



LTS training and consulting

**English language training
for business
and professional purposes**

Courses 2008

LTS training and consulting

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LTS training and consulting

LTS training and consulting provides English language and intercultural training to corporate clients and international organisations.

For more than 25 years, we have been helping our clients improve their skills and performance for communicating internationally. We are based in Bath, in the west of England, where we run courses throughout the year. We also run many training courses at clients' locations worldwide.



What we offer:

- Individual tuition (one-to-one)
- Small group courses
- Combination courses
- Customised courses (Automotive engineering, Airline transport, HR, Finance, Insurance, and many more)
- Client-specific courses
- Intercultural training
- Intercultural trainer training
- Business English trainer training

Discover our wide range of training possibilities, learn more about Bath and benefit from our experience.



LTS training and consulting

Learn more about LTS, courses and trainers

About LTS

LTS training and consulting was founded in 1980 by Adrian Pilbeam and Mark Ellis, two of Europe's leading specialists in business and professional English. We specialise in English language training, intercultural training and trainer training for corporate and institutional clients worldwide.



LTS courses

At our training centre in Bath, we offer group, one-to-one and combination courses throughout the year. Client-specific courses can also be arranged on request, either in Bath or at a client's location. We also run regular intercultural training courses for executives and their families relocating to another country, and for people who work internationally or in international teams.

LTS trainers

LTS trainers are highly qualified and experienced. They have lived and worked in different countries and speak several languages. They have trained people from many different countries and professional fields and are constantly updating their skills through professional development.





LTS training and consulting

Who attends our courses and what are the benefits



Who attends our courses

Participants on LTS courses are professionals who need to develop language and intercultural skills for a wide range of international situations. Most participants are between the ages of 30 and 60 and work for well known international companies and organisations.

What are the benefits

We will help you develop your language, communication and intercultural skills. By working with LTS, you will benefit from:

- more than 25 years experience in language and intercultural training
- highly qualified and experienced trainers
- a pre-course analysis to assess your individual needs
- a post-course report with recommendations for follow-up learning
- a highly personalised learning environment
- a communicative and interactive training approach
- a wide range of training materials written by LTS trainers
- international exchanges with other course participants
- our unique location in the centre of a World Heritage city
- the chance to learn more about British life and culture by staying with an executive host family





LTS training and consulting

Courses, dates and prices

Course type	Key features	Dates 2008	Prices 2008
Individual Tuition			
Individual Tuition is designed for people with specific needs, and those who prefer to work on a one-to-one basis. Individual tuition offers complete flexibility in content, language levels and dates. Each course is tailored to the precise needs of the participant. There are two versions, Intensive and Intensive plus as well as flexible courses with as many or as few hours as preferred.	Intensive (35 contact hours per week) Intensive Plus (40 contact hours per week) Flexible (any amount of hrs) All levels	Flexible Normally in one week blocks. Weekend sessions by arrangement.	Intensive € 2385 per week* Intensive Plus € 2860 per week* Flexible on request*
Professional English**			
These are one or two-week group courses for people who need English in professional situations such as meetings, presentations, telephoning, conference calls and socialising. A minimum starting level of CEF Level B2 is required.	Two weeks (80 contact hours) One week (40 contact hours) CEF levels Low to mid B2 Group size: 2 - 6	7 - 18 Jan 4 - 15 Feb 31 Mar - 11 Apr 2 - 13 June 30 Jun - 11 July 14 - 25 July 28 Jul - 08 Aug 11 - 22 Aug 6 - 17 Oct 3 - 14 Nov	1 week module € 1120* 2 week module € 2185*
Effective International Communication**			
This is a one-week group course at a higher level than the Professional English group course. The focus is on improving communication skills for effective participation in international meetings, conference calls and presentations. The course develops accuracy, effective performance and intercultural understanding.	One week (40 contact hours) CEF levels High B2 to C1 Group size: 2 - 6	14 - 18 Jan 7 - 11 April 7 - 11 July 18 - 22 Aug 13 - 17 Oct 10 - 14 Nov	€ 1180* per week
Combination Courses**			
Combination Courses provide the opportunity to combine one-to-one training to focus on individual needs with practice in small group sessions for meetings, negotiations, social interaction and telephone or conference calls. Combi 1: 50 per cent individual tuition and 50 per cent group Combi 2: 75 per cent individual tuition and 25 per cent group	One or two weeks (40 contact hours per week) CEF levels B2 to C1	Combination 1 only available at dates of group courses Combination 2 available most weeks	Combination 1 € 1950* per week Combination 2 € 2385* per week
*Booking fee for all courses €70 **Note: if suitable group sessions are not possible, we will convert these courses to Individual Tuition			



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Courses, dates and prices

Course type	Key features	Dates 2008	Prices 2008
English for Executive Assistants			
The aim of this course is to improve accuracy, style and confidence in written communication, telephoning, conference calls and face-to-face communication when dealing with international clients, visitors and colleagues. Each course is customised to fit participants' needs.	One week (40 contact hours) CEF levels B2 to C1 Group size: 2 - 6	18 - 22 Feb 17 - 21 Nov	€ 1110* per week
Courses on request			
Closed group courses for companies and organisations, e.g. doctors, politicians, bankers Individual tuition on English for specialist subjects , such as: - Human Resources - Finance and Accounting - Marketing - Automotive and power engineering - Retail business - Insurance and Reinsurance Business Communication Skills Courses These courses cover topics such as International Meetings, Negotiating Internationally, Giving Presentations, Report Writing and participating in Conference Calls. Each course is adapted to the client's business area and can be run at any location, usually at the client's training centre. Intercultural Communication Courses These courses are designed to improve awareness and skills for working effectively with partners from other countries. Each course is tailored to the precise needs of the client, and usually lasts one or two days.	All levels Any group size Any location All levels CEF levels Mid B2 and above CEF levels High B2 and above	Flexible by arrangement Any week Flexible by arrangement Flexible by arrangement	By quotation See course fees for Individual Tuition and Combination Courses in Bath By quotation By quotation
Developing intercultural training skills			
This 5-day trainer training course is designed for experienced trainers from fields such as business language training or communication skills training, who wish to learn more about the theory and practice of intercultural training.	CEF levels C1 and above or native speaker Group size: 4 - 16	25 - 29 Feb 21 - 25 April 23 - 27 June 29 Sept - 3 Oct 24 - 28 Nov	€ 840 per week + VAT (17.5%)
*Booking fee for all courses €70			



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Language levels - LTS / Common European Framework (CEF)

LTS 1 / CEF A2

Can carry out simple tasks, but has limited grammar and vocabulary. Needs to improve in all areas, especially speaking and understanding.

LTS 2 / CEF B1

Can exchange information in routine situations and can use English in a limited way. Needs to improve grammar, vocabulary, comprehension and confidence.

LTS 3 / CEF B2

Can participate in meetings and discussions, but will have some difficulty fully understanding native speakers of English. Needs to improve fluency, accuracy, vocabulary and confidence.

LTS 4 / CEF C1

Makes a good contribution to meetings and discussions and can present information clearly and accurately. Makes some language errors, but these do not affect communication. Needs to develop greater range, style and appropriacy of expression.

LTS 5 / CEF C2

Is confident and effective in international meetings and discussions covering a wide range of subjects. Needs no assistance, although recognisable as non-native speaker of English. May need to refine skills for specialised tasks.



Some recent LTS courses and projects

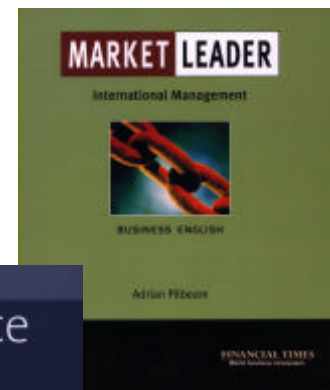
- **Effective Report Writing** for economists at the Central Banks of Latvia and Lithuania
- **English for International Meetings** for Volkswagen in Germany
- **Negotiating Internationally** for ABB Switzerland
- **Medical English courses** for doctors from the Paris Hospital Authority
- **Intercultural trainer training** courses for Air France, Audi Akademie and the British Council in Rome
- **Intercultural training courses** with a focus on India, China, UK, Germany, US, Korea, Japan, The Netherlands
- **Business English Courses** in Bath for participants from companies such as Bosch, Volkswagen, Merck, AXA, Alcatel-Lucent, IBM France, Air France, Metro France and Nokia



LTS training and consulting

Course material and training publications

LTS consultants have been leaders in the production of training materials for business and professional English since 1980. Starting with *The Economist: an English Language Guide*, more than 20 books written by LTS consultants have been published by international companies such as Pearson Education, Oxford University Press and Thomson International. Some of the most recent ones are shown below. One of our latest publications, *Best Practice* (a self-study book for intermediate or upper intermediate levels) as well as a copy of the LTS **Language Reference Manual** are included in the price for courses in Bath.



On all our courses, we tailor the course contents to the needs of the course participants and use both LTS in-house materials as well as carefully selected published materials relevant to the course participants' needs and professional background. On Individual Tuition and Combination courses, we also integrate participants' own work documents into the training to make these courses totally customised.



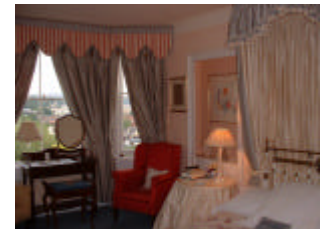
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Accommodation - host families and hotels

Host family

One of the benefits of attending a course at LTS in Bath is the full immersion in all aspects of the language and culture. We recommend that our participants stay with one of our carefully chosen host families. These are all professional people with extremely comfortable homes. Breakfast and dinner are taken with the host family and it is an opportunity to discuss topics of current interest in Britain. Staying with a host family is an ideal complement to the course itself and most of our course participants choose this option.

Cost: €300 per week including breakfast and dinner



Hotel

Some people prefer the independence of a hotel, especially for a short stay of a week or less. LTS has special arrangements with some excellent hotels offering extremely comfortable, high standard accommodation in central locations. We can also advise on short stay apartments as an alternative to a hotel.

Cost: €75 - €140 per night including breakfast

Social activities and getting to know the area

LTS is just a 5 minute walk from Bath city centre, with its excellent selection of shops, restaurants, museums, art galleries and its newly opened thermal spa. As a city of music and arts festivals, Bath offers many activities for evenings and weekends. Each week we organise regular social evenings, and many host families organise other activities. LTS will also help you organise sight-seeing trips at the weekend to Stonehenge, the Cotswolds or London.





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Our location - about Bath - contact us

Bath is a UNESCO World Heritage site and one of Britain's most attractive cities, famous for its Roman Baths, its medieval abbey and its 18th century Georgian architecture. The city also has many wonderful parks and is surrounded by beautiful countryside. Bath is also close to well known historic sites, such as Stonehenge and Avebury.



Bath is 180 km west of London, with excellent transport links. London Heathrow Airport takes 2 hours by train, coach or taxi and it takes just 40 minutes by taxi from Bristol Airport, with direct flights from many European cities or connections via Amsterdam, Brussels or Paris.



If you would like more information or wish to make a course booking, contact us at:

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