



**The average age of our clients at Holland Park Gardens is 36**. This gives you a good indication of the professional environment you will be working in.



60 mins

How long is an hour? We think it's 60 minutes! Many schools' lessons last 45 or 50 minutes, so remember that all our quoted 'hours' are a **full 60 minutes**. When choosing a school, make sure you find out how much actual teaching time you will have.



The descriptions in this brochure can only give you a basic idea of our courses. Our web site includes much more detail about our services – please visit the web link below each course to find out more.



### To summarise

We are here to train professional working people who have one thing in common: a desire to improve their English communication skills in the shortest possible time.

Whether you are just starting out in your chosen career, or are at the top of your profession, we have the experience and staff to help you improve your English.

And as you might expect, our facilities are of a very high standard – we have everything you will need to make the most of your time with us.








# English for International Business


## Executive and Manager Course

### Factcheck

 Group size  
maximum 6

 Minimum age 25  
Average age 38

 30 hours per week  
09.00 – 17.00  
Monday – Friday

 Start any Monday  
Course length  
1-6 weeks



Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

**Very well organised and it perfectly corresponded to my needs. /**

*Patrizia Roncadi,  
Italy*



### Typical course participants

This course is ideal for **experienced executives, managers** and **professionals** who wish to improve their language in a **commercial context** in the shortest possible time. Typically, participants have been working for some time and are already well established in their chosen careers.

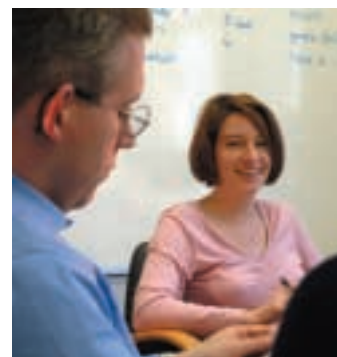
### Course content summary

This highly intensive course is **hands-on** and **task based**, with frequent **role-plays** and **simulations** designed to develop essential language skills. Our very active method, combined with intensive listening, vocabulary building and remedial grammar work, builds confidence, fluency and accuracy. Course content is relevant and up-to-date, with constant input from participants, so **rapid progress** is assured.

Everything you do will be **practical, realistic** and **useful**. What you learn can be rapidly applied in the workplace. Groups are very small to ensure attention to individual needs.

### Benefits of doing this course


In addition to the benefits outlined on page 4, you can expect to manage **meetings** and **negotiations** more effectively, improve your **presentation skills**, expand your **business vocabulary** and use the **telephone** with greater confidence.




# Communicating Effectively in English


General and working English for professionals

## Factcheck

 Group size maximum 8

 Minimum age 23  
Average age 36

 *Full programme:*  
26 hours per week  
09.00 – 16.00  
Monday – Friday  
*Morning only:*  
16 hours per week  
09.00 – 12.35  
Monday – Friday

 Start any Monday  
Course length 1-6 weeks



Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

## Typical course participants

This course is for professionals who want to develop their English in a **work and social context**, but who don't need a strong commercial focus. Typical participants include:

- Engineers
- Doctors
- Journalists
- Architects
- Administrators
- Academics
- IT professionals
- Public officials
- Military and police

– in fact, any working professional who needs to develop **professional English communication skills**.

## Course content summary

This intensive course is **less commercially focused** than the English for International Business course and is available from a fairly low level. However, there is still a strong focus on developing **practical skills** such as the English used for **meetings** and **presentations** alongside more **general communication skills**.

You can choose to do the **full day**, or follow the **morning-only programme** (16 hours per week).

## Benefits of doing this course

In addition to the benefits outlined on page 4, you can expect to **communicate more confidently in a range of life and work situations**, participate more effectively in **meetings**, make better **presentations**, and use the **telephone** for effective communication.




**Everything was much better than I could imagine. Very well organised programmes.**


*Ingrid Pocar, Germany*


# Young Business English


Business English for professionals aged 20-30

## Factcheck

 Group size  
maximum 10

 Age 20 – 30  
Average age 26

 24 hours per week  
09.30 – 16.00  
Monday – Friday

 1 Recommended start  
dates every 2 weeks  
but start any Monday  
possible. Course  
length 2-6 weeks



Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

## Typical course participants

If you are still at a fairly early stage in your business career, then this is the course for you. You may have a few years' working experience, or you may be coming to the end of your business studies and preparing yourself for the workplace. Some business experience is certainly useful, but not essential.



## Course content summary

This course is designed to provide you with the business English skills you need for your career. It can also provide an excellent preparation for MBA studies. It focuses on English for **meetings, presentations** and **negotiations**, as well as giving you the skills to communicate well in less formal business and social situations. You can also expect to develop your reading and listening skills and improve your written English in a work context – including handling reports and drafting emails.

**Ask about our free BEC Higher preparation for people booking 6 weeks on this course!**

**// This school gave me after two weeks, more than 8 years of learning English in my own country. //**

*Stanislav Mozny,  
Czech Republic*

## Benefits of doing this course

In addition to the benefits outlined on page 4, you can expect to **expand your active business vocabulary** and use English in your work with greater confidence.




 [www.londonschool.com/business/youngbusiness.htm](http://www.londonschool.com/business/youngbusiness.htm)





# Individual Tuition


## Personalised English language training

### Factcheck

 Normally 1:1.  
If you can come with one or two friends or colleagues, we can offer you a special small group (2:1 or 3:1)

 Minimum age 18  
Average age 35

 Flexible hours, but usually 15, 25 or 30 hours per week  
15 hours minimum, no maximum

 Recommended start dates any Monday but flexibility is possible including weekends



### Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

**The trainers are excellent and due to their professional background, I really improved my legal and financial English skills.**

*Stephan Studer,  
Switzerland*

### Typical course participants

There is no 'typical' person who chooses individual tuition. You may feel that a group course is simply not suitable, you may have limited time available, or you may want the trainer to be able to focus 100% on your needs. Whatever your reasons, a programme of individual tuition recognises that everyone is different, so the training content is entirely **flexible to suit you**.

### What you can expect on a course of 1:1 tuition

We will do a complete **Needs Analysis** before you arrive and only choose the trainer(s) most appropriate to those needs. The day can be as intensive as you choose to make it – if you take lunch in the school, you will take it with your trainer.

We also offer a **Premium Service** which can include presentations by invited speakers, lunches at top restaurants with your trainer, and an individual evening and weekend social programme to match your interests. Ask us for further details.

## Combination Courses

### The best of both worlds

Most of our courses can be taken as combination courses. You will spend half your day in a group and the other half of the day – normally 3 hours – with your 1:1 trainer, focusing on your own particular area of need. This gives you **all the benefits of Individual Tuition** as outlined above, **together with an opportunity to learn in a group environment**.



It was better than my expectations, which were already high. There was an excellent atmosphere in the school. //

Lena Kraitsik, Sweden

### Factcheck

-  Group size maximum 6
-  Minimum age 25 Average age 40
-  30 hours per week 09.00 – 17.00 Monday – Friday
-  Fixed start dates 1 week course

Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

## English for Human Resources

Helping HR professionals handle working situations with confidence

### Typical course participants

Most participants on this course are experienced HR professionals.

### Course content summary

This course will provide you with the English language skills needed to perform in a variety of work situations, including **interviewing** applicants, conducting **appraisals**, participating in **meetings** and using the **telephone**. The written and spoken work will be valuable in both formal and social situations.

### Benefits of doing this course

In addition to the benefits outlined on page 4, you can expect to **communicate more fluently and confidently** in a range of professional situations, **deal more easily with difficult situations** and **handle written communication more effectively**.






[www.londonschool.com/business/hr.htm](http://www.londonschool.com/business/hr.htm)

An enjoyable stay throughout. The students were of a similar age and knowledge and provided a great platform for tuition. //

Dirk Schlademann, Germany

### Factcheck

-  Group size maximum 6
-  Minimum age 25 Average age 39
-  30 hours per week 09.00 – 17.00 Monday – Friday
-  Fixed start dates 1 week course

Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

## Communication Skills for Bankers

Helping banking and finance professionals to become effective international performers

### Typical course participants

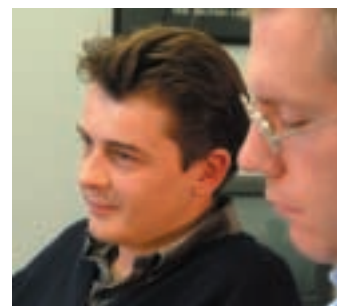
Most participants on this course are experienced banking and finance specialists.

### Course content summary

This 1-week intensive course focuses on developing your English language skills for **meetings, presentations** and **negotiations**. The trainers are very experienced in training for the banking and finance sector and all the case studies and materials will be relevant to this area.

### Benefits of doing this course

In addition to the benefits outlined on page 4, you can expect to **manage effective meetings and negotiations**, both as chair and participant, and **use language effectively and persuasively**.




[www.londonschool.com/business/bankers.htm](http://www.londonschool.com/business/bankers.htm)

Everything has been great! The course, the lessons, the teachers, the atmosphere at the school... /

Laura González de Audicana, Spain

### Factcheck

-  Group size maximum 8
-  Minimum age 23  
Average age 36
-  28 hours per week  
09.00 – 17.00  
Monday – Thursday  
09.00 – 15.00 Friday
-  Fixed start dates  
1 week course

Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

## English for Secretaries and Personal Assistants

Developing the language skills of the front-line contact

### Typical course participants

Participants on this course are experienced Personal Assistants or Executive Secretaries.

### Course content summary

This course will provide you with the English language skills needed to perform in a variety of work situations, including **dealing with visitors and difficult clients**, managing aspects of **written communication** including emails, **making arrangements by telephone** and socialising.

### Benefits of doing this course

In addition to the benefits outlined on page 4, you can expect to **manage work situations more confidently and successfully**, feel more confident when using the telephone and **communicate better in both work and social situations**.



 [www.londonschool.com/business/secretaries.htm](http://www.londonschool.com/business/secretaries.htm)

This school has an extraordinary atmosphere. A lot of personal engagement from my trainer. /

Terje Bjøranger, Norway

### Factcheck

-  Group size maximum 7
-  Minimum age 25  
Average age 43
-  30 hours per week  
09.00 – 17.00  
Monday – Friday
-  Fixed start dates  
1 week course

Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

## English for International Meetings

Helping public officials function more effectively in international meetings and negotiations

### Typical course participants

This course is for officials working in the state or public sectors who attend international meetings. It may also suit those who work alongside such people. Typical participants come from government ministries or other public authorities, and work with organisations such as EU, EEA, WTO, UN, NATO, World Bank and IMF.

### Course content summary

This 1-week intensive course includes work on giving **presentations**, making **speeches**, preparing opening statements, **chairing and participating in formal and informal meetings**, **written communication** and telephoning. Participants can also expect to be using language related to **hosting visits**, socialising and working in a **multi-cultural environment**.

### Benefits of doing this course

In addition to the benefits outlined on page 4, you can expect to **chair and participate in international meetings with greater confidence** and effectiveness and **manage official texts and emails more quickly**.



 [www.londonschool.com/business/international.htm](http://www.londonschool.com/business/international.htm)

**I really improved my knowledge in business and legal English. I especially feel more confident in speaking. //**

*Laurence Debart,  
Belgium*

### **i** Factcheck

**i** Group size  
maximum 6

**i** Minimum age 25  
Average age 37

**i** 30 hours per week  
09.00 – 17.00  
Monday – Friday

**1** Fixed start dates  
1 week course

Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

**Altogether an excellent course in a very relaxed atmosphere. //**

*Ragnar Bredoch, Norway*

### **i** Factcheck

**i** Group size  
maximum 6

**i** Minimum age 25  
Average age 37

**i** 30 hours per week  
09.00 – 17.00  
Monday – Friday

**1** Fixed start dates  
1 week course

Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

## Communication Skills for Lawyers

Helping lawyers to work effectively in an international setting

### Typical course participants

This course is for qualified, experienced lawyers with a fairly confident command of English.

### Course content summary

The course includes **case studies, negotiations, discussions and meetings**. The materials combine real professional content with our highly effective learning methodology.

The trainers are language specialists with expertise in this field. There is important input from the real legal world including **sessions led by practising lawyers and visits to a law firm and the civil courts**. Many participants also benefit from making lasting professional friendships.

### Benefits of doing this course

In addition to the benefits outlined on page 4, this course will enable you to **communicate more confidently in legal situations and use specialised legal vocabulary more effectively**.



**i** [www.londonschool.com/business/lawyerskills.htm](http://www.londonschool.com/business/lawyerskills.htm)

## English for Public Sector Lawyers

English for legal professionals working in the public sector

### Typical course participants

This is a highly specialised programme designed for lawyers working in the state or public sector, either in central government departments, ministries and authorities, or for regional and local government.

### Course content summary

The course is designed to improve your performance in **international meetings** and discussions of legislative proposals, **consultations** on specific areas of law, **presentations** and interpretation and discussion of legal documents.

Topics typically include **EU institutions** and legislation, national **legislative procedures, administrative law and employment law**. There are opportunities to focus on specialist areas. The course includes an optional **visit to Parliament** when sitting and **sessions led by practising lawyers**.

### Benefits of doing this course

In addition to the benefits outlined on page 4, you will **be more effective in international meetings and negotiations and use specialised legal language more effectively**.







**i** [www.londonschool.com/business/public.htm](http://www.londonschool.com/business/public.htm)



# English for Young Lawyers

Preparing yourself for your legal career

## Factcheck

-  Group size maximum 10
-  Age 20-30  
Average age 25
-  24 hours per week  
09.30 – 16.00  
Monday – Friday
-  Fixed start dates  
Course length 3 weeks (optional 4th week for TOLES preparation)

Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details



**I recommend this school for lawyers wanting to significantly improve their legal English.**

*Eric Biesel, Switzerland*

### Typical course participants

This 3-week course is for newly qualified lawyers and law students to give them the specialised language they will need for their careers.

### Course content summary

The course includes **legal case studies**, communication strategies, **meetings** skills and **negotiations**. We also cover the general language skills that will help you to communicate effectively in a wide range of formal and informal situations. The vocabulary covers **civil law** (including contract law), **EC law** and **criminal law**. The trainers are specialists with expertise in this field and there is important input from the real legal world including **sessions led by practising lawyers** and visits to 'legal London'.

### Benefits of doing this course

In addition to the benefits outlined on page 4, this course will enable you to **communicate more confidently in legal situations** and **use specialised legal vocabulary more effectively**.

## TOLES Examination Preparation

The Test of Legal English Skills examination is one of the few qualifications that proves you have the specialist legal English language skills that a current or future employer may demand.

**This exam preparation course is an optional 4th week at the end of the 3-week Young Lawyers' course.**



Excellent, challenging and interesting. //

Trine Linge, Norway

### Factcheck

Group size maximum 6

Minimum age 25  
Average age 36

30 hours per week  
09.00 – 17.00  
Monday – Friday

Fixed start dates  
1 week course

## English for Criminal Lawyers

Specialised English language skills for Criminal Lawyers and Public Prosecutors

### Typical course participants

This is a highly specialised programme designed for **judges, criminal lawyers, public prosecutors, chiefs of police** and **officials** working within ministries of justice.

### Course content summary

Lawyers working in these areas often need to use legal language in a very specific context. This course is designed to provide the **meetings, presentations** and **negotiations** tools to help you function more effectively in English. Discussion topics include **judicial systems, public prosecution, crimes and sentencing, asylum, cross-border crime, Europol** and **Human Rights**. The course includes a **visit to the criminal courts** and **sessions led by practising lawyers**.



### Benefits of doing this course

In addition to the benefits outlined on page 4, you can expect to communicate more confidently in **legal situations**, be more familiar with the language of **criminal law** and use **specialised vocabulary** more effectively.

Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

[www.londonschool.com/business/criminal.htm](http://www.londonschool.com/business/criminal.htm)

It was useful and I enjoyed my stay here very much. //

Svanild Gjesdal, Norway

### Factcheck

Group size maximum 8

Minimum age 25  
Average age 45

28 hours per week  
09.00 – 17.00  
Monday – Thursday  
09.00 – 15.00 Friday

Fixed start dates  
1 week course

## English for Legal Secretaries

Helping key legal staff to communicate

### Typical course participants

This specialised programme is designed for legal secretaries who need to improve their confidence, fluency and efficiency.

### Course content summary

This intensive course will help you to **deal with legal documents or commercial correspondence** in English including email and formal letters. It also introduces **key legal vocabulary** and general business vocabulary and covers a wide range of telephone techniques, dealing with visitors and handling difficult clients. You will also discuss ways to help you to get the most from your working relationship with other key legal staff.

### Benefits of doing this course

In addition to the benefits outlined on page 4, you can expect to **communicate much more confidently in legal situations**, use **specialised legal vocabulary** more effectively, **write clearer letters and emails** and feel more comfortable with legal terms.



Level

1	2	3	4	5	6	7	8	9
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See inside back flap for more details

[www.londonschool.com/business/legalsec.htm](http://www.londonschool.com/business/legalsec.htm)

## Special Groups

Tailor-made training – in London or in your company

There may be reasons why our standard courses are not ideal for some organisations. We therefore offer **tailor-made group courses** that can offer the following advantages:

- Specialised focus precisely tailored to each organisation's needs
- Flexible timing – evenings and weekends possible
- Train in our London centre or in your company



We have considerable experience in training special groups from a wide variety of organisations and sectors – some of these are included in our client list shown on page 18. Please contact us if you would like to discuss your requirements – you can send us an email or call us.

**i Telephone hotline: +44 20 7605 4142**

## Distance Learning & Language Support

Before or after your course – or at any other time

### Who is Distance Learning suitable for?

Anyone who wants to improve their writing or speaking skills should consider a Distance Learning unit. You can take these units at any time to suit you, although many people choose to do them just before or just after a course here. You don't have to do a course here to take a Distance Learning unit.

There are two core areas that we focus on:

#### ● Speaking skills

You prepare a short talk about yourself, your job or a topic of interest to you and record it in whichever format you find easiest (audio-cassette, CD, MP3 file). You then work on it in various ways before returning it to us. We analyse and return your work, giving you feedback and exercises designed to eliminate your mistakes and develop your language for the future.

#### ● Writing skills

You produce some writing on a subject of your choice – perhaps a report or some commercial correspondence. Again, you work on it in various ways before returning it to us. We analyse and return your work, giving you feedback and exercises designed to eliminate your mistakes and develop your language for the future.

**i [www.londonschool.com/distance/index.htm](http://www.londonschool.com/distance/index.htm)**

### Language Support

Do you have an important letter to write or a major report to produce? If you are not confident that your work will be accurate, you should consider this service. There are two options:

**Basic support:** We correct your text and return it to you ready to use.

**Enhanced support:** We correct your text and return it to you together with language notes identifying ways in which you can improve your English to help you in future.

**i [www.londonschool.com/support/index.htm](http://www.londonschool.com/support/index.htm)**



## Accommodation

For most people, the choice of accommodation is extremely important. We understand this and offer a full range including homestay, hotels, university residences and apartments.

When I come back I will stay at the same host family. I just had a great time there. Thanks a lot.

Michael Würmle,  
Switzerland

Most people choose homestay because it offers:

- A comfortable and relaxing living environment
- An opportunity to use your English with friendly hosts
- Outstanding value for money
- Accommodation in excellent residential areas close to the school and to the centre of London
- A chance to experience British culture in the home



### Homestay

Most of our accommodation is in transport zone 2 – the same as the school – so it's never far away. It's always a short, simple journey, and **a good proportion of our homestay is within walking distance.**

We choose our homestay hosts carefully, as our clients expect the same high standards from their accommodation as they do from the school. We visit every family regularly and know them well.

There are two types of homestay accommodation:

#### Silver homestay

- A high standard of accommodation in clean, comfortable homes
- Friendly, welcoming hosts
- Accommodation within easy reach of the school – either by public transport or a walk
- A choice of meal options (see our Dates and Fees leaflet)

#### Gold homestay

In addition to the above, Gold homestay offers a **private bathroom**. The availability of Gold homestay is limited, with preference given to short-stay guests.

#### Other accommodation options

We know that homestay accommodation doesn't suit everyone, so we also offer a placement service for:

- University Residences (at certain times of the year)
- Hotels
- Executive Residences
- Apartments
- Serviced Apartments

Whatever your requirements, please let us know and we will do our best to find something suitable.





## Evening and Weekend Programme

**As our courses are intensive, it is important that you also take the time to relax and enjoy yourself – and make the most of this exciting city, which offers something for everyone!**

We organise events on several evenings every week. Typical events include:

- Walking tours
- English pub tours
- Visits to galleries and museums
- Boat trips on the river Thames
- Restaurant evenings



We don't charge extra for these events – you just pay for your own entrance tickets, food and drink if you want them. We can also help you organise your own evening programme and book tickets for you – just ask our Social Programme Co-ordinator.

You can also choose from a number of weekend trips to discover the beautiful countryside and towns outside London, to give you a chance to experience England outside the capital city.



## Services and Facilities

**We offer a full range of services and facilities including:**

### Restaurant

Most people who come to the school choose to take our Restaurant Pass option. For a modest weekly fee, you can enjoy:

- A morning break with drinks and snacks
- Lunch prepared daily by our own chef including choice of main dishes, salads, cheeses, desserts, and a selection of teas, coffees and fresh fruit juice.
- Unlimited hot drinks throughout the day

You can also pay daily if you prefer.



### Technical Facilities

Our dedicated Business Centre is open 08:00 – 20:00 Monday – Friday and offers the following facilities free of charge:

- High-speed broadband Internet access
- Wireless laptop connection (available throughout the building)
- Technical support
- Script support in all major non-European languages
- Use of photocopier, printer and fax
- Journals and reference books

### Other services

Our client services team can provide you with the following optional services:

- Airport pick-up and drop-off service
- Currency exchange
- Insurance
- Leisure programme adviser and ticket booking at no extra cost

We also have a welfare service including Japanese, Korean and Chinese advisers.



**! The atmosphere in the school is really wonderful and the food in the school's restaurant was just great. !**

*Vilma Kunickaite,  
Lithuania*

## Contacting us

Whether you need more information or are ready to book a course, here's what to do next:



### "I still have some questions before making a decision."

We are here to help you, not to pressure you, so feel free to ring one of our advisers to discuss your needs further. You can contact us as follows:

By phone: +44 20 7605 4142 Monday to Friday (08.30–17.30 UK time)  
By email: [info@londonschool.com](mailto:info@londonschool.com)  
Visit the website: [www.londonschool.com](http://www.londonschool.com)



### "I'm ready to book a course."

Great! Here are the different ways you can do this:

- Online via the web: [www.londonschool.com/contact/booknow.htm](http://www.londonschool.com/contact/booknow.htm)
- By calling us on +44 20 7605 4142 – we will tell you what we need
- By sending an email to [clients@londonschool.com](mailto:clients@londonschool.com). Please include the following information:
  - Your name, age and nationality
  - Contact email address and phone number
  - The course you want to book and your preferred course dates
- By contacting an educational agent in your market – visit our website for more information.

### Some of our recent clients

#### Private Sector

ABB  
ABN Amro  
Accenture  
AGF  
Alcatel  
All Nippon Airways  
Asahi & Co  
Audi  
Bank Julius Bär  
Bank Meli  
Bank Sepah  
Bayerische Landesbank  
BBVA  
BP  
Canon  
Ciba Speciality Chemicals  
Clifford Chance  
Coca Cola  
Cuatrecasas  
Credit Agricole  
Credit Suisse  
Czech Telecom  
Deloitte & Touche  
Deutsche Bank  
Diners Club  
EDF  
EMI Music  
Eurocopter

France Telecom  
Heineken  
Henkel  
Hewlett Packard  
IBM  
KPMG Fides Peat  
Linklaters Oppenheim & Rädler  
Lombard Odier Darier Hentsch  
L'Oreal  
Louis Vuitton  
Lufthansa  
Microsoft  
Mitsubishi Electric Co  
Nestlé  
Nippon Steel Corporation  
Nordea  
Den Norske Bank  
Novartis Pharma  
Opel  
Osaka Gas Co  
Paroc  
PricewaterhouseCoopers  
Recoletos  
Repsol YPF  
Renault Trucks  
RWE  
Sandvik  
Sankyo Co  
Schering

Schindler Lifts  
Shell  
Siemens  
Skoda  
SNCF  
Teijin  
Telefónica  
TeliaSonera  
UBS  
Volkswagen  
Winterthur  
Zurich Financial Services

#### Public sector

Danish Parliament  
Defence Command  
Headquarters, Norway  
European Parliament  
European Space Agency  
Finnish Parliament  
German Academic Exchange  
Service  
Latvian Parliament  
Norwegian Bar Association  
Norwegian Directorates:  
Public Management,  
Customs & Excise, Fisheries,  
Labour and Police  
Norwegian Insurance Academy

Norwegian Ministries: Finance,  
Fisheries, Justice, Labour,  
Trade & Industry, Transport  
Norwegian Parliament  
Norwegian Competition  
Authority  
Norwegian National Audit  
Office  
Sciences Po  
Supreme Court of Norway  
Swedish Association of Human  
Resources Management  
Swedish Association of  
Lawyers and Economists  
Swedish Association of  
Graduate Engineers  
Swedish Ministries: Foreign  
Affairs, Agriculture,  
Defence, Education,  
Finance, Justice and  
Industry  
Swedish Parliament  
Swedish Prime Minister's  
Office  
Swedish Office of  
Administrative Affairs  
Swedish TV and Radio  
Swedish Union of Journalists  
University of Uppsala

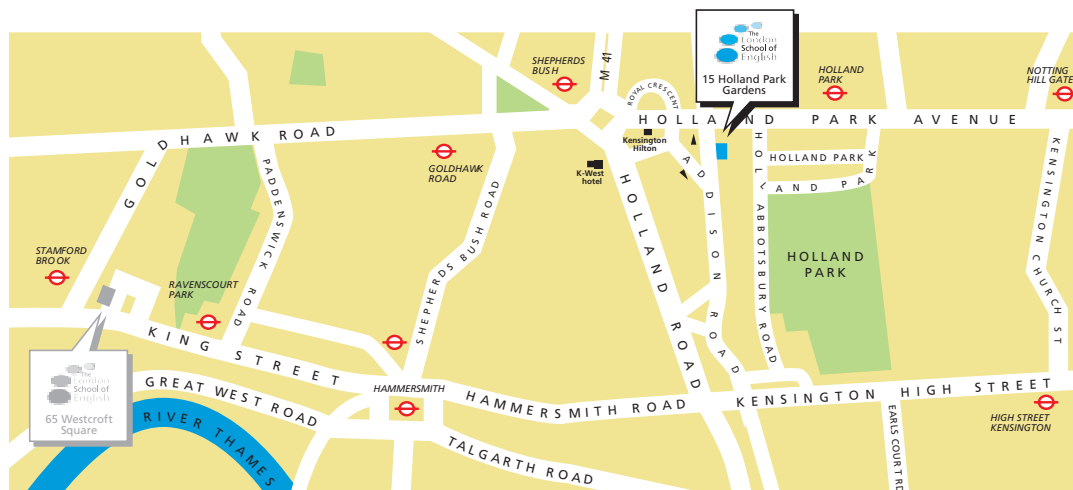
## How to get to the school

### By underground:

Holland Park station is on the Central (red) Line. Turn right at the station exit and Holland Park Gardens is the second street on the left. Walking time from the station is around 5 minutes.

### By bus:

Number 94 from Oxford Street or Number 148 from South Kensington. Both stop on Holland Park Avenue, close to the school.



## Our other centres

### Other schools within The London School of English Group

Different people may have different needs and preferences when it comes to language learning. For this reason, The London School of English Group offers a choice of language schools – each with its own distinctive character. By being a part of The London School of English Group, each centre offers a guarantee of the highest quality language training.



### Westcrot Square

This is our dedicated centre focusing on Intensive General English and Examination Preparation courses for adults aged 18+.

Our Intensive General English course attracts an unusually mature age group – the average age on the course is 29. However, it's not the age, but the maturity and determination to learn as quickly as possible that gives the school its special character.

For more information, please contact us:

+44 20 7605 4142 info@londonschool.com www.londonschool.com



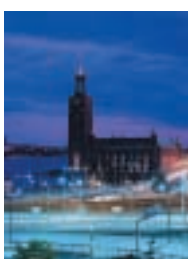
### Canterbury Language Training

Canterbury Language Training, our centre in the heart of historic Canterbury, offers the highest professional standards in training but at the same time limits intake to offer a very personal service.

CLT specialises in communication skills training for the corporate and professional sectors and offers training in micro groups (max 4), one to one and combination programmes.

For more information, please contact Maureen Gough:

+44 1227 760000 info@clt.com www.clt.com



### Nordic Region - Stockholm

Our training centre in Stockholm is very well established with strong links to both the public and private sectors in Sweden and the Nordic Region.

We offer a range of programmes tailored to local clients' precise needs.

For more information, please contact our Stockholm office:

+46 8 5999 4000 info@londonschool.se www.londonschool.se

## Level Scale

Level	LSE Class	Description	CEF*
9	Advanced	I can speak fluently and understand completely.	C2
8	Advanced	I speak and understand very well but sometimes have problems with unfamiliar situations and vocabulary.	C1
7	Pre-advanced	I speak and understand well but still make mistakes and fail to make myself understood occasionally.	B2
6	Upper Intermediate	I can communicate without much difficulty but still make quite a lot of mistakes and misunderstand sometimes.	B2
5	Intermediate	I can speak and understand reasonably well and can use basic tenses but have problems with more complex grammar and vocabulary.	B1
4	Low Intermediate	I can make simple sentences and can understand the main points of a conversation but need much more vocabulary.	B1
3	Pre-intermediate	I can communicate simply and understand in familiar situations, but only with some difficulty.	A2
2	Elementary	I can say and understand a few things in English.	A1
1	Beginner	I do not speak any English.	

The school's level scale matches IELTS. When a student has finished work at a level s/he should achieve this score on an IELTS test.

\*Common European Framework of Reference for Languages of the Council of Europe

## Course levels

Individual Tuition	Any
Communicating Effectively in English	3-8
English for International Business	4-8
Young Business English	4-8
English for International Meetings	5-8
English for Young Lawyers	5-8
English for Secretaries and Personal Assistants	5-8
English for Legal Secretaries	5-8
English for Human Resources Professionals	5-8
Communication Skills for Bankers	5-8
Communications Skills for Lawyers	6-8
English for Criminal Lawyers	6-8
English for Public Sector Lawyers	6-8
BEC Higher	6-8

## Official Accreditation



The school is Accredited by the British Council for the teaching of English as a Foreign Language. To obtain accreditation we must comply with strict regulations relating to school premises and facilities, teacher qualifications, teaching quality, administration and welfare. We are regularly visited by British Council inspectors.



The School is a founder member of English UK, the national body representing all Accredited language schools in Britain, and follows its Code of Practice.



A member of Quality English, the organisation of leading, independent English Language Schools.



Established in 1983, the International Association of Language Centres is an accrediting and marketing association for private, independent language schools that specialise in teaching the language of their country to students from abroad. IALC member schools must adhere to strict quality standards and are committed to professionalism and excellence in all aspects of service.

### The London School of English

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London W14 8DZ

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Fax.: + 44 20 7605 4190  
info@londonschool.com  
www.londonschool.com

Managing Director: Timothy Blake

### Canterbury

#### Canterbury Language Training

73 Castle Street  
Canterbury  
CB1 2QD

☎ + 44 1227 760000  
Fax.: + 44 1227 764400  
office@clt.com  
www.clt.com

Managing Director: Maureen Gough

### Stockholm

#### The London School of English

Box 16423  
SE – 103 27 Stockholm

Visiting: Jakobs Torg 3

☎ + 46 8 5999 4000  
Fax.: + 46 8 5999 4001  
info@londonschool.se  
www.londonschool.se

Managing Director: Jennifer Swallow-Dahlin