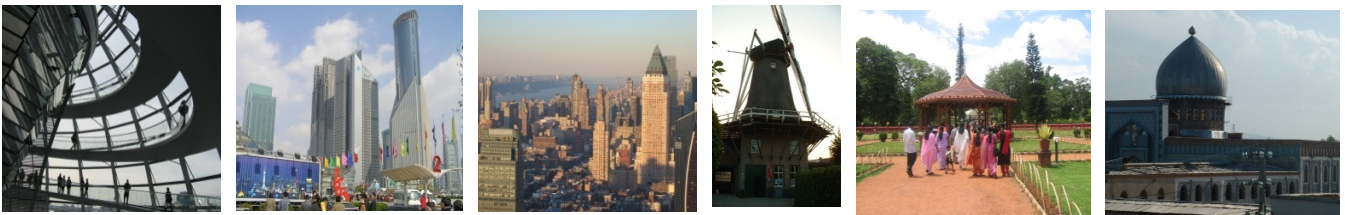




LTS training and consulting

Business and Professional English language training



Courses 2010

LTS training and consulting
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LTS training and consulting

LTS training and consulting provides English language training, communication skills training and intercultural training to corporate clients and international organisations. We also offer a range of trainer training courses and are writers of over 20 published business English course books.



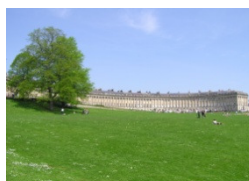
In 2010 we are celebrating 30 years of helping our clients improve their skills and performance for communicating internationally. We are based in Bath, in the west of England, where we run courses throughout the year. We also run many training courses at clients' locations worldwide.

What we offer:

- Business English courses at our centre in Bath
- Business English courses at clients' locations abroad
- Intercultural training at clients' locations worldwide
- Intercultural trainer training in Bath and abroad
- Business English trainer training in Bath and abroad
- Development and publication of training materials



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





LTS training and consulting

About LTS, courses and trainers

About LTS

LTS training and consulting was founded in London in 1980. In 1985 we relocated to Bath, a Unesco World Heritage City. The Director of LTS is Adrian Pilbeam, one of Europe's leading specialists in business English and intercultural training, and a well known writer of business English training books.



LTS courses

At our training centre in Bath, we offer business English courses in mini groups, on a one-to-one basis, and as 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 people relocating to another country, and for those who work internationally or in international teams.

LTS trainers

LTS trainers are highly qualified and experienced. They have lived and worked in many 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

When you attend a course at LTS, you will benefit from:

- our 30 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
- lunchtime and evening talks by well known speakers, museum visits, meetings with professional counterparts
- social events in Bath and the surrounding villages
- 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 2010	Fees 2010
Individual Tuition			
Individual Tuition is designed for people with specific needs, and those who prefer to work on a one-to-one basis. Each course is tailored to the level and precise needs of the participant, and offers complete flexibility in content, dates and number of hours.	Intensive (35 contact hrs p.w.) Intensive Plus (40 contact hrs p.w.) Flexible (any amount of hrs) All levels	Flexible Normally in 1-week blocks Weekend sessions by arrangement	Intensive € 2150 per week* Intensive Plus € 2600 per week* Flexible on request*
Professional English Mini Group**			
These are one or two-week group courses for people who need English in professional situations such as discussions, presentations, telephoning and socialising. The course is also designed to develop business vocabulary and improve grammar and pronunciation.	Two weeks (80 contact hours) One week (40 contact hours) CEF levels Low to mid B2 Group size: 2 - 6	8 - 19 Feb 12 - 23 April 7 - 18 June 5 - 16 July 19 - 30 July 2 - 13 Aug 4 - 15 Oct 8 - 19 Nov	2 week course € 2000* 1 week course € 1100*
Effective International Communication Mini Group**			
This is a one-week group course at a higher level. The focus is on improving communication skills for effective international meetings, negotiations, 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	15 - 19 Feb 19 - 23 April 14 - 18 June 12 - 16 July 26 - 30 July 9 - 13 Aug 11 - 15 Oct 15 - 19 Nov	1 week course € 1100*
Combination Courses**			
Combination Courses provide the opportunity to combine one-to-one training to focus on individual needs with practise in small group sessions for meetings, negotiations, presentations, social interaction, telephoning and conference calls.	One or two weeks (40 contact hrs p.w.) Combination 1: 50% individual tuition, 50% group Combination 2: 75% individual tuition, 25% group	Flexible Available most weeks CEF levels High B1 to C1	Combination 1 € 1800* per week Combination 2 € 2150* per week
'BEC Vantage' preparation Mini Group**			
This is a two-week group course. It develops written and oral business English communication skills and prepares participants for the 'BEC Vantage' exam which consists of a reading, writing, listening and speaking test.	Two weeks (80 contact hours) CEF levels B2 Group size: 2 - 6	1 - 12 March (exam date: 19 March) 6 - 17 Sept (exam date: 24 Sept)	2 week course € 2000*
English language courses are exempt from VAT *Booking fee for all courses €75 **If a group course is cancelled by LTS, we will upgrade you to a combination course or 5hrs individual tuition course at no extra cost. If a <u>combination course</u> is cancelled by LTS, we will upgrade you to a 5hrs or 6hrs individual tuition course at no extra cost. <u>Our cancellation policy:</u> Courses cancelled by Friday 5pm two weeks before the course incur no cancellation charge, by Friday 5pm one week before the course 50% cancellation charge, and less than 7 days before the course 100% cancellation charge.			



LTS training and consulting

Courses, dates and prices

Course type	Key features	Dates 2010	Fees 2010
Courses on request			
<p>Closed group courses for companies and organisations, e.g. doctors, politicians, civil servants</p> <p>Specialist English English for Finance, Accounting, Human Resources, Legal, Auditing, Insurance, Sales and Marketing, Automotive, Power Engineering, Pharmaceuticals, Retail business</p> <p>Business Communication Skills These courses cover topics such as international meetings, negotiating internationally, giving presentations, report writing and participating in conference calls.</p> <p>Intercultural Communication Skills These courses are designed to improve awareness and skills for working effectively in international teams or with partners from other countries.</p>	<p>All levels Any group size Any location</p> <p>All levels</p> <p>CEF levels Mid B2 and above</p> <p>Courses are adapted to clients' business area and needs</p> <p>CEF levels High B2 and above</p> <p>Courses are adapted to clients' business area and needs</p>	<p>Flexible by arrangement</p> <p>Any week</p> <p>Flexible by arrangement in Bath or at client's site</p> <p>Flexible by arrangement (usually one or two days)</p>	<p>By quotation*</p> <p>See course fees for Individual Tuition and Combination Courses in Bath*</p> <p>By quotation</p> <p>By quotation</p>
Intercultural Trainer Training (EU Grundtvig grant available**)			
<p>Developing intercultural training skills course This 5-day course is designed for business language or communication skills trainers who wish to learn more about the theory and practice of intercultural training.</p> <p>Designing and delivering intercultural training This is a 3-day course with an optional 2-day workshop extension. It is intended as a follow-up to the first course or for trainers with previous intercultural training experience.</p>	<p>CEF levels C1 and above or native speakers</p> <p>Group size: 6 - 14</p> <p>CEF levels C1 and above or native speakers</p> <p>Group size: 4 - 12</p>	<p>18 - 22 Jan 22 - 26 March 21 - 25 June 20 - 24 Sept 29 Nov - 3 Dec</p> <p>25-27(29) Jan 26-28(30) April 28 June - 30 Jun (2 July) 27 Sept - 29 Sep (1 Oct)</p>	<p>5-day course € 800 + VAT (17.5%)</p> <p>3-day course € 600 + VAT (17.5%)</p> <p>5-day course € 900 + VAT (17.5%)</p>
Business English Teacher Training (EU Grundtvig grant available**)			
<p>Teaching English for International Business This course is for teachers of English who wish to develop their skills to teach English to business people or to students at business and management schools.</p>	<p>Min. of 1 year EFL teaching experience required. Participants should hold at least a CELTA or local equivalent.</p>	<p>9 - 16 Jan 22 - 29 May 23 Aug - 2 Sept 11 - 18 Dec</p>	<p>8-day course (Jan, May, Dec) €1200 incl. VAT</p> <p>9-day course (Aug) €1350 incl. VAT</p>
<p>* Booking fee for business English courses in Bath €75</p> <p>** For more information regarding Grundtvig grants, please contact us or see http://ec.europa.eu/education/grundtvig/doc874_en.htm</p> <p><u>Our cancellation policy:</u> Courses cancelled by Friday 5pm two weeks before the course incur no cancellation charge, by Friday 5pm one week before the course 50% cancellation charge, and less than 7 days before the course 100% cancellation charge.</p>			



LTS training and consulting

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

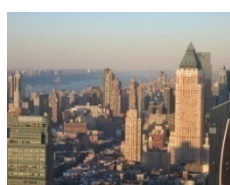
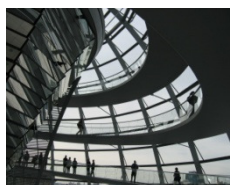
Can participate in meetings and discussions, but will have some difficulty fully understanding native speakers of English. Needs to improve fluency, accuracy, vocabulary and confidence.

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

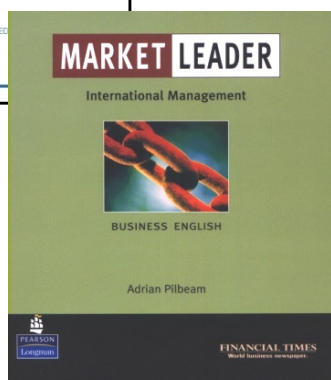
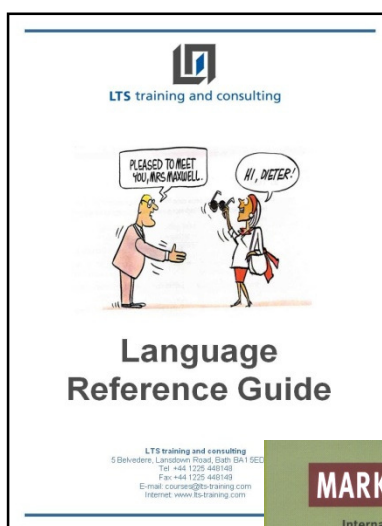
- **Effective Report Writing** for economists at the Central Bank of Lithuania
- **Legal English** for economists at the Central Bank of Latvia
- **English for International Meetings** for Volkswagen in Germany
- **Negotiating Internationally** for ABB Switzerland
- **Medical English courses** for doctors from the Paris Hospital Authority
- **Intercultural trainer training** courses held regularly in Bath, with funding provided by the EU Lifelong Learning Programme (Grundtvig)
- **Intercultural training courses** for clients in many parts of Europe, with a focus on countries such as India, China, Korea, Japan, US, UK, Germany, France, Switzerland
- **Business English Courses** in Bath for participants from companies such as Volkswagen, Bosch, Merck, Areva, Alcatel-Lucent, IBM France, Air France, and Euroclear France



LTS training and consulting

Training publications and course material

LTS trainers have been leading writers of business English training materials since 1980. Starting with *The Economist: an English Language Guide*, more than 20 books written by LTS trainers have been published by Pearson Longman, Oxford University Press and Cengage Learning. In 2010, Pearson Longman will publish six specialist books written by the LTS team - *Working across Cultures*, *Logistics Management*, *Human Resources*, *Finance and Accounting*, *Marketing* and *Business Law*.



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. All training material and a copy of the *LTS Language Reference Guide* are included in the price for courses in Bath.



LTS training and consulting

Accommodation - host families, hotels and guesthouses

Host family accommodation

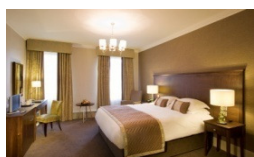
One of the benefits of attending a course at LTS in Bath is the full immersion in all aspects of the language and culture. We recommend that our participants stay with one of our carefully chosen host families. These are all professional people with extremely comfortable homes. Breakfast and dinner are 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: €330 per week including breakfast and dinner



Hotel accommodation

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 and guest houses, 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 - €150 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 World Heritage city, Bath hosts regular music and arts festivals, and offers many activities for evenings and weekends. Each week we organise regular social evenings, and many host families organise other activities. We will also help you organise sight-seeing trips at the weekend to Stonehenge, the Cotswolds or London.





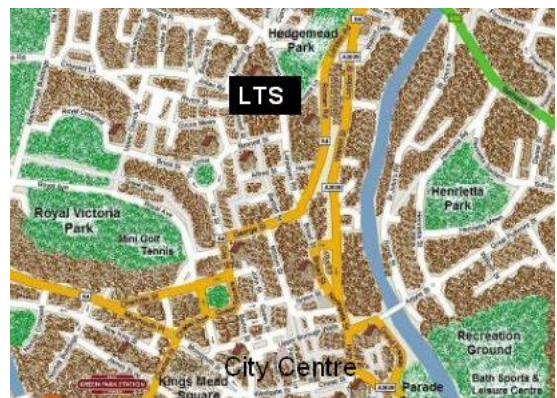
LTS training and consulting

Where we are – how to reach us and 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 a half-hourly train service which takes 90 minutes. 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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