

English for Academic Purposes

2003 Programme

Programmes include:

- English for Lecturers
- Specialist English for Lecturers
- English for Administrative Personnel

Improving Global Communication

Communicaid English

Through Language & Culture



Communicaid English

Communicaid English, the specialist language training division of **The Communicaid Group**, is Europe's leading provider of personalised English training solutions. Founded in 1992, **Communicaid English** is at the forefront of designing and delivering English programmes worldwide.

The Communicaid Group offers language and cultural awareness training to public and corporate organisations worldwide. With centres in London, Paris and Frankfurt, we are uniquely placed to meet your communication skills requirements. Our clients include many of the world's leading companies such as Microsoft, Nokia and Deutsche Bank as well as government departments and ministries in the UK, France, Norway and Poland.

English for Academic Purposes

Our English for Academic Purposes programmes have been developed in response to the needs of university lecturers and academic personnel. Academia worldwide has become increasingly internationalised, with exchange programmes such as Socrates-Erasmus forming an integral aspect of university life. In turn, English has developed as the key tool for communication across the resulting linguistic barriers.

Our programmes, designed in collaboration with you, aim to assist this communication, whether it be for the purposes of teaching and lecturing or for facilitating the integration of international students.

Communicaid English has no greater guarantee of quality than its clients. We have delivered programmes to leading academic institutions throughout Europe, including Universidad Autonoma de Madrid, Helsinki Business Polytechnic, Karlstad University and the University of Nantes.

Your Trainers

Communicaid English possesses one of Europe's finest English language faculties, many of whom are dual-qualified trainers (industry/academic professionals as well as linguists).

Each programme is individually designed in collaboration with you and your academic staff. Following a detailed training needs analysis interview and assessment of each delegate, our in-house pedagogic team and trainers will conceive a programme to match your specific needs.

From the moment you arrive to the moment you leave, your trainers will work with you to improve your language, communication and presentation skills, ensuring that you are more comfortable and confident using your English.

Our Location

Located in the heart of London, **Communicaid English's** training centre offers you everything you will need for a successful programme. With over 17 dedicated training rooms, resource library and a client internet and refreshment area, everything is in place to ensure your training is both rewarding and enjoyable.

As part of your programme, every care is taken to guarantee that your stay in London is a unique experience. Our team of trainers and staff will organise outings and events to introduce you to Europe's largest and most cosmopolitan city, allowing you to experience its unique range of theatres, restaurants, heritage and nightlife.

'What our clients say'

"We have used Communicaid's services for English language training for our lecturers and administration staff for the last four years. Our personnel, who themselves are trainers and demanding students, have always been extremely happy with the training Communicaid has provided. We have seen marked improvements in their ability to work in English."

Paula Kinnune
Vice President
Helsinki Business Polytechnic

"The course at Communicaid was tailored to suit my individual needs and I improved my speaking skills considerably. The classes, delivered by qualified tutors in an informal but professional atmosphere, were most enjoyable and have proved to be of great benefit for my lecturing work. In addition, I improved my conversational English and command of colloquial expressions."

Prof. Dr. Josef Wieland
Department of Economics and Social Service
Konstanz Fachhochschule

English for Lecturers

Whether you are required to deliver lectures in English or attend overseas conferences, symposiums or seminars, our English for Lecturers programme is ideally suited to meet your needs. Joining lecturers from academic institutions across Europe, you will learn to:

- present effectively in English
- communicate fluently and confidently
- deliver concepts and ideas with clarity and cohesion

Format: Open group format (maximum of 6 delegates per group*)

Cost: £750 per delegate (special group rates available on request)

* Recommended maximum number of delegates. Larger groups are possible on request.

Specialist English for Lecturers

This programme differs from our English for Lecturers programme by providing you with a more individualised approach that focuses on your specific requirements.

The programme comprises individual morning sessions followed by group sessions in the afternoon. As well as the areas indicated in the English for Lecturers programme, the individual training component also offers opportunities to concentrate on grammar, syntax and lexis.

Format: Combination course, offering 3 hours of tailored individual language training and 3 hours of group training per day.

Suggested duration: 30 hours (one week)

Cost: £895 per delegate (special group rates available on request)

English for Administrative Personnel

This programme is aimed at academic personnel who regularly perform duties in English, e.g. telephoning, emailing, greeting foreign visitors/students, etc. Upon completion of this course, you will be able to:

- use the telephone confidently and effectively
- respond professionally to all forms of correspondence
- interact competently with overseas visitors and students

Format: Combination course, offering 3 hours of tailored individual language training and 3 hours of group training per day.

Suggested duration: 30 hours (one week)

Cost: £895 per delegate (special group rates available on request)






Open Group Programmes 2003*

English for Lecturers 2003	28th July - 8th August	8th - 19th September	
Specialist English for Lecturers 2003	3rd - 7th March	21st - 25th July	28th July - 1st August

* Closed group programmes available throughout the year

How you can book

English for Academic Purposes

-  Call **Richard Widdowson** on +44 (0)20 7426 8401
-  Fax this booking form to us on +44 (0)20 7426 8408
-  e-mail to: richard.widdowson@communicaid.com
-  Send an enquiry by visiting www.communicaid.com
-  Send this form to: **Richard Widdowson**, Communicaid English 21-25 Earl Street, London EC2A 2AL, UK.

Please contact me regarding

- Group training Individual training Other training

Mr/Mrs/Ms/Dr (surname):

First name:

Job Title:

Organisation:

Telephone:

Email:

Address:

Country:

English for Academic Purposes Booking Form

Important notice: Completion of this form constitutes a legally binding contract. The applicable law shall be that of England and Wales.

English for Lecturers 2003: 28th July - 8th August & 8th - 19th September
Specialist English for Lecturers 2003: 3rd - 7th March, 21st - 25th July & 28th July - 1st August

Mr/Mrs/Ms/Dr (surname):

First name:

Job Title:

Organisation:

Telephone:

Fax:

Email:

Course date:

Authorised by:

Signature:

Address:

Country:

Cheque enclosed:

Credit Card (Visa/Mastercard)

Number:

Expiry Date:

Account Name:

Cardholder's Signature:

Improving Global Communication

The Communicaid Group

Through Language & Culture

The Communicaid Group

Communicaid English is a division of The Communicaid Group. One of Europe's leading providers of language and cultural training to the corporate and public sectors. With offices in London, Paris and Frankfurt, we are able to deliver flexible, tailor-made language and cultural training in all world languages and cultures worldwide.

Wide Choice of Accommodation

Accommodation can be arranged on your behalf in nearby hotels or with carefully selected English host families.

Payment

Payment is required a minimum of one month before the seminar. Communicaid reserve the right to refuse admission if fees are not paid.

Cancellation Policy

Full refunds (less 15% administration fee) are available up to 28 working days before the event. For cancellations received subsequently, no refund will be given. Notification of cancellation must be given in writing, by letter, telex or fax. If within the 28 working days cancellation period, registered delegates wish to postpone their attendance, they will be entitled to attend the next course on this subject for 25% of the relevant registration fee, in addition to cancellation charges as outlined previously.

Further Information

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