

Course Descriptions

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Course Descriptions

English for Banking & Finance

- **General information about the course:**

Class size:	Maximum 6
Course hours in a week:	Full time (30hrs/wk)
Minimum age:	25
Duration of a course block:	1 week
Lesson times:	0900-1230, 1330-1645 (Mon-Fri)
Combination options:	n/a

- **Who is this course for?**

Our English for Banking & Finance course is designed for professionals and students preparing for careers in the finance and banking industries.

- **What are the benefits of this course?**

Keeping our groups small (maximum 6 students) allows for focused learning and progress in business English skills. The course covers the language, terminology, and communication strategies required in finance roles.

Whether you are preparing for professional certification or university studies in business, economics, or accounting, this course will equip you with the English skills needed for these fields.

A key part of the course is the group project where you work on a business case study and presentation. You will be assessed and given detailed feedback to continue improving your business English proficiency.

- **What will I be able to do at the end of this course?**

At the end of the course, you can expect to understand financial terminology more effectively in meetings and presentations, write formal business correspondence more confidently, and expand your vocabulary and grammar for banking and finance.

You will also develop research skills required in the finance industry, gain insight into work culture at financial firms, and clearly communicate financial concepts and opinions professionally.

- **What happens on day 1?**

You'll be greeted at reception. You'll be given information about the school and shown around. Afterwards you'll be taken to your class. In the last hour you'll join the Welcome Drinks where you'll have a chance to socialise with other students from the school.

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- **What books or materials will we use?**

Your teacher will use a selection of in-house and published materials specialising in the finance and banking area.

- **What topics will we cover on the course?**

The English for Banking & Finance course builds your business English skills and professional capabilities, so you are fully prepared for a career in the finance industry.

You can expect to cover industry-specific vocabulary and formal grammar, listening skills (such as comprehending financial news and earnings calls), reading skills (e.g., analysing annual reports, contracts, and regulatory documents), writing skills (including professional emails, company reports, and client proposals), and speaking skills (e.g., delivering presentations, negotiating deals, and networking).

You will be conducting research and financial analysis, alongside formulating opinions, and collaborating towards group presentations and reports.

Course Descriptions

Business & Professional English 25+

- **General information about the course:**

Class size:	Maximum 6
Course hours in a week:	Part time or full time (15 or 30hrs/wk)
Minimum age:	25
Duration of a course block:	8 weeks Maximum
Lesson times:	0900-1215, 1315-1630 (Mon); 0900-1230, 1345-1700 (Tues-Fri)
Combination options:	15 hours a week group training, mornings, or afternoons.

- **Who is this course for?**

This course is ideal for experienced professionals who wish to improve their business and professional English skills in a commercial context in the shortest possible time. Typically, you will have at least several years of professional experience and will be well-established in your chosen career.

This course will benefit any professional person who needs to develop effective communication skills in English for use in their business life.

- **What are the benefits of this course?**

Our Business and Professional English 25+ course will help you develop your English language skills for professional communication in small, focused groups. Through realistic tasks and practice, you will gain confidence in making presentations, taking part in international meetings and in other professional situations.

The BP25+ course is based around the needs of the students and the weekly timetable is negotiated. You will also get a detailed end-of-course-block progress report every week and a three-month access to London School Online platform after you finish the course.

- **What will I be able to do at the end of this course?**

Everything you learn on this course is practical. Through a variety of realistic tasks, we help you to practise and improve the language you will need for your everyday work.

- **What happens on day 1?**

You will be greeted at reception. You will be given information about the school and shown around. Afterwards you will be taken to your class. In the last hour you will join the Welcome Drinks where you will have a chance to socialise with other students from the school.

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- **What books or materials will we use?**

As the BP25+ course is based around the needs of the students, your trainers will use carefully selected in-house and published materials from business coursebooks which will best suit your needs as a group.

- **What topics will we cover on the course?**

The BP25+ course offers a balance of language development and communication skills development. You will learn new business vocabulary and work on your grammar gaps.

You will also work on your social English which you can use for your networking. You will take part in simulated negotiations, business meetings and discussions as well as work on effective correspondence (emails and reports). You will also work on your presentation skills (how to make yourself clear, how to be persuasive and how to create an effective structure).

- **What happens if my class is too easy or difficult?**

The trainer will monitor your level.

If you think you are in the wrong level, speak to your teacher and you will be moved as soon as you are ready.

Course Descriptions

Business & Professional English 25+ Combination

- **General information about the course:**

Class size:	Maximum 6 (Group), 1 (1-1)
Course hours in a week:	Full time (30hrs/wk)
Minimum age:	25
Duration of a course block:	n/a
Lesson times:	0900-1215, 1315-1630 (Mon); 0900-1230, 1345-1700 (Tues-Fri)
Combination options:	15 hours a week group training, mornings, or afternoons/15-hours 1-1 mornings or afternoons

- **Who is this course for?**

Our Business and Professional English 25+ Combination course (BP25+) is for working professionals who would like to focus on their own individual language needs or would like a course about their specific industry.

The 1-1 component offers personalised and focused training. Students choose it for a wide variety of reasons, which can include preparation for an important presentation and/or increasing confidence for an English-language conference, seminar, or a meeting. Students also choose this course if they want to focus on specific areas of weakness or wish to ensure focus on personal needs.

- **What are the benefits of this course?**

The combi course involves both - individual tuition which is entirely based on your needs and preferences as well as practising business English with other professionals (the BP component). The timetable on the BP25+ course is also negotiated on a weekly basis.

You'll also get a detailed end-of-course-block progress report every week and a three-month access to London School Online platform after you finish the course.

- **What will I be able to do at the end of this course?**

Through doing the BP component, you'll gain confidence in using business vocabulary in different professional contexts, making presentations, taking part in international meetings, cross-cultural networking and in other professional situations.

Through doing individual tuition, you can expect to have greatly improved your performance in specific areas of your choice. You'll be able to understand your own language problems and identify future areas to focus on. You'll also be able to speak with greater confidence, fluency and accuracy and use a much larger range of business vocabulary.

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- **What happens on day 1?**

You'll be greeted at reception. You'll be given information about the school and shown around. Afterwards you'll be taken to your class. In the last hour you'll join the Welcome Drinks where you'll have a chance to socialise with other students from the school.

- **What books or materials will we use?**

As the BP25+ course is based around the needs of the students and the individual tuition is entirely based on your needs, the trainers will use carefully selected in-house and published materials from business coursebooks which will be best suit your needs and the needs as a group (for the BP25+ component).

- **What topics will we cover on the course?**

The course offers a balance of language development and communication skills development. You will study business vocabulary and do grammar work, you will work on your communication skills, social English, and networking as well as on effective correspondence in the business context (emails and reports). You will also take part in simulated negotiations and business meetings as well as in case studies and discussions.

Your individual lessons will be based entirely on your needs and preferences.

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Cambridge Exam Preparation

- **General information about the course:**

Class size:	Maximum 10
Course hours in a week:	Full time (24hrs/wk)
Minimum age:	18
Duration of a course block:	4 weeks
Lesson times:	0930-1245, 1345-1600 (Mon-Fri)
Combination options:	n/a

- **Who is this course for?**

Our Cambridge Exam Preparation course is designed for students who are preparing to take Cambridge exams like the First, Advanced, and Proficiency (tests).

- **What are the benefits of this course?**

Keeping our groups small (maximum 10 students) allows for focused learning and progress towards your target exam score.

As part of the course, you will have a mid-course practice exam which will help you evaluate your strengths as well as which areas you need to work on to get the score that you need.

We will help you with Cambridge exam dates as well as with exam bookings and you will also get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

- **What will I be able to do at the end of this course?**

At the end of the course, you can expect to improve your reading, writing, listening, and speaking skills in English to meet the requirements of the Cambridge exams. You will learn effective test-taking strategies and techniques to manage your time and maximize your score. You will gain familiarity with the format and a variety of question types asked in the exams. You will develop your grammar, vocabulary, and pronunciation to communicate clearly and effectively.

You will also practise under exam-like conditions to overcome nerves and build your confidence. Finally, you will get constructive feedback and guidance from experienced instructors focused on the Cambridge assessment.

- **What happens on day 1?**

You'll be greeted at reception. You'll be given information about the school and shown around before you're taken to your class. In the last hour you'll join the Welcome Drinks where you'll have a chance to socialise with other students from the school.

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- **What books or materials will we use?**

Your teacher will use a wide variety of in-house and published Cambridge materials to work on different skills and maximise your exam score.

- **What topics will we cover on the course?**

The Cambridge Exam Preparation course builds your English skills and test-taking strategies to succeed on Cambridge assessments. It helps you become an independent learner fully equipped to demonstrate your abilities on the exam day.

You can expect to cover academic vocabulary and grammar tested on the exams, listening skills (e.g., note-taking and comprehending extended audio passages), reading skills (e.g., skimming for information, summarizing, paraphrasing texts), writing skills (e.g., planning structured responses, developing arguments, writing organized essays), and speaking skills (e.g., leading discussions, explaining concepts, interview role plays).

You will also practise under timed conditions to simulate the real exams.

Course Descriptions

English for Human Resources

- **General information about the course:**

Class size:	Maximum 6
Course hours in a week:	Full time (30hrs/wk)
Minimum age:	25
Duration of a course block:	1 week
Lesson times:	0900-1230, 1345-1700 (Mon-Fri)
Combination options:	n/a

- **Who is this course for?**

This course is for experienced HR professionals who want to improve their English ability in areas of HR management, including the recruitment process, salaries, and benefits and problem-solving. Typically, course participants work as part of an international company and need to speak English with employees, colleagues, and partners on a regular basis.

- **What are the benefits of this course?**

Keeping our groups small (maximum 6 students) allows for focused learning and progress. During the Human Resources course, you will visit the Employment Tribunal and attend a lecture given by an external HR professional.

You will also get a detailed end-of-course-block progress report every week and a three-month access to London School Online platform after you finish the course.

- **What will I be able to do at the end of this course?**

By the end of the course, you can expect to communicate more confidently about HR issues, speak more accurately and fluently, participate more successfully in meetings and negotiations.

You will also improve your written English including emailing, expand your range of HR vocabulary as well as socialise and network cross-culturally with greater confidence.

- **What happens on day 1?**

You'll be greeted at reception. You'll be given information about the school and shown around before you're taken to your class. In the last hour you'll join the Welcome Drinks where you'll have a chance to socialise with other students from the school.

- **What books or materials will we use?**

Your teacher will use a selection of in-house and published materials specialising in HR.

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- **What topics will we cover on the course?**

Topics during the course include recruitment (including interviewing techniques and writing job advertisements), employment law, organisation and leadership, training, motivation, and rewards, managing change, problems in the workplace, dismissal (firing) procedures and appraisal (performance review) techniques.

You will also look at key language skills, such as spoken communication including meetings, negotiations, telephoning skills, and presentations. You will also cover written communication (emails, reports, formal letters) and social English, such as hosting visits, socialising, meeting, and greeting.

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English for Lecturers

- **General information about the course**

Class size:	Maximum 10
Course hours in a week:	Full time (30hrs/wk)
Minimum age:	25
Duration of a course block:	1 week
Lesson times:	0900-1230, 1345-1700 (Mon-Fri)
Combination options:	n/a

- **Who is this course for?**

The course is designed for university and college lecturers who are not native speakers but who use English as the language of instruction. You will explore the main features of good lecturers and seminars, the language used for structuring and delivering an effective lecture and the issues that international students face.

- **What are the benefits of this course?**

When you finish the course, you will get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

- **What will I be able to do at the end of this course?**

At the end of the course, you can expect to be able to deliver lectures more confidently, to communicate more effectively and fluently, and to interact easily with international students. You will also expand your range of professional vocabulary and be able to network with greater confidence.

- **What happens on day 1?**

You will be greeted at reception. You'll be given information about the school and shown around. Afterwards you'll be taken to your class. In the last hour you will join the Welcome Drinks where you'll have a chance to socialise with other students from the school.

- **What books or materials will we use?**

Your trainer will provide carefully selected in-house and published materials covering a range of academic skills required for university study.

- **What topics will we cover on the course?**

On this course, you can expect to cover communication skills for delivering lectures, seminars and tutorials alongside academic vocabulary expansion, effective participation in discussions, and work on pronunciation (rhythm, intonation, and stress in lectures). You will also cover

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written communication (emails and giving feedback on written assignments), foster independent learning and host visits, and practise socialising (meeting and greeting in an English-speaking context).

Course participants typically give a 20-minute lecture or a seminar on their chosen subject towards the end of the week. This gives you the opportunity to activate language studied during the course and is followed by language feedback.

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English for University

- **General information about the course:**

Class size:	Maximum 10
Course hours in a week:	Full time (24hrs/wk)
Minimum age:	20
Duration of a course block:	4 weeks
Lesson times:	0930-1245, 1345-1600 (Mon-Fri)
Combination options:	n/a

- **Who is this course for?**

Our English for University course is designed for international and EU students preparing for undergraduate and postgraduate degrees and advanced studies at university in the UK and other English-speaking countries.

- **What are the benefits of this course?**

The English for University course is run in small groups (maximum 10 students) which helps your learning and progress.

A key part of the English for University Course is the research project where you work on an essay and a group presentation. You will be assessed and given in-depth feedback on both, which is an excellent opportunity to improve vital academic skills required for university.

When you finish the course, you will get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

- **What will I be able to do at the end of this course?**

At the end of the course, you can expect to have gained the research skills required on a university course. At the same time, you will be able to write academic texts more confidently and listen to lectures more effectively. You will also have developed your academic vocabulary and grammar and will be able to clearly express your ideas and opinions in discussions. Lastly, you will be able to understand better the study culture at university.

- **What happens on day 1?**

You'll be greeted at reception. You'll be given information about the school and shown around. Afterwards you'll be taken to your class. In the last hour you'll join the Welcome Drinks where you'll have a chance to socialise with other students from the school.

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- **What books or materials will we use?**

Your trainer will provide carefully selected in-house and published materials covering a range of academic skills required for university study.

- **What topics will we cover on the course?**

English for University increases your knowledge of academic English as well as your study skills. It also helps you become an independent learner so that you are fully prepared to study at degree level in English.

You will cover academic vocabulary and grammar, academic listening skills (e.g., extended listening, active listening, and note-taking), academic reading skills (e.g., finding information quickly in texts, summarising, and paraphrasing), academic writing skills (e.g., planning and linking ideas, essay structure and presenting an argument).

The course will also cover academic speaking skills (e.g., leading presentations and discussions, taking part in seminars, debating, and explaining ideas), as well as research skills (e.g., analysing, developing, and expressing your opinion).

You will work together as a team with colleagues towards a final presentation and essay.

- **What happens if my class is too easy or difficult?**

The trainer will monitor your level.

If you think the course is too easy or difficult, speak to your teacher and we will find a solution for you.

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General English 20+

- **General information about the course:**

Class size:	Maximum 10
Course hours in a week:	Full time (24hrs/wk)
Minimum age:	20
Duration of a course block:	n/a
Lesson times:	0900-1215, 1315-1600 (Mon-Fri)
Combination options:	GE20 + 10hrs 1-1 or GE20 + 15hrs 1-1

- **Who is this course for?**

Our General English 20+ course is a practical course for motivated adults who want to develop their confidence in communicating in English in a variety of situations. In small groups, you will develop your fluency and accuracy with realistic role-plays and real-life situations.

- **What are the benefits of this course?**

You will get a weekly review every Friday where you will revise what you've learnt during the week and your trainer will negotiate the weekly timetable with your class.

You'll also get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

- **What will I be able to do at the end of this course?**

You'll be able to speak more confidently and communicate more accurately. Secondly, you'll understand better the news and media and use English more effectively for work or travel.

Lastly, you'll have developed your reading, writing, speaking, and listening skills, and feel more confident when dealing with everyday situations like meeting people or booking a hotel.

- **What happens on day 1?**

You'll be greeted at reception. You'll be given information about the school and shown around. Afterwards you'll be taken to your class. In the last hour you'll join the Welcome Drinks where you'll have a chance to socialise with other students from the school.

- **What books or materials will we use?**

You'll be using a coursebook in the mornings alongside your teacher's own materials specifically selected for your class. The coursebook will change every 10-12 weeks.

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In the afternoons you'll be using selected materials from different coursebooks as well as teacher's own materials tailored for your class.

- **What topics will we cover on the course?**

Morning sessions will focus on helping you develop your general English language skills through a variety of useful and engaging materials and activities.

These will include grammar and vocabulary points selected by your trainer based on your needs and goals. There will be a lot of focus on speaking, with the majority of your classes designed to maximise your speaking time.

Fluency activities including discussions, and role-plays will give you the opportunity to develop your speaking and your teachers will provide correction and productive feedback. You will also work on your pronunciation, either in the form of a dedicated lesson and/or connected to the grammar, vocabulary, or skills you are studying.

Afternoon sessions will mainly focus on developing your general English language skills.

You will take part in extended fluency activities including discussions, role-plays, and presentations. You will also do listening and reading activities from a range of sources.

You will learn some practical communication strategies, for example agreeing and disagreeing politely, interrupting, showing sympathy, etc. You will also work on your writing skills (e.g., formal/informal emails). Your trainers will provide correction and productive feedback on your speaking and writing. Finally, you'll also be working on your social and intercultural English.

- **How often will my group change?**

The groups will change every 5-6 weeks. New students might join every week.

Your teacher will change every 5-6 weeks and you might also change class.

- **What happens if my class is too easy or difficult?**

The trainer will monitor your level and there is a weekly review every Friday.

If you think you're in the wrong level, speak to your teacher and you'll be moved as soon as the trainer thinks you're ready.

Course Descriptions

General English 20+ for Beginners

- **General information about the course:**

Class size:	Maximum 10
Course hours in a week:	Full time (24hrs/wk)
Minimum age:	20
Duration of a course block:	4 weeks
Lesson times:	0930-1215, 1315-1600 (Mon-Fri)
Combination options:	n/a

- **Who is this course for?**

Our General English Course for Beginners is for adults who have a low level of English (level 2 or A2).

- **What are the benefits of this course?**

After finishing this course, you will be able to join our General English 20+ course.

You will also get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

- **What will I be able to do at the end of this course?**

At the end of this course, you will be able to introduce yourself and others, to speak about yourself, your family, country, job, and hobbies. You will be able to ask and answer questions.

At the end of this course, you will be able to have simple conversations in English and you will be able to deal with everyday situations, such as meeting people or booking a hotel. You will also be able to understand common words and sentences in written materials, write simple emails or messages, fill in simple forms with basic information and know more about British culture.

- **What happens on day 1?**

You will be greeted at reception. You will be given information about the school and shown around. Afterwards you will be taken to your class. In the last hour you will join the Welcome Drinks where you will have a chance to socialise with other students from the school.

- **What books or materials will we use?**

You will be using an A2 coursebook.

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- **What topics will we cover on the course?**

You will learn basic grammar, vocabulary, and basic common phrases that we use in everyday life. You will focus on speaking as well as on your listening and reading. You are going to take part in role-plays that are based on real-life situations, and you will also work on your pronunciation.

You will get advice on the best ways to study, both in the classroom and outside.

- **What happens if my class is too easy or difficult?**

The trainer will monitor your level.

If you think you are in the wrong level, speak to your teacher and you will be moved as soon as you are ready.

Course Descriptions

General English 20+ Combi

- **General information about the course:**

Class size:	Maximum 10
Course hours in a week:	Full time (27 hrs/wk) 12 hours (GE20+) + 15 hours (1-1)
	Or
	Full time (22 hrs/wk) 12 hours (GE20+) + 10 hours (1-1)
Minimum age:	20
Duration of a course block:	You can book as many weeks as you want
Lesson times:	GE20 + 15hrs 1-1: 0900-1230 (1-1), 1315-1600 (GE 20+) (Mon-Fri) or 0930-1215 (GE20+), 1315-1645 (1-1)
Combination options:	GE20+ 12 hours & 15hrs 1-1

- **Who is this course for?**

Our General English 20+ combination course is ideal for motivated individuals who wish to focus on their general English skills as well as their own individual language needs.

This course is ideal if you have a specific area of language that you wish to focus on or if you are preparing for something special such as an exam or public speaking event. It is also a good option if you have only a short time to study and want to make the most of your time here with an intensive course.

- **What are the benefits of this course?**

If you do the GE20+ course in the mornings, you will get a weekly review every Friday where you will revise what you've learnt during the week and your trainer will negotiate the weekly timetable with your class.

You will also get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

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- **What will I be able to do at the end of this course?**

You will be able to speak more confidently and communicate more accurately. Secondly, you will understand better the news and media and use English more effectively for work or travel.

You will have developed your reading, writing, speaking, and listening skills, and feel more confident when dealing with everyday situations like meeting people or booking a hotel.

You will also be able to focus on any specific areas you choose in the one-to-one lessons. For example, you can choose to study for an exam, interview, or have extra focus on grammar, vocabulary, listening, or anything else.

- **What happens on day 1?**

You will be greeted at reception. You will be given information about the school and shown around before you are taken to your class. In the last hour you will join the Welcome Drinks where you will have a chance to socialise with other students from the school.

- **What books or materials will we use?**

If you are going to do a group course in the mornings, you will be using a coursebook alongside your teacher's own materials specifically selected for your class. The coursebook will change every 10-12 weeks.

If you are going to do a group course in the afternoons, you will be using selected materials from different coursebooks as well as teacher's own materials tailored for your class.

Your individual lessons will be entirely based on your needs and preferences.

- **What topics will we cover on the course?**

For the GE20+ component, if you choose the **morning** sessions, the course will focus on helping you develop your general English language skills through a variety of useful and engaging materials and activities.

These will include grammar and vocabulary points selected by your trainer based on your needs and goals. There will be a lot of focus on speaking, with the majority of your classes designed to maximise your speaking time.

Fluency activities including discussions, and role-plays will give you the opportunity to develop your speaking and your teachers will provide correction and productive feedback. You will also work on your pronunciation, either in the form of a dedicated lesson and/or connected to the grammar, vocabulary, or skills you are studying.

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For the GE20+ component, if you choose the **afternoon** sessions, the session will help you develop your general English language skills. You will take part in extended fluency activities including discussions, role-plays, and presentations. You will also do listening and reading activities from a range of sources.

You will learn some practical communication strategies, for example agreeing and disagreeing politely, interrupting, showing sympathy, etc. You will also work on your writing skills (e.g., formal/informal emails). Your trainers will provide correction and productive feedback on your speaking and writing. Finally, you will also be working on your social and intercultural English.

Your individual lessons will be based on your needs and preferences.

- **How often will my group change?**

The GE20+ groups will change every 5-6 weeks. New students might join every week.

Your teacher will change every 5-6 weeks as well, and you might also change class.

- **What happens if my class is too easy or difficult?**

The trainer will monitor your level and there is a weekly review every Friday (if you take the GE20+ course in the mornings).

If you think you are in the wrong level, speak to your teacher and you will be moved as soon as you are ready.

Course Descriptions

Global Leadership plus Business and Professional English

- **General information about the course:**

Class size:	6 Group / 1 Individual Tuition
Course hours in a week:	15 hours (1-1 Global leadership) + 15 hours (BP group class)
Minimum age:	25
Duration of a course block:	1 week
Lesson times:	0900-1215, 1315-1630 (Mon); 0900-1230, 1330-1645 (Tues-Fri)
Combination options:	n/a

- **Who is this course for?**

Global Leadership course is for business leaders and managers involved in International M&A, leading global projects, moving into a global role or developing internationalisation strategy.

- **What are the benefits of this course?**

This course consists of our Business and Professional 25+ group course with one-to-one global leadership coaching. It will enable you to develop your cross-cultural leadership and international management skills.

You will also get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

- **What will I be able to do at the end of this course?**

By the end of the course, you will be able to understand better your current leadership style, identify values, attitudes, and behaviours across cultures. You will also understand better cross-cultural expectations of leaders and managers and manage virtual teams more effectively. Apart from this, you will also discuss building rapport and trust in a team, and the importance of a global mindset.

- **What happens on day 1?**

You will be greeted at reception. You will be given information about the school and shown around before you are taken to your class. In the last hour you'll join the Welcome Drinks where you will have a chance to socialise with other students from the school.

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- **What books or materials will we use?**

You will receive an in-house booklet, which will cover the contents of the Global Leadership course. For your Business Professional Course, your teacher will use a selection of in-house and published business English materials to meet the needs of the group.

- **What topics will we cover on the course?**

Before you join the course, you will complete a detailed questionnaire to help you understand your strengths and areas for development when working internationally.

The course will cover areas, such as understanding your own leadership style, managing across cultures, managing virtual teams, managing change, and developing a global mindset.

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IELTS Exam Preparation

- **General information about the course:**

Class size:	Maximum 10
Course hours in a week:	Full time (24 hrs/wk)
Minimum age:	20
Duration of a course block:	4 weeks
Lesson times:	0930-1245, 1345-1600 (Mon-Fri)
Combination options:	n/a

- **Who is this course for?**

This IELTS course is for you if you are planning to study in an English-speaking country or if you would just like to challenge yourself and gain a well-known qualification in English.

IELTS (International English Language Testing System) is needed for most universities and to take other training courses in British, Australian, New Zealand and Canadian universities and colleges.

- **What are the benefits of this course?**

We will thoroughly train you on each section of the exam and provide strategies to help you achieve the best grade possible. Each section of the exam will be practised.

As part of the course, you will have a mid-course practice exam which will help you evaluate your strengths as well as which areas you need to work on to get the score that you need.

You will also get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

- **What will I be able to do at the end of this course?**

At the end of this IELTS course you can expect to achieve your best possible IELTS result. You will be able to listen, read, write, and speak with greater confidence. You will be able to speak and write more accurately and confidently and use a wider range of academic and general vocabulary and grammar. You will also be able to recognise the areas you need to improve.

- **What happens on day 1?**

You will be greeted at reception. You will be given information about the school and shown around before you are taken to your class. In the last hour you will join the Welcome Drinks where you will have a chance to socialise with other students from the school.

Course Descriptions

- **What books or materials will we use?**

Your teacher will use a wide variety of in-house and published IELTS materials to work on different skills to maximise your IELTS score.

- **What topics will we cover on the course?**

The IELTS course is a very intensive programme focusing on all of the skills you need: reading, writing, listening, and speaking, as well as improving vocabulary and grammar.

You will also concentrate on developing effective examination techniques. You will do regular examination practice, including a mid-course practice exam. You will receive feedback, correction, and advice from your trainer. A full online practice IELTS exam is also included in the course.

Course Descriptions

Individual Tuition (1-1)

- **General information about the course:**

Class size:	n/a
Course hours in a week:	Minimum 15 (ad hoc: number of hours flexible)
Minimum age:	18
Duration of a course block:	You can book as many weeks as you want
Lesson times:	Flexible; normally 15 hrs mornings 0900-1230 and afternoons 1345-1700. Ad hoc generally after 1600
Combination options:	Yes – with Business and Professional English group classes (am or pm); or with General English group classes (am or pm)
* Face-to-face at our school or online (Zoom). For more information, see our website.	

- **Who is this course for?**

Individual English Tuition is a good option if you feel that a group class is not suitable for you, if you have limited time available or if you have a specific need which requires individual attention. The training content is entirely flexible to suit you.

- **What are the benefits of this course?**

Individual English Tuition is entirely based around your needs and the weekly timetable is negotiated. You will also get a detailed end-of-course-block progress report every week and a three-month access to London School Online platform after you finish the course.

- **What will I be able to do at the end of this course?**

At the end of the course, you can expect to have greatly improved your performance in specific areas (of your choice). You will be able to understand your own language problems and identify future areas to focus on. You will be able to speak with greater confidence, fluency and accuracy and use a much larger range of vocabulary.

- **What happens on day 1?**

You will be greeted at reception. You will be given information about the school and shown around. Afterwards you will be taken to your class. In the last hour you will join the Welcome Drinks where you will have a chance to socialise with other students from the school.

- **What books or materials will we use?**

Individual English Tuition is entirely based on your needs. Therefore, your trainer will use carefully selected in-house and published materials from various coursebooks which will best suit your needs.

Course Descriptions

- **What topics will we cover on the course?**

All our individual tuition programmes include a detailed needs analysis. This helps us to create a customised training programme to make sure that we focus on your specific needs.

Course Descriptions

Intercultural Competence + Business and Professional English

- **General information about the course:**

Class size:	6 Group / 1
Course hours in a week:	15 hours (International Competence) + 15 hours (BP)
Minimum age:	25
Duration of a course block:	1 week
Lesson times:	0900-1215, 1315-1630 (Mon); 0900-1230, 1330-1645 (Tues-Fri)
Combination options:	n/a

- **Who is this course for?**

Developing Intercultural Competence is for anyone working in an international environment either at home or away - if you are part of a global team, work with international customers or suppliers or travel overseas regularly on business.

- **What are the benefits of this course?**

This course combines our Business and Professional 25+ group course, which is run in small groups (max 6 students), with one-to-one intercultural development. You will develop your cultural knowledge, self-awareness, and communication skills, which will help you to work more effectively in an international environment.

You will also get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

- **What will I be able to do at the end of this course?**

By the end of the course, you will be able to understand better your cultural and personal preferences, identify values, attitudes, and behaviours across cultures, and communicate more effectively across cultures. You will be able to deliver effective presentations to international audiences and use your social skills to build international relationships.

- **What happens on day 1?**

You will be greeted at reception. You will be given information about the school and shown around before you are taken to your class. In the last hour you will join the Welcome Drinks where you will have a chance to socialise with other students from the school.

- **What books or materials will we use?**

Course Descriptions

You will receive an in-house booklet, which will cover the contents of the International Competence course. For your Business Professional Course, your teacher will use a selection of in-house and published business English materials to meet the needs of the group.

- **What topics will we cover on the course?**

Before joining the course, you will complete a detailed questionnaire to help you understand your current strengths and areas for development when working internationally.

The course is divided into five modules which include understanding your cultural and personal preferences, working across cultures, communicating across cultures, international meetings, and presentations, and developing a global mindset.

Course Descriptions

Legal English 20-30

- **General information about the course:**

Class size:	Maximum 10
Course hours in a week:	Full time (24 hrs/wk)
Minimum age:	20
Duration of a course block:	3 weeks
Lesson times:	0930-1245, 1345-1600 (Mon-Fri)
Combination options:	n/a

- **Who is this course for?**

This course is designed for newly qualified lawyers and law students aged 20-30. Typically, you would need to develop their speaking and writing skills to help them communicate complex legal ideas and concepts to partners, clients, and colleagues in a variety of formal and less formal situations including meetings, negotiations, and networking events.

- **What are the benefits of this course?**

At the end of each week, you will do a revision of what you learnt in that week which will help you consolidate legal vocabulary. After this three-week course, you can take the TOLES exam (so weekly vocabulary revision will be of great help!).

You will go on weekly trips, for instance, to the Old Bailey and the Civil Courts and you will see a talk by a legal expert.

After completing the Legal English 20-30 course, a lot of students decide to take a one-week TOLES Advanced Exam Course to receive an international certificate of legal knowledge in English.

You will also get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

- **What will I be able to do at the end of this course?**

At the end of the Legal English course, you can expect to communicate more confidently and spontaneously in a legal setting, communicate more accurately in a legal context, use specialised legal terminology more effectively, and write more effective legal texts. You will also participate more confidently in meetings and negotiations, and you will improve your networking skills.

Course Descriptions

- **What happens on day 1?**

You will be greeted at reception. You will be given information about the school and shown around before you are taken to your class. In the last hour you will join the Welcome Drinks where you will have a chance to socialise with other students from the school.

- **What books or materials will we use?**

You will be given a legal English course pack, which is a collection of the resources you will use on the course.

- **What topics will we cover on the course?**

This legal English course focuses on developing your English skills in a legal setting, and the vocabulary of criminal law, civil law, contract law, EC law, etc.

On this course, you will expand your legal vocabulary (e.g., relating to different areas of law, contracts, describing legal concepts) and develop your spoken fluency through case studies, negotiations, and discussions. You will also work on your grammar gaps, your comprehension and on networking in English (in the context of hospitality, travelling, inviting, advising, apologising).

Course Descriptions

Legal English 30+ Commercial Lawyers

- **General information about the course:**

Class size:	Maximum 6
Course hours in a week:	Full time (30hrs/wk)
Minimum age:	30
Duration of a course block:	1 week
Lesson times:	0900-1230, 1345-1700 (Mon-Fri)
Combination options:	n/a

- **Who is this course for?**

This one-week course is for qualified, experienced lawyers, who have a good level of English. Typically, you would need to develop their speaking and writing skills to communicate complicated legal ideas to partners, clients, and colleagues in a variety of formal and less formal situations including meetings, negotiations, and networking events.

- **What are the benefits of this course?**

Legal English 30+ develops your communication skills using realistic legal situations. The course covers a range of legal topics with a focus on case studies, negotiations, contract writing and litigation (the process of taking legal action).

You will improve your ability to communicate legal language more effectively and cover the language skills you need to interact confidently in a wide range of formal and informal situations.

You will also get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

- **What will I be able to do at the end of this course?**

At the end of the course, you can expect to be able to communicate more fluently and accurately, use specialised legal terminology more effectively, and write more effective legal texts. You will also be able to participate more confidently in meetings and negotiations, socialise and network with greater confidence and work more successfully in a cross-cultural environment.

- **What happens on day 1?**

You will be greeted at reception. You will be given information about the school and shown around before you are taken to your class. In the last hour you will join the Welcome Drinks where you will have a chance to socialise with other students from the school.

Course Descriptions

- **What books or materials will we use?**

Your teacher will use a range of in-house and published legal English materials.

- **What topics will we cover on the course?**

On this course, you will expand legal vocabulary and work on improving communication skills for meetings, discussions, and negotiations. You will also work on your presentation skills, written communication (emails, reports, and formal letters, writing example contracts), and giving legal advice (e.g., describing the process of litigation to a foreign client).

You will also practise effective telephoning skills, hosting visits, and socialising in a professional context.

Course Descriptions

TOLES Advanced Exam Preparation

- **General information about the course:**

Class size:	Maximum 10
Course hours in a week:	Full time (24 hrs/wk)
Minimum age:	20
Duration of a course block:	1 week
Lesson times:	0930-1245, 1345-1600 (Mon-Fri)
Combination options:	n/a

- **Who is this course for?**

This course is for people who wish to sit the Advanced TOLES exam.

The TOLES examination is for qualified lawyers working in commercial law and students who are studying at a university law faculty in an English-speaking country. TOLES is an ideal qualification for legal professionals who want to demonstrate their ability to manage everyday legal tasks and situations in English.

Typically, students will take the TOLES course after completing the Legal English 20-30 course, which covers the vocabulary required for the exam.

- **What are the benefits of this course?**

As part of the course, you will have a mid-course practice exam which will help you evaluate your strengths as well as which areas you need to work on to get the score that you need.

You will take the TOLES Advanced exam on the Friday at our school.

You will also get a detailed end-of-course-block progress report and a three-month access to London School Online platform.

- **What will I be able to do at the end of this course?**

You will be able to approach different parts of the exam more confidently and recognise the areas you need to improve.

You will have improved your knowledge of legal English in terms of register (formality), collocations, idioms and formulaic expressions and have become more familiar with some key business terms, idioms, and collocations. You will have also become more familiar with the appropriate phrases and structure of formal letters and legal contracts.

You will be ready to take an internationally recognised exam to prove your legal English knowledge and skills.

Course Descriptions

- **What happens on day 1?**

You will be greeted at reception. You will be given information about the school and shown around. Afterwards you will be taken to your class. In the last hour you will join the Welcome Drinks where you will have a chance to socialise with other students from the school.

- **What books or materials will we use?**

Your teacher will use published TOLES Advanced and in-house materials to work on different skills to maximise your TOLES score.

- **What topics will we cover on the course?**

During the TOLES Preparation course, you will cover technical legal vocabulary for the global commercial market and comprehend complicated legal contract clauses alongside other documentation.

You will acquire knowledge of the difference between 'legalese' and 'plain English' and focus on the vocabulary and grammar required for contract drafting. You will also develop sensitivity to register (formality) and how formal and informal English is used in a professional workplace.