

# English for Academic Purposes 2002 Programme



**Specialist English Language Training  
for Lecturers and Administrators**

Improving Global Communication

**Communicaid English**

Through Language & Culture

A Division of The Communicaid Group

## The Company

Communicaid is a leading provider of tailor-made language and cultural training to both public and private sector organisations. Communicaid offers specialist English programmes, training in over 100 foreign languages as well as cultural awareness briefings. Our clients include Microsoft, Deutsche Bank and Nokia.

## Communicaid English

A division of The Communicaid Group, Communicaid English offer highly specialised language training across a wide range of industries. Our courses offer not only the highest quality of language training, but also trainers who have practical experience in the field that they are teaching.

## How will you benefit?

Our English for Academic Purposes courses have been specially designed to meet the requirements of lecturers and university administrators who need to use English as part of their working life. The course aims to improve your speaking and listening skills and to concentrate on the effective delivery of information.

All courses are planned individually, taking into account your needs. We offer a range of programmes to meet different requirements. Open group courses have no more than 10 delegates per group.

Closed group courses are tailored to your institute's needs and are created in close co-operation with the delegates.

## English for Lecturers

### *Who should attend?*

Lecturers who are required to use English as part of their working life

### *The course*

- group course, offering 6 hours of language training per day
- the course runs over two weeks

### *What will you learn?*

- presenting effectively in English
- communicating fluently and confidently
- delivering information with clarity and cohesion
- developing your language through role-plays and case studies

### *What is the cost of the course?*

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

*"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 Kinnunen**  
Vice President  
Helsinki Business Polytechnic

## Specialist English for Lecturers

### *Who should attend?*

Lecturers who are required to use English as part of their working life.

### *The course*

- combination course, offering 3 hours of tailor-made individual language training and 3 hours of group language training per day
- the course runs over one week (two week option available)

### *What will you learn?*

- the individual lessons focus on your special needs

while the group sessions focus on:

- presenting effectively in English
- communicating fluently and confidently
- delivering information with clarity and cohesion
- developing your language through role-plays and case studies

### *What is the cost of the course?*

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

*"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 & Social Sciences  
Konstanz Fachhochschule

## English for Administration Staff

### *Who should attend?*

University staff who are required to use English for administrative duties, such as telephoning, meeting & greeting foreign guests, etc.

### *The course*

- combination course, offering 3 hours of tailor-made individual language training and 3 hours of group language training per day
- the course runs over one week (two week option available)

### *What will you learn?*

- English for the field of administration
- telephoning
- emails
- faxes
- assisting and giving instructions to visitors

### *What is the cost of the course?*

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

## Closed Group Courses

We offer all of the afore mentioned courses as closed group courses. These can take place either at our training centres in London, Paris or Frankfurt or at a location of your choice worldwide. The course is tailor-made to meet your requirements. Quotations and sample programmes on request.

## Open Group Courses

### English for Lecturers

- 29th July - 9th August 2002 ■ 26th August - 6th September 2002
- 16th September - 27th September 2002

### Specialist English for Lecturers

- 18th February - 22nd February 2002 ■ 29th July - 2nd August 2002
- 5th August - 9th August 2002 ■ 26th August - 30th August 2002
- 2nd September - 6th September 2002

## Centrally Located Training Centre

Training will take place either at Communicaid's Training Centre in the financial heart of London, or in the premises of one of our industry partners. Training can also take place at your centre of further education.

## Highly Experienced Trainers

The faculty consists of highly experienced and qualified English language trainers. They bring together a strong intellectual and practical focus to language training, imparting knowledge and skills directly applicable to the working environment.

## Wide Choice of Accommodation

Accommodation can be provided in host families, or in nearby hotels. Further details on request.

## How to reserve your place

All courses must be booked in writing. Temporary reservations can be made by telephone, however, reservations are not secured until written confirmation has been received. Further details on request.

## 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 28 working days cancellation period, registered delegates wish to postpone their attendance the relevant registration fee, in addition to cancellation charges as outlined previously.

## Further Information

For further information on our English language training courses, please contact:

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