



Business and Specialised Programme 2019

| | | |
|---|---------------|----------------|
| English for Business | Course | B-1.30 |
| English for Finance | Course | B-2.30 |
| English for Management | Course | B-3.30 |
| English for Marketing and Sales | Course | B-4.30 |
| English for Medical Professionals | Course | S-5.30A |
| English for Medical Students | Course | S-5.30B |
| English for Law | Course | S-6.30 |
| English for the Oil and Gas Industry | Course | S-7.30 |



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English for Business - B-1.30

2019

| Entry Dates 2019 | | Duration: 2 to 4 weeks | |
|-----------------------|------------------------|----------------------------|------------------------|
| January 7, 21 | April 1, 15, 29 | July 8, 22 | October 14, 28 |
| February 4, 18 | May 13, 28 | August 5, 19 | November 11, 25 |
| March 4, 18 | June 10, 24 | September 2, 16, 30 | December 9* |

For groups, other dates can be arranged on request.

* 2 weeks only

30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Business

This course is designed for:

- business professionals in every field
- business consultants and advisers
- administrative and management staff
- students preparing for professional employment

The 10 specialised lessons cover the essential language used in areas such as:

- business background
- customer care
- networking and socialising
- business correspondence and communication
- negotiating business agreements
- business proposals and quotations
- meetings, conferences and presentations
- preparing and analysing reports
- interviews and appraisals
- telephoning skills

Guest speaker/Educational Visit:

Guest speakers and educational visits will be arranged once every two weeks.

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course B-1.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2019 Prospectus on page 25.

| | |
|----------------------------|--|
| Language level | : Intermediate to Advanced |
| Average group size | : General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 3 June to 23 August: Specialised Tuition: 5 (maximum 8) |
| Minimum age | : 18 (no upper limit) |
| Further Information | : Please refer to our 2019 Prospectus for fees and other information. |



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A TYPICAL WEEK'S TIMETABLE

English for Business - B-1.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------|--|---|--|--|---|
| Lesson 1 0845 - 0930 | Grammar Study: Introduction and Practice of a new Structure | Text Study: Development of Vocabulary and usage | Grammar Study: Dialogue Building | Text Study: Development of Vocabulary and usage | Grammar Study: Revision and Practice of Structures |
| Lesson 2 0930 - 1015 | Development of Listening Skills | Grammar Study: Revision and Practice of Structures | Language Laboratory: Pronunciation and Intonation | Grammar Study: Introduction and Practice of a new Structure | Development of Reading Skills |
| 1015 - 1045 1015 - 1030 | Morning Break Personal Teacher available for consultation | | | | |
| Lesson 3 1045 - 1130 | Development of Reading Skills Using Authentic Material | Oral Practice: Colloquial Speech and Idiomatic Expression | Fluency Development: Student Present- ations on Video | Oral Practice: Situational Dialogues | Development of Listening Skills |
| Lesson 4 1130 - 1215 | Activating Vocabulary | Follow-up Activities including Reading and Writing | Analysis of Students' Recordings for Correction and Discussion | Development of Writing Skills: Guided Practice | Progress Test and Review |
| 1215 - 1400 1330 - 1400 | Lunch Break Multi-Media Learning Centre available | | | | |
| Lesson 5 1400 - 1445* | Integrated Skills: The Language of Business Meetings | Practical Exercises in Using the Telephone: Making Enquiries and Complaints | Reading and Speaking: The City of London | Integrated Skills: The Language of Business Travel | Role-play: Participating in a 'Live Business Meeting' |
| Lesson 6 1445 - 1530* | Vocabulary and Discussion: Describing Company Results | Integrated Skills: The Language of Interviews | Listening and Speaking: Describing Market Trends | Formal and Informal Business Correspondence | |
| 1530 - 1630 | Multi-Media Learning Centre available | | | | |

* **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course)

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English for Finance - B-2.30

2019

| Entry Dates 2019 | | | Duration: 2 to 4 weeks | | | | |
|------------------|-------|--------------|------------------------|------------------|-----------|-----------------|--------|
| January | 7, 21 | April | 1, 15, 29 | July | 8, 22 | October | 14, 28 |
| February | 4, 18 | May | 13, 28 | August | 5, 19 | November | 11, 25 |
| March | 4, 18 | June | 10, 24 | September | 2, 16, 30 | December | 9* |

For groups, other dates can be arranged on request.

* 2 weeks only

30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Finance

This course is designed for:

- directors and executives in every field of business
- accountants, financial managers and their staff
- managers and brokers within the financial services sector
- bank staff at every level
- students and trainees in business, banking and finance

The 10 specialised lessons cover the essential language used in areas such as:

- company structure
- financial organisation
- budgeting and financial planning
- banking and bank services
- currencies and foreign exchange
- accountancy and financial transactions
- investment appraisal
- taxation and insurance
- financial documentation and correspondence

Guest speaker/Educational Visit:

Guest speakers and educational visits will be arranged once every two weeks.

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course B-2.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2019 Prospectus on page 25.

| | | |
|----------------------------|---|---|
| Language level | : Intermediate to Advanced | |
| Average group size | : General English: 10 (maximum 15) | Specialised Tuition: 4 (maximum 6) From 3 June to 23 August: Specialised Tuition: 5 (maximum 8) |
| Minimum age | : 18 (no upper limit) | |
| Further Information | : Please refer to our 2019 Prospectus for fees and other information. | |



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A TYPICAL WEEK'S TIMETABLE

English for Finance - B-2.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------|---|---|--|--|---|
| Lesson 1 0845-0930 | Grammar Study: Introduction and Practice of a new Structure | Text Study: Development of Vocabulary and Usage | Grammar Study: Dialogue Building | Text Study: Development of Vocabulary and Usage | Grammar Study: Revision and Practice of Structures |
| Lesson 2 0930-1015 | Development of Listening Skills | Grammar Study: Revision and Practice of Structures | Language Laboratory: Pronunciation and Intonation | Grammar Study: Introduction and Practice of a new Structure | Development of Reading Skills |
| 1015-1045 1015-1030 | Morning Break Personal Teacher available for consultation | | | | |
| Lesson 3 1045-1130 | Development of Reading Skills Using Authentic Material | Oral Practice: Colloquial Speech and Idiomatic Expression | Fluency Development: Student Present- ations on Video | Oral Practice: Situational Dialogues | Development of Listening Skills |
| Lesson 4 1130-1215 | Activating Vocabulary | Follow-up Activities Including Reading and Writing | Analysis of Students' Recordings for Correction and Discussion | Development of Writing Skills: Guided Practice | Progress Test and Review |
| 1215-1400 1330-1400 | Lunch Break Multi-Media Learning Centre available | | | | |
| Lesson 5 1400-1445* | Vocabulary, Speaking and Listening: Company Structure and Financial Organisation | Reading, Discussion and Writing: Chairing meetings and summarising action points | Listening and Speaking: Interpreting Financial Statements and talking about figures | Reading and Speaking: Budgeting and Financial Planning | Vocabulary Development: Practical Exercises in Analysing Graphs and Trends |
| Lesson 6 1445-1530* | Integrated Skills: Finance and Credit Telephone Role Play | Vocabulary and Discussion: Online Banking Services | Reading and Vocabulary: Mergers and Acquisitions | Integrated Skills: Financial News and Investment | Role Play and Oral Practice: A Board Meeting (Cutting Costs) |
| 1530-1630 | Multi-Media Learning Centre available | | | | |

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English for Management - B-3.30

2019

| Entry Dates 2019 | | Duration: 2 to 4 weeks | |
|-----------------------|------------------------|----------------------------|------------------------|
| January 7, 21 | April 1, 15, 29 | July 8, 22 | October 14, 28 |
| February 4, 18 | May 13, 28 | August 5, 19 | November 11, 25 |
| March 4, 18 | June 10, 24 | September 2, 16, 30 | December 9* |

For groups, other dates can be arranged on request.

* 2 weeks only

30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Management

This course is designed for:

- directors and executives
- business managers
- supervisors and administrators
- students preparing for business examinations

The 10 specialised lessons cover the essential language used in areas such as:

- the role of the manager
- company organisation and control
- management strategy and decision-making
- employment documentation
- industrial relations - consultation and mediation
- interviewing, selection and recruitment
- staff training and appraisal
- targets and budgets
- human resources
- inter-departmental communication

Guest speaker/Educational Visit:

Guest speakers and educational visits will be arranged once every two weeks.

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course B-3.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2019 Prospectus on page 25.

Language level : Intermediate to Advanced
Average group size : General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6)
 From 3 June to 23 August:
 Specialised Tuition: 5 (maximum 8)

Minimum age : 18 (no upper limit)

Further Information : Please refer to our 2019 Prospectus for fees and other information.



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A TYPICAL WEEK'S TIMETABLE

English for Management - B-3.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------|---|---|--|--|--|
| Lesson 1 0845-0930 | Grammar Study: Introduction and Practice of a new Structure | Text Study: Development of Vocabulary and Usage | Grammar Study: Dialogue Building | Text Study: Development of Vocabulary and Usage | Grammar Study: Revision and Practice of Structures |
| Lesson 2 0930-1015 | Development of Listening Skills | Grammar Study: Revision and Practice of Structures | Language Laboratory: Pronunciation and Intonation | Grammar Study: Introduction and Practice of a new Structure | Development of Reading Skills |
| 1015-1045 1015-1030 | Morning Break Personal Teacher available for consultation | | | | |
| Lesson 3 1045-1130 | Development of Reading Skills Using Authentic Material | Oral Practice: Colloquial Speech and Idiomatic Expression | Fluency Development: Student Present- ations on Video | Oral Practice: Situational Dialogues | Development of Listening Skills |
| Lesson 4 1130-1215 | Activating Vocabulary | Follow-up Activities Including Reading and Writing | Analysis of Students' Recordings for Correction and Discussion | Development of Writing Skills: Guided Practice | Progress Test and Review |
| 1215-1400 1330-1400 | Lunch Break Multi-Media Learning Centre available | | | | |
| Lesson 5 1400-1445* | Reading and Speaking: The Role of The Manager | Oral Practice: Management Styles | Integrated Skills: Management Strategy and Decision-making | Reading and Speaking: Advertising, Recruiting and Appointing Staff | Analysis of Staff Appraisals |
| Lesson 6 1445-1530* | Vocabulary Development: Company and Departmental Organisation | Listening and Speaking: Team Building | Reading and Speaking: Managing for Profit | Vocabulary Extension: Personnel Selection | Role-play and Oral Practice: Conducting an Appraisal Interview |
| 1530-1630 | Multi-Media Learning Centre available | | | | |

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English for Marketing and Sales - B-4.30

2019

| Entry Dates 2019 | | Duration: 2 to 4 weeks | |
|-----------------------|------------------------|----------------------------|------------------------|
| January 7, 21 | April 1, 15, 29 | July 8, 22 | October 14, 28 |
| February 4, 18 | May 13, 28 | August 5, 19 | November 11, 25 |
| March 4, 18 | June 10, 24 | September 2, 16, 30 | December 9* |

For groups, other dates can be arranged on request.

* 2 weeks only

30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Marketing and Sales

This course is designed for:

- directors, executives and management staff
- marketing and sales personnel
- business consultants and advisers
- students of marketing and sales

The 10 specialised lessons cover the essential language used in areas such as:

- marketing and social media strategies
- sales promotion
- advertising
- product awareness and building communities
- marketing and sales presentations
- meetings, conferences and negotiations
- contracts and agreements
- market research, surveys and statistics
- forecasts and projections
- effective oral and written communication

Guest speaker/Educational Visit:

Guest speakers and educational visits will be arranged once every two weeks.

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course B-4.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2019 Prospectus on page 25.

Language level : Intermediate to Advanced
Average group size : General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6)
 From 3 June to 23 August:
 Specialised Tuition: 5 (maximum 8)

Minimum age : 18 (no upper limit)

Further Information : Please refer to our 2019 Prospectus for fees and other information.



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A TYPICAL WEEK'S TIMETABLE

English for Marketing and Sales - B-4.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------|--|---|--|--|--|
| Lesson 1 0845 - 0930 | Grammar Study: Introduction and Practice of a new Structure | Text Study: Development of Vocabulary and Usage | Grammar Study: Dialogue Building | Text Study: Development of Vocabulary and Usage | Grammar Study: Revision and Practice of Structures |
| Lesson 2 0930 - 1015 | Development of Listening Skills | Grammar Study: Revision and Practice of Structures | Language Laboratory: Pronunciation and Intonation | Grammar Study: Introduction and Practice of a new Structure | Development of Reading Skills |
| 1015 - 1045 1015 - 1030 | Morning Break Personal Teacher available for consultation | | | | |
| Lesson 3 1045 - 1130 | Development of Reading Skills Using Authentic Material | Oral Practice: Colloquial Speech and Idiomatic Expression | Fluency Development: Student Present- ations on Video | Oral Practice: Situational Dialogues | Development of Listening Skills |
| Lesson 4 1130 - 1215 | Activating Vocabulary | Follow-up Activities Including Reading and Writing | Analysis of Students' Recordings for Correction and Discussion | Development of Writing Skills: Guided Practice | Progress Test and Review |
| 1215 - 1400 1330 - 1400 | Lunch Break Multi-Media Learning Centre available | | | | |
| Lesson 5 1400 - 1445* | The Language of Marketing: Sales and Advertising | Reading and Speaking: Marketing and Social Media Strategies | Fluency Development: Marketing and Sales Presentations | Vocabulary Extension: Describing Products and Services | Reading and Speaking: Analysis of Sales Negotiation Skills |
| Lesson 6 1445 - 1530* | Vocabulary and Discussion: Television Adverts | Integrated Skills: Sales Promotion and Telephoning Skills | Listening and Speaking: Market Research | Integrated Skills: The Language of Contracts and Agreements | Role-play and Oral Practice: Closing a Sale |
| 1530 - 1630 | Multi-Media Learning Centre available | | | | |

* **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course)

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English for Medical Professionals - S-5.30A 2019

| Entry Dates 2019 | | | | Duration: 2 to 4 weeks | | | |
|------------------|-------|--------------|-----------|------------------------|-----------|-----------------|--------|
| January | 7, 21 | April | 1, 15, 29 | July | 8, 22 | October | 14, 28 |
| February | 4, 18 | May | 13, 28 | August | 5, 19 | November | 11, 25 |
| March | 4, 18 | June | 10, 24 | September | 2, 16, 30 | December | 9* |

For groups, other dates can be arranged on request.

* 2 weeks only

30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Medical Professionals

This course is designed for:

- doctors and surgeons
- medical, surgical and nursing staff
- administrative, clerical and managerial staff in medical fields
- first aid and welfare staff

The 10 specialised lessons cover the essential language used in areas such as:

- Communication with patients and medical staff
- Explaining medical procedures
- Conducting medical examinations
- Taking histories and writing reports
- The hospital environment
- Care of medical and surgical patients
- Working within specialties
- Authentic medical films
- Medication – side effects, dosages and contra-indications
- Using medical documents

Guest speaker/Educational Visit:

Guest speakers and educational visits will be arranged once every two weeks.

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course S-5.30AE) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2019 Prospectus on page 25.

Language level : Intermediate to Advanced
Average group size : General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6)
 From 3 June to 23 August:
 Specialised Tuition: 5 (maximum 8)

Minimum age : 18 (no upper limit)
Further Information : Please refer to our 2019 Prospectus for fees and other information.



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A TYPICAL WEEK'S TIMETABLE

English for Medical Professionals - S-5.30A

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------|--|---|--|---|--|
| Lesson 1 0845 - 0930 | Grammar Study: Introduction and Practice of a new Structure | Text Study: Development of Vocabulary and Usage | Grammar Study: Dialogue Building | Text Study: Development of Vocabulary and Usage | Grammar Study: Revision and Practice of Structures |
| Lesson 2 0930 - 1015 | Development of Listening Skills | Grammar Study: Revision and Practice of Structures | Language Laboratory: Pronunciation and Intonation | Grammar Study: Introduction and Practice of a new Structure | Development of Reading Skills |
| 1015 - 1045 1015 - 1030 | Morning Break Personal Teacher available for consultation | | | | |
| Lesson 3 1045 - 1130 | Development of Reading Skills Using Authentic Material | Oral Practice: Colloquial Speech and Idiomatic Expression | Fluency Development: Student Present- ations on Video | Oral Practice: Situational Dialogues | Development of Listening Skills |
| Lesson 4 1130 - 1215 | Activating Vocabulary | Follow-up Activities including Reading and Writing | Analysis of Students' Recordings for Correction and Discussion | Development of Writing Skills: Guided Practice | Progress Test and Review |
| 1215 - 1400 1330 - 1400 | Lunch Break Multi-Media Learning Centre available | | | | |
| Lesson 5 1400 - 1445* | Reading and Vocabulary: Care of the Surgical Patient | Discussion: Medical Film The Health Service | Vocabulary: The Hospital Environment | Listening and Speaking: Explaining Medical Procedures MMLC** | Focus on Pronunciation: Telephone Skills Providing Patients' Details |
| Lesson 6 1445 - 1530* | Reading and Writing: Prescribing Medication | Roleplay: Taking Histories and Giving Advice | Speaking and Listening: Oral Handover for Shift Changes | Reading and Discussion: Accident and Emergency | Roleplay: Communicating in a Team |
| 1530 - 1630 | Multi-Media Learning Centre available | | | | |

* **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course)

** Study session in the Multi-Media Learning Centre.

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English for Medical Students - S-5.30B

2019

| Entry Dates 2019 | | Duration: 2 to 4 weeks | |
|-----------------------|----------------|------------------------|-------------------|
| January 7, 21* | April - | July 8, 22 | October - |
| February - | May - | August 5, 19* | November - |
| March - | June - | September - | December - |

For groups, other dates can be arranged on request.

* 2 weeks only

30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Medical Students

This course is designed for:

- students of medicine, surgery, nursing and related fields

The 10 specialised lessons cover the essential language used in areas such as:

- Anatomy
- Diseases and symptoms
- Taking histories
- Conducting medical examinations
- Medical publications and research
- Authentic medical films
- The World Health Organisation
- Reading and writing case histories
- Medication – side effects, dosages and contra-indications
- Evaluation of online medical websites and resources

Guest speaker/Educational Visit:

Guest speakers and educational visits will be arranged once every two weeks.

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course S-5.30BE) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2019 Prospectus on page 25.

| | |
|----------------------------|--|
| Language level | : Intermediate to Advanced |
| Average group size | : General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 3 June to 23 August: Specialised Tuition: 5 (maximum 8) |
| Minimum age | : 18 (no upper limit) |
| Further Information | : Please refer to our 2019 Prospectus for fees and other information. |



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A TYPICAL WEEK'S TIMETABLE

English for Medical Students - S-5.30B

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------|--|---|--|--|---|
| Lesson 1 0845 - 0930 | Grammar Study: Introduction and Practice of a new Structure | Text Study: Development of Vocabulary and Usage | Grammar Study: Dialogue Building | Text Study: Development of Vocabulary and Usage | Grammar Study: Revision and Practice of Structures |
| Lesson 2 0930 - 1015 | Development of Listening Skills | Grammar Study: Revision and Practice of Structures | Language Laboratory: Pronunciation and Intonation | Grammar Study: Introduction and Practice of a new Structure | Development of Reading Skills |
| 1015 - 1045 1015 - 1030 | Morning Break Personal Teacher available for consultation | | | | |
| Lesson 3 1045 - 1130 | Development of Reading Skills Using Authentic Material | Oral Practice: Colloquial Speech and Idiomatic Expression | Fluency Development: Student Present- ations on Video | Oral Practice: Situational Dialogues | Development of Listening Skills |
| Lesson 4 1130 - 1215 | Activating Vocabulary | Follow-up Activities including Reading and Writing | Analysis of Students' Recordings for Correction and Discussion | Development of Writing Skills: Guided Practice | Progress Test and Review |
| 1215 - 1400 1330 - 1400 | Lunch Break Multi-Media Learning Centre available | | | | |
| Lesson 5 1400 - 1445* | Vocabulary and Pronunciation: Anatomy | Listening, Speaking and Vocabulary: Respiratory System | Reading and Writing: Prescribing Medication | Discussion: Medical Film Heart Transplants | Reading and Speaking: Explaining Medical Procedures |
| Lesson 6 1445 - 1530* | Reading and Discussion: Care of the Medical Patient | Reading and Writing: Diseases and Symptoms | Listening and Writing: World Health Organisation Project Work | Roleplay: Taking Histories | Speaking and Listening: Presentations |
| 1530 - 1630 | Multi-Media Learning Centre available | | | | |

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** Study session in the Multi-Media Learning Centre.

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English for Law S-6.30

2019

| Entry Dates 2019 | | | | Duration: 2 to 4 weeks | | | |
|------------------|-------|--------------|-----------|------------------------|-----------|-----------------|--------|
| January | 7, 21 | April | 1, 15, 29 | July | 8, 22 | October | 14, 28 |
| February | 4, 18 | May | 13, 28 | August | 5, 19 | November | 11, 25 |
| March | 4, 18 | June | 10, 24 | September | 2, 16, 30 | December | 9* |

For groups, other dates can be arranged on request.

* 2 weeks only

30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Law

This course is designed for:

- legal practitioners and their assistants
- business executives, contractors and negotiators
- company secretarial and administrative staff who deal with legal matters
- students of law and business administration

The 10 specialised lessons cover the essential language used in areas such as:

- legal principles and practice
- international law
- legal concepts, rights and obligations
- negotiating contracts and agreements
- company and commercial law
- interviewing and advising clients
- considering evidence and preparing a brief
- presenting your case and arguing points of law
- conferences, meetings and presentations

Guest speaker/Educational Visit:

Guest speakers and educational visits will be arranged once every two weeks.

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course S-6.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2019 Prospectus on page 25.

| | |
|----------------------------|---|
| Language level | : Intermediate to Advanced |
| Average group size | : General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 3 June to 23 August: Specialised Tuition: 5 (maximum 8) |
| Minimum age | : 18 (no upper limit) |
| Further Information | : Please refer to our 2019 Prospectus for fees and other information. |



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A TYPICAL WEEK'S TIMETABLE

English for Law - S-6.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------|--|---|--|--|--|
| Lesson 1 0845 - 0930 | Grammar Study: Introduction and Practice of a new Structure | Text Study: Development of Vocabulary and Usage | Grammar Study: Dialogue Building | Text Study: Development of Vocabulary and Usage | Grammar Study: Revision and Practice of Structures |
| Lesson 2 0930 - 1015 | Development of Listening Skills | Grammar Study: Revision and Practice of Structures | Language Laboratory: Pronunciation and Intonation | Grammar Study: Introduction and Practice of a new Structure | Development of Reading Skills |
| 1015 - 1045 1015 - 1030 | Morning Break Personal Teacher available for consultation | | | | |
| Lesson 3 1045 - 1130 | Development of Reading Skills Using Authentic Material | Oral Practice: Colloquial Speech and Idiomatic Expression | Fluency Development: Student Present- ations on Video | Oral Practice: Situational Dialogues | Development of Listening Skills |
| Lesson 4 1130 - 1215 | Activating Vocabulary | Follow-up Activities including Reading and Writing | Analysis of Students' Recordings for Correction and Discussion | Development of Writing Skills: Guided Practice | Progress Test and Review |
| 1215 - 1400 1330 - 1400 | Lunch Break Multi-Media Learning Centre available | | | | |
| Lesson 5 1400 - 1445* | Comprehension, Vocabulary and Discussion: The Legal Profession | Integrated Skills: Legal Principles and Practice | Oral Practice: Interviewing and Advising Clients | Reading, Vocabulary and Discussion: Legal Concepts, Rights and Obligations | Reading and Speaking: Law Reform and Current Affairs |
| Lesson 6 1445 - 1530* | Fluency Development: Comparing Legal Systems | Reading and Discussion: International Law | Integrated Skills: Examining Evidence and Preparing a Brief | Listening and Speaking: Presenting your Case and Arguing Points of Law | Practical Workshop: Negotiating Contracts and Agreements |
| 1530 - 1630 | Multi-Media Learning Centre available | | | | |

* **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course)

Anglo-Continental, 29-35 Wimborne Road, Bournemouth BH2 6NA, England

Telephone:

National 01202 55 74 14
International (GB Code) +1202 55 74 14

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International (GB Code) +1202 55 61 56

Email / Website:

english@anglo-continental.com
www.anglo-continental.com

English for the Oil and Gas Industry S-7.30 2019

| Entry Dates 2019 | | | | Duration: 2 to 4 weeks | | | |
|------------------|-------|--------------|-----------|------------------------|-----------|-----------------|--------|
| January | 7, 21 | April | 1, 15, 29 | July | 8, 22 | October | 14, 28 |
| February | 4, 18 | May | 13, 28 | August | 5, 19 | November | 11, 25 |
| March | 4, 18 | June | 10, 24 | September | 2, 16, 30 | December | 9* |

For groups, other dates can be arranged on request.

* 2 weeks only

30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for the Oil and Gas Industry

This course is designed for:

- Oil and Gas Engineers
- Oil rig workers
- Pipeline Engineers
- Refinery Workers

The 10 specialised lessons cover the essential language used in areas such as:

- Operational structures, onshore and offshore
- Exploration, drilling and production operations
- Pipelines and transportation
- Refining and petroleum products
- Health and safety
- Environmental impact
- Innovation and technology

Guest speaker/Educational Visit:

Guest speakers and educational visits will be arranged once every two weeks.

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course S-7.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2019 Prospectus on page 25.

| | | |
|----------------------------|---|---|
| Language level | : Intermediate to Advanced | |
| Average group size | : General English: 10 (maximum 15) | Specialised Tuition: 4 (maximum 6) From 3 June to 23 August: Specialised Tuition: 5 (maximum 8) |
| Minimum age | : 18 (no upper limit) | |
| Further Information | : Please refer to our 2019 Prospectus for fees and other information. | |



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A TYPICAL WEEK'S TIMETABLE

English for Oil and Gas - S-7.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------|--|---|--|---|---|
| Lesson 1 0845 - 0930 | Grammar Study: Introduction and Practice of a new Structure | Text Study: Development of Vocabulary and Usage | Grammar Study: Dialogue Building | Text Study: Development of Vocabulary and Usage | Grammar Study: Revision and Practice of Structures |
| Lesson 2 0930 - 1015 | Development of Listening Skills | Grammar Study: Revision and Practice of Structures | Language Laboratory: Pronunciation and Intonation | Grammar Study: Introduction and Practice of a new Structure | Development of Reading Skills |
| 1015 - 1045 1015 - 1030 | Morning Break Personal Teacher available for consultation | | | | |
| Lesson 3 1045 - 1130 | Development of Reading Skills Using Authentic Material | Oral Practice: Colloquial Speech and Idiomatic Expression | Fluency Development: Student Present- ations on Video | Oral Practice: Situational Dialogues | Development of Listening Skills |
| Lesson 4 1130 - 1215 | Activating Vocabulary | Follow-up Activities including Reading and Writing | Analysis of Students' Recordings for Correction and Discussion | Development of Writing Skills: Guided Practice | Progress Test and Review |
| 1215 - 1400 1330 - 1400 | Lunch Break Multi-Media Learning Centre available | | | | |
| Lesson 5 1400 - 1445* | Introduction to the Oil and Gas Industry Language area: Discussing the needs for global energy supply | Operational Structures Language area: Discussing modern operational structures | Exploration and Drilling Language area: Current methods and developments in oil & gas exploration | Refining Processes Language area: Describing refining operations and procedures | Pipelines and Transportation Language area: Discussing current methods and issues in transportation methods |
| Lesson 6 1445 - 1530* | Vocabulary: Exploration and production procedures | Vocabulary: Onshore and offshore structures and equipment | Vocabulary: Equipment and procedures | Vocabulary: Refinery types, oil production plants and depots | Vocabulary: Land and sea pipelines, LNG and oil tankers |
| 1530 - 1630 | Multi-Media Learning Centre available | | | | |

* **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course)

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Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Courses B-1.30E, B-2.30E, B-3.30E, B-4.30E, S-5.30AE, S-5.30BE, S-6.30E and S-7.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the Prospectus 2019, on page 25.

www.anglo-continental.com



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