

LANGUAGE UK



Based in Canterbury, Kent

# English Courses for Adults

Accredited by the  
**BRITISH COUNCIL**  
for the teaching  
of English in the UK



# ENGLISH COURSES FOR ADULTS

## Courses

1. General English: Standard 15 hours
2. General English: Intensive 23 hours
3. IELTS Intensive Preparation
4. General English with Formative Business Training and Work Experience
5. 30 Plus Professional English Course
6. Teacher Training Course
7. Company to Company – Continual Professional Development
8. 50 Plus English Cultural Course





## GENERAL ENGLISH COURSES (Group size: maximum 10)



The General English course (**Standard 15 hours**) at LanguageUK is aimed at students who want to be able to communicate effectively with English speakers and who need to understand the written and spoken word. The 4 skills of reading, writing, listening and speaking are at the heart of the course, with great emphasis also being placed on grammar, vocabulary and pronunciation.

There are two summer General English courses:

**Standard General English** – 15 hours per week

**Intensive General English** – 23 hours per week

# INTENSIVE ENGLISH COURSES- 23 Hours (Group size: maximum 10 students)

## INTENSIVE ENGLISH AFTERNOON OPTIONS

### General English Extension – Class topics negotiated

During the afternoon students can choose to join a general English class and focus on a chosen topic or skills area that they feel they need to practise further. On the first Monday of every week students are given the opportunity to negotiate in English and as a group what they would like to study or focus on during the afternoons. It might be a skills area such as speaking or pronunciation. Students might want to focus on skills for work such as emailing or cross cultural communications possibly they would like to know more about Life in Britain and topics that are related to their experience of living in the UK and to the language needed in “real life”. The weekly plan for the afternoon class will depend on the students attending and what they would like to practise. We recommend this option for students on short courses of up to 4 weeks.

### IELTS Preparation

This is a popular as many of our students during the year are planning to take the IELTS exam at some point. Students will study for 8 hours per week and during this time you will focus on the following:

Essential exam strategies and techniques for each component in the IELTS exam:

- Learning to develop autonomy
- Structured exam practice
- Formal and academic writing skills
- Listening comprehension and note-taking with spelling practice
- Speed reading, skimming and scanning for information, leading to effective comprehension
- Speaking skills in both general and academic contexts

# INTENSIVE IELTS PREPARATION

23 hours (Group size: maximum 10 students)

**The IELTS Intensive** preparation course at LanguageUK is designed to improve your scores in all parts of the test. Your teacher will help you with exam techniques and Academic English for maximising your score. Particular attention will be paid to improving your skills in writing and reading as we understand that these components can be the most challenging at this level. Throughout this course you will also be given the opportunity to take IELTS Practice tests which will help you and your teacher monitor your progress. You will also be given the option to take the IELTS exam in the UK at the end of the course.

We recommend this course for students who have reached a B1+ level of English



# INTENSIVE IELTS PREPARATION COURSE

## INTENSIVE IELTS PREPARATION

Suitable to level B1 plus

### Designed for

The IELTS preparation course is ideal for students- ranging in ability from Intermediate (B1) to Advanced (C1)- who need to achieve a band grade level 5 to 7.5 to :

- start a degree or masters programme at a university in the UK or an English-taught degree course abroad.
- work in professional fields such as the medical profession and need to have the IELTS in order to apply for work.

### Classes

During the course we will focus on the exam components that you need help with and this could include:

- Essential exam strategies and techniques for each component in the IELTS exam
- Speed reading techniques and learning how to
- Learn to develop autonomy
- Carry out structured exam practice
- Writing skills required in formal and academic contexts
- Listening comprehension and take notes
- Speed reading and reading comprehension
- Speaking skill in both general and formal context



# GENERAL ENGLISH WITH FORMATIVE BUSINESS TRAINING AND WORK EXPERIENCE

10 week course(30 hours Intensive)

An Intensive course combined with General English and Formative Business Training leading to four final weeks of Work Experience and assignments. The course is a fantastic opportunity for undergraduates, post-graduates or young people who might be looking for work or further study in the future. The combination of General English, Formative Business training and Work Experience could be very useful. This combined with the experience of living abroad would make the perfect "mini gap" period.

**General English with Formative Business Training and Work Experience – 30 hours per week**



**FUTURE-PROOF YOUR  
EMPLOYABILITY  
SKILLS!**



**GAIN  
CONFIDENCE**

IN YOUR *ABILITY TO  
SPEAK ENGLISH  
WORKING IN A TEAM*

**LIFE-LONG LEARNING  
EXPERIENCE**

*KNOWLEDGE TO TAKE  
INTO THE FUTURE*



# GENERAL ENGLISH WITH FORMATIVE BUSINESS TRAINING AND WORK EXPERIENCE

## General English with Formative Business Training and work Experience - Suitable to level A2 plus

### Designed for

School leavers 18 years plus, Undergraduates, post graduates and young professionals starting out on their careers.

### Course overview

Students attend a General English class for 10 weeks in the mornings to improve their English level. During the afternoons for the first 6 weeks the students will study 6 modules of Formative Business topics which aim to give students:

- An excellent platform of knowledge.
- A toolbox of credible skills to start university, work or training in the future.
- An insight into life, language and procedures in the professional world.

During the final four weeks of the course students will work alongside professionals at LanguageUK to develop and complete their projects and assignments. Students will gain invaluable experience.

Course	Number of hours per week and Times	Number of weeks
General English	15 hrs– during the <b>mornings</b>	10 weeks
Formative Business Training	15 hrs – during the <b>afternoons</b>	6 weeks
Work Experience project and assignment	15 hrs – during the <b>afternoons</b>	4 weeks



# GENERAL ENGLISH WITH FORMATIVE BUSINESS TRAINING AND WORK EXPERIENCE

## General English with Formative Business Training and work Experience – Formative Business Training Modules

Formative Business  
Training Modules

- Company Structure
- Marketing
- Meetings and Presentations
- Soft Skills in the Workplace
- Retaining Customers
- Problems and Solutions

Department	Possible assignments during work experience
Finance	Learning to read payslips, managing and monitoring budgets, monitoring holiday allowance and relevant payments, creating and understanding financial spreadsheets, analysing and reporting on quarterly returns, comparing and contrasting annual reports, presenting finances.
Academic Management	Academic administration, creating registers and templates for academic administration. & managing student information, attending/chairing academic meetings, gathering and creating inspection documents, setting up CPD sessions.
Marketing and Sales	Creating/refining leaflets & webinars, disseminating marketing information, understanding and reporting on marketing forecasting, contacting and liaising with agents, cold calling, creating promotional videos, blogs etc.
Accommodation and welfare	Researching and inspecting accommodation sites, gathering and sending documents to host families/residences, familiarising with and implementing welfare procedures, creating accommodation and welfare documents and safeguarding policies.
Student services and enquiries	Gathering & storing information and details, liaising with students, requesting and checking documentation, familiarising with and implementing relevant rules, creating student welcome booklets.
Welfare and safeguarding	Understanding and implementing safeguarding policies. Identifying safety issues on the premises. Producing risk assessments. Recording and updating information regarding health and safety.
Teaching	Critically analysing and selecting teaching materials, creating lessons and lesson plans, attending CPD webinars, feeding back on teaching and learning. Attending meetings and taking minutes.

# 30 PLUS PROFESSIONAL ENGLISH COURSE

(Group size: maximum 8 students)

## Designed for

This course is for busy professionals who would like to spend a week in the UK practising their English skills for work. The course is designed around the students attending and based on a pre-course needs analysis sent to you before you arrive. Our aims are simply to provide you with the practice you need and solutions to the challenges you face at work when using English.

**30 plus professional English course - 30 hours including afternoons and 2 evenings**



# 30 PLUS PROFESSIONAL ENGLISH COURSE

(Group size: maximum 8 students)

## 30 PLUS PROFESSIONAL ENGLISH COURSE

Suitable to level B1 plus

### Designed for

- Students who are 30 plus and who have a minimum B1 level of English.
- Working professionals whose principal aim is to learn, practise and take home useful and relevant knowledge to use at work.
- Students looking for promotion and need to improve their English within a business or work context.
- Closed groups – We can design a very specific and tailored programme according to the group requirements. Please note that incur an increase in price depending on the requirements.

### Morning Class

Our programme is based on a needs analysis sent to you prior to the course starting. The morning sessions will take place in class. Course topics and design will depend on the needs analysis questionnaire we receive for each small group. Popular topics covered with previous students have included some of the following:

- Debating and negotiating skills
- Best practise for presenting
- Cross cultural communications
- Dealing with logistics
- Social media and marketing in English
- Project management in English

### Afternoon Classes, trips and activities

The afternoon classes are project based and an extension of the morning classes. You will be provided with set tasks that might involve field trips and investigation. The tasks will be relevant to your particular needs and will provide you with some of the skills and practice that you need on your return to work. You will spend one afternoon on a company visit .

### 2 Evening events

A networking event with local business people – meet up with local business people, shared experiences and practise your speaking skills

A talk with Q and A session -



# TEACHER TRAINING COURSE (Group size: maximum 10 students)

## Designed for

LanguageUK offers **Teacher Development courses** for professionals who teach English or another subject in English. These CLIL programmes – Content and Language Integrated Learning – are often funded through Erasmus+, and can be taken in a ‘closed’ or international group, depending on requirements. We would be happy to talk to you directly about the course and answer any questions you might have.

**Teacher Training course – 23 hours per week**



# TEACHER TRAINING COURSE (Group size: maximum 10 students)

## TEACHER TRAINING COURSE - Suitable to level B1 plus

### Designed for

Teachers of primary, secondary or university education, with an English level of B1/Intermediate or above. This course is ideal for any professional keen to improve their English language skills as well as their ability to effectively present their subject in English.

### Course overview

Our aim is for teachers to return home with a “toolkit” of ideas, useful activities and practices that they can use immediately in their classes.

### Needs Analysis

Once a teacher has booked to take a course with us, we will send out a needs analysis questionnaire to find out what the teacher needs. Answers to the questionnaire also give our trainers a good idea of the teacher’s current experience and teaching environment. This information will help the trainer to design a programme appropriate to the teacher’s needs and requirements.

### Topics covered on previous courses

- Clil methodology in the classroom including classroom management
- Phonology – linking, clusters, vowels, intonation, stress and rhythm and how to teach this in the classroom
- Reading skills – improving skimming, scanning and reading speed
- Using the technology to improve speaking and listening
- Exploiting the Internet –websites for materials and classes
- Using a smart board in the classroom
- Discourse analysis –improving writing skills for elementary learners
- Discourse markers and giving your opinion
- Learner training and recording vocabulary
- Ideas for warmers and fillers
- Lexical work including collocation and idiom
- Vocabulary and texts related to psychology (students’ area of interest)
- I’m good at ... prepositional structures and how to teach them
- Information on and discussion of British culture
- Fluency practice in the classroom



# COMPANY TO COMPANY – CONTINUAL PROFESSIONAL DEVELOPMENT

## Designed for

A unique opportunity for a small, medium sized or large company to work with LanguageUK over a period of 12 months and to enhance and develop their employees competence in English.

Company to Company courses are all specifically designed to address the needs and requirements of each individual company. LanguageUK can arrange both online and face to face classes over a period of 6 to 12 months. Tutors from LanguageUK can also deliver and attend company workshops outside the UK.





# COMPANY TO COMPANY – CONTINUAL PROFESSIONAL DEVELOPMENT

Package overview	Benefits to the company
<ul style="list-style-type: none"><li>✓ Initial visit by a LanguageUK staff member to undertake a company needs analysis and deliver a workshop to employees.</li><li>✓ All employees signed up to the scheme are offered the following courses outside the summer period (July and August)<ul style="list-style-type: none"><li>▪ a 1 week Intensive general English course.</li><li>▪ or 30 plus professional English course (selected dates).</li><li>▪ or a tailored course written and designed with the needs and requirements of the company (minimum 6 employees with a similar level).</li></ul></li><li>✓ The above courses include homestay accommodation.</li><li>✓ LanguageUK monthly digital journal and newsletter with English practice tasks.</li><li>✓ 2 annual and tailored workshops by a visiting member of the LanguageUK staff</li><li>✓ <b>25% discount</b> on any further courses throughout the year including family members</li></ul>	<ul style="list-style-type: none"><li>✓ Tax deductible and cheaper than sending employees individually to take a course.</li><li>✓ The unique and ongoing partnership with face to face visits will enable LanguageUK to have a clear understanding of company operations, ethos, policy and employees needs.</li><li>✓ Continual contact throughout the year will encourage and motivate employees to “keep up” with their English therefore be more productive and competent for the company.</li><li>✓ Helps to aid retention strategy</li><li>✓ Enhances the company CPD profile</li></ul>

## 50 PLUS ENGLISH CULTURAL COURSE (Group size: maximum 8 students)

### Designed for

Our **50 Plus course** is for busy professionals or students who are 50 years and over and who would like to spend a short period of up to one or two weeks practising their English in small groups of up to 8 students maximum. The focus of the course is principally on speaking and vocabulary expansion and is especially designed for students with life experience and who are looking for a course with a difference. Our course includes a selection of “talking trips”, interesting class topics and activities in an environment designed to promote fluency and confidence in the English language.

**50 plus English course - 23 hours including 3 afternoon activities plus 1 day trip at the weekend**



# 50 PLUS ENGLISH CULTURAL COURSE (Group size: maximum 8 students)

## 50 PLUS ENGLISH COURSE Suitable to level B1 plus

### Designed for

- Students who are 50 plus and who have a minimum B1 level of English.
- Working professionals whose principal aim is to practise their speaking and fluency skills.
- Students with life experience who would like to practise their English in class whilst taking part in interesting and inspiring activities and trips.
- Closed groups – We can design a very specific and tailored programme according to the group requirements. Please note that incur an increase in price depending on the requirements.

### Morning Class

During the mornings students will attend a class. On the first Monday you will be invited to negotiate practise from a task bank of themes and ideas given to you by your teacher. You are also welcome to bring along your own ideas. Each morning is carefully planned by you teacher whose aims are to encourage “natural” speaking . Some guided practice and attention to linguistic improvement in areas such as grammar, pronunciation and vocabulary will be given on a daily basis. Students will be given a reflection journal and invited to record their daily practice and thoughts.

### Afternoon Trips and activities

For three afternoons a week you will take part in a selection of activities and trips and this is an extension of your class. Your teacher or activity guide will accompany you and encourage you to engage in conversation with the group.

### Saturday day trip

The course includes of day trip for each Saturday. This includes a guided tour in the morning and free time in the afternoon.





# English Courses for Adults

LanguageUK, 9 St George's Place, Canterbury, Kent, CT1 1UT

[www.languageuk.co.uk](http://www.languageuk.co.uk)

0044 (0)7896736148



FACEBOOK

@languageuk.co.uk



TWITTER

@LanguageUK



INSTAGRAM

@languageukcanterbury

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