

English for Academic Purposes



Programmes include:

English for International Lecturers
English for Academic Professionals
Specialist English for Lecturers

Communicaid English

Communicaid English, the specialist English language training division of Communicaid, is Europe's leading provider of English training solutions to universities and academic institutions worldwide.

Founded in 1992, Communicaid is one of Europe's leading providers of language, cultural awareness and communication skills training to the corporate and public sectors. With training centres in London, Paris and Frankfurt as well as partner organisations in over 60 countries, we are uniquely placed to meet your communication requirements on a global scale.

Our clients range from multinationals such as Microsoft, Credit Suisse, Sony and GlaxoSmithKline to major public sector organisations including the UK Foreign & Commonwealth Office, UK Ministry of Defence, French Bourse and the Chinese Ministry of Justice.

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 and your institution, 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 Birbeck College (University of London), University of Arts (London), 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 Knowledge

Management 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, client business centre, wireless internet access and café, 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 diverse range of theatres, restaurants, heritage and nightlife.



Clients' comments

English for International Lecturers

Whether you are required to deliver lectures in English or attend overseas conferences, symposiums or seminars, our English for International 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 (maximum of 8 delegates per group*)

- **Dates: 2005** 11-22 July & **2006** 10-21 July

Cost: £950 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 seven 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

Specialist English for International Lecturers

This programme differs from our English for International 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 International Lecturers programme, the individual training component also offers opportunities to concentrate on grammar, fluency 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: £1095 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
and Social Service
Konstanz Fachhochschule

English for Administrative Professionals

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: Flexible. Individual or in-company group training available.

Cost: £900 per delegate (special group rates available on request)

Suggested duration: 30 hours (one week)

“ We had no hesitation in sending our clients, The Police College and The Police School of Finland, to a tailor-made ‘Presenting in English’ programme at Communicaid. They benefited from Communicaid’s high standards, pleasant learning environment and top-quality training. The managers all found a new confidence in their ability to communicate and present effectively in English, which is essential in their work. They were extremely happy with the course and are looking forward to returning this summer.”

Leena Evesti
Head of Language Training
Language Services
University of Helsinki

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

How you can book



English for Academic Purposes

-  Call **Communicaid English** on +44 (0)20 7648 2140
-  Fax this booking form to us on +44 (0)20 7648 2178
-  E-mail to: academic@communicaid.com
-  Send an enquiry by visiting www.communicaid.com
-  Send this form to: Academic Programmes, Communicaid English, Holland House, 1-4 Bury Street, London EC3A 5AW, UK

Business Communication Solutions

In addition to our specialist academic English programmes, **Communicaid English** also provides programmes in business, insurance and financial English. If you wish to improve both your academic and business English skills, a combined programme is ideal. We will work closely with you to design a programme to meet your unique requirements with modules focusing on key commercial skills such as business culture, presenting, leading/attending meetings, presenting, telephoning or negotiating in English.

With training centres in London, Paris and Frankfurt combined with a worldwide partner network, **Communicaid** is uniquely placed to meet your global language, culture and communication needs.

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** reserves 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

Academic Programmes
Communicaid English
Holland House
1-4 Bury Street
London
EC3A 5AW
United Kingdom
Tel: +44 (0)20 7648 2140
Fax: +44 (0)20 7648 2178
E-mail: academic@communicaid.com
www.communicaid.com

Please contact me regarding

Closed group training Open group training Individual training

Mr/Mrs/Ms/Dr Surname:	First Name:
Job Title:	Company:
Telephone:	Email:
Address:	
Country:	

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 International Lecturers 2005/06

- Open Groups (2005): 11-22 July
- Open Groups (2006): 10-21 July

Mr/Mrs/Ms/Dr Surname:	First Name:
Job Title:	Company:
Telephone:	Fax:
Email:	Course Date:
Authorised By:	Signature:
Address:	
Country:	
Cheque Enclosed:	Credit Card (Visa/Mastercard)
Number:	Expiry Date:
Account Name:	Cardholder's Signature: