



**Business and Specialised Programme 2018**

<b>English for Business</b>	<b>Course</b>	<b>B-1.30</b>
<b>English for Finance</b>	<b>Course</b>	<b>B-2.30</b>
<b>English for Management</b>	<b>Course</b>	<b>B-3.30</b>
<b>English for Marketing and Sales</b>	<b>Course</b>	<b>B-4.30</b>
<b>English for Medical Professionals</b>	<b>Course</b>	<b>S-5.30A</b>
<b>English for Medical Students</b>	<b>Course</b>	<b>S-5.30B</b>
<b>English for Law</b>	<b>Course</b>	<b>S-6.30</b>
<b>English for Health and Safety</b>	<b>Course</b>	<b>S-7.30</b>
<b>English for the Oil and Gas Industry</b>	<b>Course</b>	<b>S-8.30</b>



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## English for Business - B-1.30 2018

Entry Dates 2018			Duration: 2 to 4 weeks				
<b>January</b>	2, 15, 29	<b>April</b>	9, 23	<b>July</b>	2, 16, 30	<b>October</b>	8, 22
<b>February</b>	12, 26	<b>May</b>	8, 21	<b>August</b>	13, 28	<b>November</b>	5, 19
<b>March</b>	12, 26	<b>June</b>	4, 18	<b>September</b>	10, 24	<b>December</b>	3*

For groups, other dates can be arranged on request.

\* 2 or 3 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

### 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 2018 Prospectus on page 25.

<b>Language level</b>	: Intermediate to Advanced
<b>Average group size</b>	: General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 4 June to 24 August: Specialised Tuition: 5 (maximum 8)
<b>Minimum age</b>	: 18 (no upper limit)
<b>Further Information</b>	: Please refer to our 2018 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
<b>Lesson 1</b> 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
<b>Lesson 2</b> 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				
<b>Lesson 3</b> 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
<b>Lesson 4</b> 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				
<b>Lesson 5</b> 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'
<b>Lesson 6</b> 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

## 2018

Entry Dates 2018			Duration: 2 to 4 weeks				
<b>January</b>	2, 15, 29	<b>April</b>	9, 23	<b>July</b>	2, 16, 30	<b>October</b>	8, 22
<b>February</b>	12, 26	<b>May</b>	8, 21	<b>August</b>	13, 28	<b>November</b>	5, 19
<b>March</b>	12, 26	<b>June</b>	4, 18	<b>September</b>	10, 24	<b>December</b>	3*

For groups, other dates can be arranged on request.

\* 2 or 3 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

### 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 2018 Prospectus on page 25.

<b>Language level</b>	: Intermediate to Advanced	
<b>Average group size</b>	: General English: 10 (maximum 15)	Specialised Tuition: 4 (maximum 6) From 4 June to 24 August: Specialised Tuition: 5 (maximum 8)
<b>Minimum age</b>	: 18 (no upper limit)	
<b>Further Information</b>	: Please refer to our 2018 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
<b>Lesson 1</b> 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
<b>Lesson 2</b> 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				
<b>Lesson 3</b> 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
<b>Lesson 4</b> 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				
<b>Lesson 5</b> 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
<b>Lesson 6</b> 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				

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

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## English for Management - B-3.30

## 2018

Entry Dates 2018			Duration: 2 to 4 weeks				
<b>January</b>	2, 15, 29	<b>April</b>	9, 23	<b>July</b>	2, 16, 30	<b>October</b>	8, 22
<b>February</b>	12, 26	<b>May</b>	8, 21	<b>August</b>	13, 28	<b>November</b>	5, 19
<b>March</b>	12, 26	<b>June</b>	4, 18	<b>September</b>	10, 24	<b>December</b>	3*

For groups, other dates can be arranged on request.

\* 2 or 3 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

### 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 2018 Prospectus on page 25.

<b>Language level</b>	: Intermediate to Advanced
<b>Average group size</b>	: General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 4 June to 24 August: Specialised Tuition: 5 (maximum 8)
<b>Minimum age</b>	: 18 (no upper limit)
<b>Further Information</b>	: Please refer to our 2018 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.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Lesson 1</b> 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
<b>Lesson 2</b> 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				
<b>Lesson 3</b> 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
<b>Lesson 4</b> 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				
<b>Lesson 5</b> 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
<b>Lesson 6</b> 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				

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

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## English for Marketing and Sales - B-4.30

## 2018

Entry Dates 2018				Duration: 2 to 4 weeks			
<b>January</b>	2, 15, 29	<b>April</b>	9, 23	<b>July</b>	2, 16, 30	<b>October</b>	8, 22
<b>February</b>	12, 26	<b>May</b>	8, 21	<b>August</b>	13, 28	<b>November</b>	5, 19
<b>March</b>	12, 26	<b>June</b>	4, 18	<b>September</b>	10, 24	<b>December</b>	3*

For groups, other dates can be arranged on request.

\* 2 or 3 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

### 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 2018 Prospectus on page 25.

<b>Language level</b>	: Intermediate to Advanced
<b>Average group size</b>	: General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 4 June to 24 August: Specialised Tuition: 5 (maximum 8)
<b>Minimum age</b>	: 18 (no upper limit)
<b>Further Information</b>	: Please refer to our 2018 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
<b>Lesson 1</b> 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
<b>Lesson 2</b> 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				
<b>Lesson 3</b> 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
<b>Lesson 4</b> 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				
<b>Lesson 5</b> 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
<b>Lesson 6</b> 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 2018

Entry Dates 2018				Duration: 2 to 4 weeks			
<b>January</b>	2, 15, 29	<b>April</b>	9, 23	<b>July</b>	2, 16, 30	<b>October</b>	8, 22
<b>February</b>	12, 26	<b>May</b>	8, 21	<b>August</b>	13, 28	<b>November</b>	5, 19
<b>March</b>	12, 26	<b>June</b>	4, 18	<b>September</b>	10, 24	<b>December</b>	3*

For groups, other dates can be arranged on request.

\* 2 or 3 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

### 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 2018 Prospectus on page 25.

<b>Language level</b>	: Intermediate to Advanced
<b>Average group size</b>	: General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 4 June to 24 August: Specialised Tuition: 5 (maximum 8)
<b>Minimum age</b>	: 18 (no upper limit)
<b>Further Information</b>	: Please refer to our 2018 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
<b>Lesson 1</b> 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
<b>Lesson 2</b> 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				
<b>Lesson 3</b> 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
<b>Lesson 4</b> 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				
<b>Lesson 5</b> 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
<b>Lesson 6</b> 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

## 2018

Entry Dates 2018		Duration: 2 to 4 weeks	
<b>January</b>	2, 15*	<b>April</b>	-
<b>February</b>	-	<b>May</b>	-
<b>March</b>	-	<b>June</b>	-
		<b>July</b>	2, 16, 30
		<b>August</b>	13*
		<b>September</b>	-
		<b>October</b>	-
		<b>November</b>	-
		<b>December</b>	-

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

### 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 2018 Prospectus on page 25.

<b>Language level</b>	: Intermediate to Advanced
<b>Average group size</b>	: General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 4 June to 24 August: Specialised Tuition: 5 (maximum 8)
<b>Minimum age</b>	: 18 (no upper limit)
<b>Further Information</b>	: Please refer to our 2018 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
<b>Lesson 1</b> 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
<b>Lesson 2</b> 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				
<b>Lesson 3</b> 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
<b>Lesson 4</b> 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				
<b>Lesson 5</b> 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
<b>Lesson 6</b> 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				

\* **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 Law S-6.30

## 2018

Entry Dates 2018			Duration: 2 to 4 weeks				
<b>January</b>	2, 15, 29	<b>April</b>	9, 23	<b>July</b>	2, 16, 30	<b>October</b>	8, 22
<b>February</b>	12, 26	<b>May</b>	8, 21	<b>August</b>	13, 28	<b>November</b>	5, 19
<b>March</b>	12, 26	<b>June</b>	4, 18	<b>September</b>	10, 24	<b>December</b>	3*

For groups, other dates can be arranged on request.

\* 2 or 3 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

### 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 2018 Prospectus on page 25.

<b>Language level</b>	: Intermediate to Advanced	
<b>Average group size</b>	: General English: 10 (maximum 15)	Specialised Tuition: 4 (maximum 6) From 4 June to 24 August: Specialised Tuition: 5 (maximum 8)
<b>Minimum age</b>	: 18 (no upper limit)	
<b>Further Information</b>	: Please refer to our 2018 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
<b>Lesson 1</b> 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
<b>Lesson 2</b> 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				
<b>Lesson 3</b> 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
<b>Lesson 4</b> 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				
<b>Lesson 5</b> 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
<b>Lesson 6</b> 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)

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## English for Health and Safety S-7.30

## 2018

Entry Dates 2018			Duration: 2 to 4 weeks				
<b>January</b>	2, 15, 29	<b>April</b>	9, 23	<b>July</b>	2, 16, 30	<b>October</b>	8, 22
<b>February</b>	12, 26	<b>May</b>	8, 21	<b>August</b>	13, 28	<b>November</b>	5, 19
<b>March</b>	12, 26	<b>June</b>	4, 18	<b>September</b>	10, 24	<b>December</b>	3*

For groups, other dates can be arranged on request.

\* 2 or 3 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 Health and Safety

### This course is designed for:

- Health and Safety Officers
- Health and Safety Trainers
- First Aid Officers
- Onsite Health and Safety Advisors

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

- Hazards and risk assessment
- Fire safety
- Electrical safety
- Chemical safety
- Safety equipment and signage
- First aid and injury
- Incident reports
- Personal Protective Equipment (PPE)
- Transport safety
- Meeting and implementing health and safety requirements

### 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 2018 Prospectus on page 25.

<b>Language level</b>	: Intermediate to Advanced	
<b>Average group size</b>	: General English: 10 (maximum 15)	Specialised Tuition: 4 (maximum 6) From 4 June to 24 August: Specialised Tuition: 5 (maximum 8)
<b>Minimum age</b>	: 18 (no upper limit)	
<b>Further Information</b>	: Please refer to our 2018 Prospectus for fees and other information.	



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## A TYPICAL WEEK'S TIMETABLE

## English for Health and Safety - 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
<b>Lesson 1</b> 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
<b>Lesson 2</b> 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				
<b>Lesson 3</b> 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
<b>Lesson 4</b> 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				
<b>Lesson 5</b> 1400 - 1445*	Introduction to Health and Safety  Language area: Discussing the needs for health and safety in the workplace	Risk Assessment  Language area: Where, when and how to perform risk assessments	General Fire Safety  Language area: Fire safety regulations at work	Control of Substances Hazardous to Health  Language area: Control of Substances Hazardous to Health	Managing Health  Language area: Assessing work pressures and the working environment
<b>Lesson 6</b> 1445 - 1530*	Vocabulary: Health and Safety guidelines and legislation	Vocabulary: Risk assessment forms, types of risk and risk prevention	Vocabulary: Equipment and procedures	Vocabulary: Chemicals, cleaning products and other hazardous substances in the workplace	Vocabulary: Health, hygiene and preventative equipment
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 the Oil and Gas Industry S-8.30 2018

Entry Dates 2018				Duration: 2 to 4 weeks			
<b>January</b>	2, 15, 29	<b>April</b>	9, 23	<b>July</b>	2, 16, 30	<b>October</b>	8, 22
<b>February</b>	12, 26	<b>May</b>	8, 21	<b>August</b>	13, 28	<b>November</b>	5, 19
<b>March</b>	12, 26	<b>June</b>	4, 18	<b>September</b>	10, 24	<b>December</b>	3*

For groups, other dates can be arranged on request.

\* 2 or 3 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

### 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-8.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2018 Prospectus on page 25.

<b>Language level</b>	: Intermediate to Advanced	
<b>Average group size</b>	: General English: 10 (maximum 15)	Specialised Tuition: 4 (maximum 6) From 4 June to 24 August: Specialised Tuition: 5 (maximum 8)
<b>Minimum age</b>	: 18 (no upper limit)	
<b>Further Information</b>	: Please refer to our 2018 Prospectus for fees and other information.	



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## A TYPICAL WEEK'S TIMETABLE

## English for Oil and Gas - S-8.30

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
<b>Lesson 1</b> 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
<b>Lesson 2</b> 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				
<b>Lesson 3</b> 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
<b>Lesson 4</b> 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				
<b>Lesson 5</b> 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
<b>Lesson 6</b> 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, S-7.30E and S-8.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the Prospectus 2018, on page 25.

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