



**MANCHESTER
DUBLIN**

CONTENTS

| | |
|-----|--|
| P2 | BERLITZ HISTORY |
| P3 | WELCOME TO BERLITZ MANCHESTER AND DUBLIN |
| P4 | A COMMITMENT TO EXCELLENCE |
| P5 | ACCREDITATIONS |
| P6 | WHY MANCHESTER? |
| P7 | WHY DUBLIN? |
| P8 | THE SCHOOL AND FACILITIES CLASS TIMES |
| P9 | PATHWAYS |
| P10 | GENERAL ENGLISH |
| P12 | BUSINESS ENGLISH |
| P13 | CAMBRIDGE CERTIFICATE PREPARATION |
| P15 | IELTS PREPARATION & IELTS MASTERCLASS |
| P16 | ACADEMIC ENGLISH PROGRAMME & UNIVERSITY PLACEMENT |
| P17 | DEMI PAIR PROGRAMME |
| P18 | TEACHER TRAINING |
| P20 | ENGLISH FOR CABIN CREW & AIRPORT STAFF |
| P21 | JUNIORS |
| P22 | CRECHE |
| P24 | EXECUTIVES PROGRAMMES |
| P25 | ENGLISH FOR SPECIFIC PURPOSES |
| P26 | WELFARE & OTHER SERVICES ACADEMIC SERVICES: ORIENTATION |

BERLITZ HISTORY

Berlitz was founded in 1878 by Maximillian Berlitz. Already running a successful centre, Maximillian Berlitz needed a new French instructor to teach and hired a French assistant by the name of Nicholas Joly. Joly had been the most promising candidate, but when the Frenchman arrived in Providence, Berlitz was horrified to find that Joly spoke no English. As Mr Berlitz was sick at the time, he told Joly to lead classes to the best of the Frenchman's ability. Berlitz asked his assistant to point at objects, repeating the French word for them, and act out verbs.

Upon his return, he was surprised to see the great progress that the students had made and realised the importance of this discovery i.e. learning a language through the target language rather than the traditional techniques which had characterised learning until this point.

Today, Berlitz continues this spirit of innovation, with a range of learning techniques and programme formats; incorporating the benefits of new media, such as Internet based e-learning where appropriate, and introducing new programme formats such as our Total Immersion to cater for new client needs.

At Berlitz Manchester & Dublin, we are committed to delivering the best learning approaches and strategies. Our goal is to ensure that you, our students, make the maximum progress in the time that you study with us and that we support you in realising your career and life-goals.

WELCOME TO BERLITZ MANCHESTER & DUBLIN!

Whether you are looking to brush up your language skills with a General English programme, enhance your career prospects with a Business English programme or take advantage of our English plus Internship, Berlitz Manchester & Dublin have an English course to suit your needs.

We offer small class sizes, a focus on quality language instruction and an exciting selection of programme options. Furthermore, located within the thriving, up-and-coming cities of Manchester & Dublin, there is a wide selection of world-class sporting venues, theatres and restaurants on your doorstep.

Choose either Manchester or Dublin

We are committed to providing the highest standards of quality and ensuring that your study programme is an experience you will treasure for the rest of your life.

We look forward to welcoming you here!



A handwritten signature in black ink, appearing to read 'Mark Harrington'.

Mark Harrington
Managing Director



Berlitz Manchester

EXCELLENT FACILITIES

Berlitz Manchester & Dublin provide two unique locations with a commitment to shared values and a goal of providing an excellent customer experience.

AN EXCITING PROGRAMME SELECTION

Berlitz Manchester & Dublin provide an exciting, new range of programmes for clients. Students can choose core programmes such as General English, Business English, IELTS Preparation, Academic English or Exam preparation courses and combine these with options such as Internship or Demi-pair programmes.

A key concept is the Berlitz Manchester & Dublin Pathways programme which allows students to combine a General English or IELTS English programme with specialisations in English for Business & Professionals, Academic English or English for Specific Purposes such as Aviation Course, Cabin Crew & Airport Staff course, Healthcare Professionals course, Oil & Gas Engineers and Military courses.



A COMMITMENT TO EXCELLENCE

Berlitz Dublin

EFFECTIVE LEARNING ENVIRONMENT

Our programmes are designed to provide you with the most effective learning experience. Programmes and teaching are carefully monitored to ensure the highest quality delivery at all times.

ACTIVE SOCIAL & CULTURAL ACTIVITIES PROGRAMME

Berlitz Manchester & Dublin believe an active social & cultural programme is one of the keys to a successful study experience. We encourage all our students to take advantage of the programme on offer.

EXAM PREPARATION

Both Berlitz Manchester & Dublin provide preparation for IELTS, Cambridge exams, TOEFL and BULATS.

A PERSONAL TOUCH

From the moment you step through the door, your opinion matters. Feedback on your progress and your course is continually evaluated to ensure you receive the best possible assistance to achieve your learning objectives.


SAFEGUARDING

Berlitz Manchester welcomes students who are 16 and 17 years old to study on its adult courses. For further information, please refer to our website and our Terms and Conditions.




MANCHESTER

ACCREDITATION


Accredited by the  **BRITISH COUNCIL** for the teaching of English. Berlitz Manchester is accredited by the British Council, which guarantees an assurance of quality to international students who are studying or planning to study English in the UK.


The college is inspected every four years.

MEMBERSHIP

 English UK is the national association of British Council accredited English Language centres and the world's leading language teaching association. It is a UK-registered charity, with the principal aim of advancing the education of international students in the English language.

RECOGNITION

 Bildungsurlaub recognition for any German students who would like to spend their educational leave abroad and improve their English language skills.


 **Erasmus+** Berlitz Manchester is accredited by Erasmus+, which is the EU's programme to support education, training, youth and sport in Europe.

DUBLIN


ACCREDITATION


 Berlitz Dublin is recognised by ACELS, a service of Quality and Qualifications Ireland, for English-Language Teaching (ELT). Coupled with our own Berlitz quality control, this means that you can be doubly sure of the excellence of your English course at Berlitz Dublin.

MEMBERSHIP

 Berlitz Dublin has been accredited as a member of Marketing English in Ireland (MEI), organization which recognises the highest standards in English Language Tuition in Ireland.

RECOGNITION

 Berlitz Dublin has Bildungsurlaub recognition for any German students who would like to spend their Bildungsurlaub abroad and improve their English language skills.

 **Erasmus+** Berlitz Dublin is accredited by Erasmus+, which is the EU's programme to support education, training, youth and sport in Europe.skills.



WHY MANCHESTER?



MANCHESTER CITY LOCATION

Manchester, the ‘uncrowned’ capital of the North, is a leading UK study destination, offering the advantages of a vibrant, up-and-coming city whilst at the same time being close to some of the most beautiful scenery in England. Manchester combines the sophistication and energy of a thriving metropolis with easy access to the stunning scenery of the Lake District and Wales. With two national parks on its doorsteps - the Peak District and the Yorkshire Dales - it is the ideal place to learn English while experiencing both city and rural life.

Not only was Manchester voted the ‘Best UK City to Live In’ by the Global Liveability Survey in 2013, it also features in the ‘World’s Top 10 Friendliest Cities’ as chosen by users of international travel guide, Rough Guides, and is the only UK city to be listed in the ‘Top 10 Best Cities for 2016’ by Lonely Planet.

With 3 major universities in the city, you will find a large international student population in Manchester, and a city whose bars and restaurants reflect its cultural diversity: sample the food of China Town, or try a spot of salsa dancing in a Latin-style café! Whether you are interested in visiting Manchester United football ground, attending a classical concert performed by the Hallé Orchestra, having a history lesson at one of Manchester’s museums, visiting the world’s oldest public library, or simply want to enjoy superb shopping, you will not be disappointed.

Manchester - European City of Science 2016

“ Manchester’s got everything except a beach ”

Ian Brown
The Stone Roses



DUBLIN CITY LOCATION

Dublin is a city steeped in history and tradition. Let yourself be charmed by Dublin and its literary tradition. As you would expect from a city that is more than 1000 years old, there is ancient history to discover all over Dublin. From streets and buildings to cultural objects, you will find remnants of our Victorian, Georgian, medieval and even Viking eras!

Experience the festive St Patrick's Day in March or the Writer's Festival in May, celebrating contemporary writers as well as the literary heritage of world famous writers such as Samuel Beckett, WB Yeats and James Joyce.

Revel in the vibrant live music scene, from the arena to clubs and the streets of Dublin. Whatever type of music you're into, you're never far from a gig in Dublin. Live traditional Irish music sessions take place nightly in dozens of pubs and hotels, and there are plenty of concert venues and clubs hosting local and international bands, artists and DJs.

Dublin's Temple Bar district richly deserves its status as the city's Cultural Quarter. As well as its many fine bars and restaurants, you'll find plenty of cool independent fashion and design shops, colourful outdoor markets and award-winning architectural spaces. No trip here should be complete without a stroll down its cobbled lanes, full of restaurants, shops, galleries and

architectural grandeur.

Take a walk down to the bustling Moore Street market or relax in one of Dublin's many parks. Did you know that Dublin has more green space per square kilometre than any other European capital city? Welcome to Dublin – the green capital of the Emerald Isle!



Dublin's a great city – but it's so much more than that. Travel north or south of the city centre by DART rail service or by bike, and you'll find a sparkling string of coastal towns, beaches, harbours and bracing sea views.

Not only has a trip to Dublin become more affordable than ever, you can also enjoy so many things during your visit without spending a single euro. From museums and galleries to parks and festivals, they're all fantastic – and free!

THE SCHOOL AND FACILITIES

Manchester

Our main center- Westminster House - is located in the heart of Manchester, close to Piccadilly Garden. It is a modern facility with classrooms equipped with interactive classroom technology and hi-speed broadband throughout (100 Mbs).

We have a secondary teaching location (Barlow House) which is opposite the main centre and offers similar modern classrooms equipped with latest technology.

The main facility incorporates Berlitz Little Steps creche for students with young children (6 months – 5 years) to allow families time to study while their children attend the creche facility. This allows our students to study without concern of childcare while they are studying.

The facilities are designed to provide a warm and comfortable environment for you to undertake your chosen language course in pleasant surroundings.

CLASS TIMES

STANDARD (15 Hours)

Morning Classes are from 9.30 AM - 12.45 PM
(incorporating a 15 minute break at 11 AM)
Afternoon Classes are from 1.30 PM - 4.45 PM

INTENSIVE (20 Hours)

Classes are from 9.30 AM - 12.45 PM
(incorporating a 15 minute break at 11 AM)
plus 2 afternoons 1.45 PM - 4.15/5.00 PM
(incorporating a 15 minute break at 3PM)

SUPER-INTENSIVE (25 Hours)

Classes are from 9.30 AM - 12.45 PM
(incorporating a 15 minute break at 11 AM)
plus 4 afternoons from 1.45 PM - 4.15/ 5.00 PM
(incorporating a 15 minute break at 3PM)

The centre is open from 9.00 am to 5.30 pm

Dublin

Berlitz Language Centre is located in a traditional Georgian building in an area of great cultural interest; close to the home of Oscar Wilde in his childhood years and the 'Lemon Shop' referenced in James Joyce novel 'Ulysses'.

The centre is also very close to the 'Dail' – the Irish Parliament – and the Irish National Museum; providing a range of interesting venues in the locality.

The school is equipped with 7 classrooms and has free Wi-Fi available throughout the centre to allow you to keep in contact with friends and family or business colleagues. There is a small break-out area (top floor) for students to relax, take a coffee and eat snacks.

In the area, there is a wide range of cafes and restaurants within the immediate vicinity.

CLASS TIMES

STANDARD (15 Hours)

Morning Classes are from 9.30 AM - 12.45 PM
(incorporating a 15 minute break at 11 AM)
Afternoon Classes are from 2.00 PM - 5.15 PM

INTENSIVE (20 Hours)

Classes are from 9.30 AM - 12.45 PM
(incorporating a 15 minute break at 11 AM)

The centre is open from 9.00 am to 5.30 pm

Our Pathway programmes are designed to give you the flexibility to tailor your course to suit your study goals and interests.

Students who choose the Pathways programme will study a foundation General English programme (15 hours) and choose either: an Intensive programme format: incorporating a foundation General English programme (15 hours) and one extra module (5 hours); or a Super-Intensive programme format; incorporating a foundation General English programme (15 hours) and 2 extra modules (10 hours). Students can choose modules based on the following Pathways:

| PATHWAY | FOCUS | SKILLS MODULES |
|--|--|---|
| GENERAL ENGLISH & COMMUNICATION SKILLS | Improving general English & communication skills | Communications skills Pronunciation General writing skills Advanced discussion skills |
| BUSINESS & PROFESSIONAL | Improving language within a business context | Business correspondence skills Business presentations Business negotiating skills Business case studies English for marketing/finance |
| IELTS & ACADEMIC | Improving English skills in preparation for an IELTS official exam and improving academic English skills in preparation for university | IELTS preparation Academic English skills |
| CAMBRIDGE EXAMINATION | Cambridge exam preparation | PET/FCE/CAE/CPE |

Our English programmes incorporate our Pathways concept, whereby, in addition to a core English programme, students choose specialist areas of Business English, IELTS, Academic and Exam Preparation (PET, CAE , FCE etc). This allows students to tailor their English programmes to suit their interests and study goals. Furthermore, our promise to you is that we will always look to provide a specialisation for you. Check with our team regarding any special request you have.

In general, full-time IELTS and Academic English programmes are available throughout the year. Check availability for full-time Business

ADULT PROGRAMMES

ENGLISH PATHWAYS

(Business English, Academic English, Cambridge preparation, IELTS preparation)

GENERAL ENGLISH

BUSINESS ENGLISH

CAMBRIDGE CERTIFICATE

IELTS MASTERCLASS

ACADEMIC ENGLISH

DEMI-PAIR

TEACHER TRAINING

40 PLUS SPORT & CULTURE

EXECUTIVE PROGRAMMES

- **General English & Communication Skills**

This pathway focuses on developing general English skills and is designed to develop strong communication skills through the use of role-plays and case examples to illustrate learning points and allow participants to practice skills learned.

- **Business & Professional**

This pathway allows participants to develop their language skills within a business and professional context.

- **IELTS Preparation & Academic English**

This pathway allows participants to develop their academic English skills and to prepare to take the IELTS test so that they can register an IELTS score for entry to a British or Irish University. The Academic English modules aim to improve students' ability to participate in university course lectures, class discussions and presentations.

- **Cambridge Examinations**

This pathway is useful for higher-level students who require a widely-recognised certificate of general competence for employment or study purposes.

GENERAL ENGLISH



KEY FACTS

LOCATION

Manchester & Dublin

TUITION

Manchester & Dublin -
Pathway Module (5hrs per week)

15, 20 or 25 hours per week*
(Manchester)

15 or 20 hours per week*
(Dublin)

GROUP SIZE

Maximum 15

START DATE

Any Monday
(except Bank Holidays)

COURSE LENGTH

Flexible
Minimum 2 weeks

MINIMUM AGE

16

IDEAL COURSE FOR

All - professionals, students and graduates

*Subject to demand & minimum group size
(4 participants)

Programme Description

The General English classes concentrate on improving every aspect of your English. Our approach is to provide a stimulating and highly interactive environment in which you can develop your language skills. We firmly believe in developing each student's language ability so that you are able to develop as quickly and effectively as possible.

In any typical week, you will work on developing and improving all language skill areas with a focus on active communication skills in real life situations.

In your General English class, you will work on:

- Speaking skills
- Listening Skills
- Reading Skills
- Writing Skills
- Pronunciation
- Grammar & Vocabulary

On this course, you are given regular homework. Students are tested on a weekly basis to check progress and regular tutorials are provided to discuss progress and individual needs.

Course Books & Materials

All programme syllabuses have been carefully designed to ensure students make maximum progress. A range of course books are used over the programme. These have been carefully selected to ensure that students benefit from a range of quality study materials.

Levels

The levels of the classes range from complete beginner (A1) to proficiency (C2) and you will have a placement test on your first day to find the right level for you.

“The classes at Berlitz are dynamic. People can participate in different activities and funny games. We have small class sizes. Courses are well organised and you are able to progress continuously”
Angela Ramirez, Colombia.

“In my opinion, Berlitz have the best English courses in Manchester and Dublin.”

Ali Binar-Bolu, Turkey.



BUSINESS ENGLISH

KEY FACTS

LOCATION

Manchester & Dublin

TUITION

Manchester & Dublin -
Pathway Module (5hrs per week)

15, 20 or 25 hours per week*
(Manchester)

15 or 20 hours per week*
(Dublin)

GROUP SIZE

Maximum 15

START DATE

Any Monday
(except Bank Holidays)

COURSE LENGTH

Flexible
Minimum 2 weeks

MINIMUM AGE

16

IDEAL COURSE FOR

All - professionals, students and graduates

*Subject to demand & minimum group size
(4 participants)

“I enjoy the fact I am surrounded by both pleasant and friendly members of staff and students. It’s a really comfortable environment in which to improve my language with wonderful people from different countries.”

Armin Lesik, Russia.



Programme Description

This programme is designed to develop your language skills within a business context. It develops a wide range of Business English skills, covering areas as diverse as formal report-writing topics, presentation skills and sales & negotiation skills. The programme is designed to develop strong communication skills and uses role-plays and case examples to illustrate learning points and allow participants to practise skills learned.

The Business English programme covers a wide range of functional areas including General Business and specializations such as English For Marketing, Trade and Investment and Finance.

English Pathways

This programme is provided as both a stand alone programme and a Skills Module within our English Pathways Programme. Please refer to page 9.

Course Books & Materials

All programme syllabuses have been carefully designed to ensure students make maximum progress. A range of course books are used over the programme. These have been carefully selected to ensure that students benefit from a range of quality study materials.

Levels

Minimum Entry Level for this programme is Intermediate (B1).

Certification

Students can choose to enter the Cambridge Business English Certificate (BEC).

This programme is subject to a minimum number of 5 participants. Please note that Business English is always available within the pathways programme.

KEY FACTS

LOCATION

Manchester & Dublin

TUITION

Manchester & Dublin -
Pathway Module (5hrs per week)

15, 20 or 25 hours per week*
(Manchester)

15 or 20 hours per week*
(Dublin)

GROUP SIZE

Maximum 15

START DATE

Any Monday
(except Bank Holidays)

COURSE LENGTH

Flexible
Minimum 2 weeks

MINIMUM AGE

16

IDEAL COURSE FOR

All - professionals, students and graduates

*Subject to demand & minimum group size
(4 participants)

“I would describe Berlitz as an open and warm atmosphere in which to study. The teachers are competent, approachable and all the staff make for a wonderful experience.”

Katja Kauffman, Germany



Programme Description

This programme prepares participants for entry into Cambridge Examinations. Cambridge Examinations – Preliminary (PET), First (FCE), Advanced (CAE), Proficiency (CPE) - are useful for higher-level students who require a widely-recognised certificate of general competence for employment or study purposes.

Consult with Berlitz Manchester or Dublin regarding current levels and availability.

English Pathways

This programme is provided as both a stand alone programme and a Skills Module within our English Pathways Programme. Please refer to page 9.

Course Books & Materials

Course books are carefully selected to ensure students benefit from a range of quality study materials suitable for the course.

Levels

The levels of the classes range from Intermediate (B1)* to Proficiency (C2).

This programme is subject to a minimum number of 5 participants. Please note that Cambridge preparation is always available within the pathways programme.

* We could also offer Key (KET) which is Pre-intermediate.





“
The atmosphere in the school helps me a lot to improve my English because all the staff and students are very friendly and kind. I do not feel homesick because with them I feel like I am with my family and friends... I hope to get another chance to learn in Berlitz because I'm learning a lot here”

Hafsah Al-Kindi, Oman

KEY FACTS

LOCATION

Manchester & Dublin

TUITION

Manchester & Dublin -
Pathway Module (5hrs per week)

15, 20 or 25 hours per week*
(Manchester)

15 or 20 hours per week*
(Dublin)

GROUP SIZE

Maximum 15

START DATE

Any Monday
(except Bank Holidays)

COURSE LENGTH

Flexible
Minimum 2 weeks

MINIMUM AGE

16

IDEAL COURSE FOR

All - professionals, students and graduates

*Subject to demand & minimum group size
(4 participants)

Programme Description

Berlitz IELTS exam preparation programmes are designed to ensure that you achieve your desired IELTS score as quickly and effectively as possible. Throughout the learning process, we measure your progress clearly and visibly to highlight strengths, needs and objectives.

IELTS Preparation

To prepare you to take the IELTS (International English Language Testing System) test so that you can register an IELTS score for entry to a British University.

IELTS Masterclass

This course contains all components of IELTS preparation plus an additional 5 hours of Guided Learning. Therefore each student undergoes a comprehensive assessment at the beginning of their programme to assess their current strengths and weaknesses and create their own

personal Individual Learning Plan (ILP).

In addition to group lessons, students have access to a range of self-study materials, including practice exams, and have a weekly coaching session with a teacher to provide tailored feedback and guidance.

Course Books & Materials

Course books are carefully selected to ensure students benefit from a range of quality study materials suitable for the course.

Levels

The levels of the classes range from

“Berlitz is an excellent place to study, I had a great experience. I like the methodology and the rhythm of classes, I wish I could have stayed longer.”

Pablo Da Silva, Brazil.

ACADEMIC ENGLISH & UNIVERSITY PLACEMENT

KEY FACTS

LOCATION

Manchester & Dublin

TUITION

Manchester & Dublin -
Pathway Module (5hrs per week)

15, 20 or 25 hours per week*
(Manchester)

15 or 20 hours per week*
(Dublin)

GROUP SIZE

Maximum 15

START DATE

Any Monday
(except Bank Holidays)

COURSE LENGTH

Flexible
Minimum 2 weeks

MINIMUM AGE

16

IDEAL COURSE FOR

All - professionals, students and graduates

*Subject to demand & minimum group size
(4 participants)

“I have really enjoyed discussing very diverse topics that arose in class. I really appreciated the effort that the staff and teachers put in, to satisfy our needs.”

Violeta García, Spain.

Programme Description

This programme is designed to develop language and study skills within an academic context. The programme aims to improve students' academic grammar and vocabulary, as well as proficiency in reading and writing. At the same time, it aims to improve students' academic writing skills with a focus on critical thinking, and the integration of reading and writing.

This course also aims to improve students' ability to participate in university course lectures, class discussions and presentations.

This programme can be combined with an IELTS preparation course for those looking to improve their IELTS score.

University Placement

Berlitz provides a University Placement Service for students studying at the centre.

This service provides initial advice regarding university options and assistance in applying to your preferred university programmes. This service is provided for Bachelor degree, Masters degree and PhD programmes.

English Pathways

This programme is provided as both a stand alone programme and a Skills Module within our English Pathways Programme. Please refer to page 9.

Course Books & Materials

Course books are carefully selected to ensure students benefit from a range of quality study materials suitable for the course.

Levels

Students must have a minimum level of English equivalent to IELTS 4.5. This programme is subject to a minimum number of 5 participants. Please note that Academic English is always available within the pathways programme.





Image is theme-related

KEY FACTS

LOCATION

Manchester & Dublin

TUITION

15 hours per week
General English

GROUP SIZE

Maximum 15

START DATE

Any Friday
(except Bank Holidays,
arrivals on Thursday)

COURSE LENGTH

Manchester: Minimum 12 weeks
Dublin: Minimum 12 weeks for EU
students
& 25 weeks for non EU students.

MINIMUM AGE

19

IDEAL COURSE FOR

Students seeking British /Irish

“My experience as a demi pair has been very good. The family was kind and sweet and they have become a second family for me. I’m really happy to have had this experience, and I think I’ve improved my English, especially speaking and the pronunciation”

Laura Benoit, Belgium.

Programme Description

This programme is designed for students to combine a study programme with the experience of living with a family and assisting in the family home. It is an excellent way to improve communication skills, improve fluency and experience life whilst also living economically during your stay in the UK or Ireland.

Demi Pairs improve their English language skills and our families receive a much needed helping hand around the house! Our economical and professionally run Demi Pair programmes operate all year round.

Berlitz places Demi Pairs in carefully selected and personally visited families. This economical exchange programme enables Demi Pairs to attend English Language Tuition in the mornings and to assist in the family home in the afternoons/evenings for 15 hours per week and 2 nights babysitting per week, in exchange for full board accommodation in a single room in the family home.

Entry requirements Manchester

- 19 years or over.
- Intermediate level of English (B1).
- EEA country passport holder.
- Previous work experience with children is required.

Entry requirements Dublin

- 19 years or over.
- Intermediate level of English (B1).
- This programme is open to both EU and non EU students.
- Non EU students in Dublin must take a course for a minimum of 25 weeks.

TEACHER TRAINING

KEY FACTS

LOCATION

Manchester & Dublin

TUITION

Manchester & Dublin -
Pathway Module (5hrs per week)

15, 20 or 25 hours per week*
(Manchester)

15 or 20 hours per week*
(Dublin)

GROUP SIZE

Maximum 15

START DATE

Any Monday
(except Bank Holidays)

COURSE LENGTH

Flexible
Minimum 2 weeks

MINIMUM AGE

18

IDEAL COURSE FOR

All - professionals, students and graduates

*Subject to demand & minimum group size
(4 participants)

“This course has allowed me to develop my language skills to become a good teacher in my country”

Eduardo Suárez, Mexico.



Image is theme-related

Programme Description

The Overseas Teachers Refresher course is aimed at teachers who wish to improve or brush up their knowledge of and skills in English, and who also wish to learn the latest teaching techniques. There is a focus on current methodologies and practical teaching skills, with material taken from the Cambridge TKT (Teaching Knowledge Test) preparation course.

The programme provides a language enrichment component designed to improve the participants' knowledge and use of English, including vocabulary, grammatical knowledge, functional knowledge and pronunciation.

The teaching methodology component incorporates the following areas:

- Review of modern teaching methodologies: communicative approach, the lexical approach, blended learning and task based learning.
- Strategies for Teaching Skill Areas: strategies, tasks and activities for teaching listening, speaking, writing and reading.
- Strategies for Teaching Grammar and Pronunciation: dealing with grammar effectively and key areas of pronunciation.
- Classroom Management: Discipline, role plays, mixed-level teaching; technology in the classroom, special

projects and activities.

- Teacher Development: assessing personal strengths & weaknesses: developing plans for Personal Development.
- The programme consists of workshops/seminars and supervised teaching practice. This gives you the opportunity to put into practice ideas discussed during the seminar sessions.

Levels

Participants will need to have a minimum of Upper-intermediate (CEFR B2) or higher.

Certificates

All course participants will receive a report and a Berlitz certificate at the end of their course. Since this course covers material from the Cambridge TKT (Teaching Knowledge Test) course, students have the option to take the TKT exam at the end of the course in order to obtain an official Cambridge certificate.





“ BerlitZ has world-class facilities. We loved studying at BerlitZ and have improved our english skills a lot ”

Karoline Chantal, France.

ENGLISH FOR CABIN CREW & AIRPORT STAFF



image is theme-related

KEY FACTS

LOCATION

Manchester & Dublin

TUITION

Charter Group 15, 20 and 25 hours
Pathway Module

GROUP SIZE

Minimum 4 participants

START DATE

Check availability

COURSE LENGTH

4 weeks

Subject to level assessment and programme intensity.

**Consult Berlitz for further guidance.

ENTRY REQUIREMENTS

English Level: B1 or equivalent

*If candidate does not have this level, a Berlitz preparatory course will be required.

IDEAL COURSE FOR

Cabin crew and airport staff

“Berlitz is the best solution for everyone who wants to improve their English skills in short time. The teachers are friendly and very professional ”

Regina Klees, Germany.

Programme Description

This programme is specially designed for Cabin Crew and Airport Staff who wish to improve their linguistic skills in the sector of aviation and airport customer service.

The English for Cabin Crew & Airport Staff programme aims to teach all students key knowledge and skills to deal effectively with the needs of the aviation field. Additionally, it helps students to prepare for a successful interview with airlines when applying for a job position.

With this course students gain confidence in reading, writing, listening and more importantly speaking skills in all aviation related subjects, both on board and ground customer services.

Course Books & Materials

All the programmes are designed to guarantee that the students will reach the desired level.

The wide variety of books and class material have been carefully chosen in accordance with the high quality course contents.

Pathways

This programme is offered as an independent course as well as a pathway module.

This course is subject to minimum 4 participants.

Training Content

This programme is specifically designed to meet the needs of students who are aiming to reach the level of English and the basic knowledge required by the airlines.

- Introduction.
- At the airport.
- English Language.
- On board / Customer service.
- The Interview.
- First Aid & Medical assistance.



Image is theme-related

KEY FACTS

LOCATION

Manchester

TUITION

15 hours per week (group)

Can also be delivered as private instruction or a small group

GROUP SIZE

Group (Time Zones for Teens) Maximum 15

Small Group (Mimi & Me, Global Adventure) – Maximum 8

START DATE

June, July & August

COURSE LENGTH

Flexible

Minimum 2 weeks

AGE RANGE

4 - 7 Mimi & Me

8 - 11 Berlitz Global Adventure

12 - 17 Time Zones

IDEAL COURSE FOR

Young children

Programme Description

Berlitz Junior Programmes are offered all year round and cater for young learners, who wish to participate in a tailor-made programme of English lessons and activities.

Our tailor-made English course will develop your students' language skills and increase their confidence, whilst incorporating fun activities to encourage language development.

Berlitz makes language learning fun for all ages.

Mimi & Me

With this programme our youngest learners are guided through playful activities and materials by enthusiastic instructors who rely on songs, games, and stories to motivate children as they learn.

Berlitz Global Adventure

Berlitz Global Adventure is a four-level English-language programme designed for kids aged 8-11. The programme gives students the essential English language skills and knowledge needed to understand the world around them.

Time Zones for Teens

Our Time Zones is tailored to meet the individual needs of teens. In private or group lessons, students get the chance to discover more about popular culture and topics that capture their interest.

In addition, motivating materials with a strong international focus allow teens to tap into the global "teen experience".

Time Zones offers four levels of materials developed in exclusive partnership with National Geographic. The student book, workbook and multimedia content not only provide an ideal supplement to language learning at school, but also open students' eyes to the fascinating world that surrounds them. The international content teaches learners across the globe to respect and care for the world we share.

BERLITZ CRÈCHE



Image is theme-related

KEY FACTS

LOCATION
Manchester

START DATE
Any Day
(except Bank Holidays)

AGE RANGE
6 months - 5 years

IDEAL FACILITIES FOR
Parents studying at Berlitz

“Berlitz Manchester crèche has been great. The staff are lovely and warm. My kids really enjoy the activities. It was a convenient option for my family!”
Helena Oliveira-Argentina

Programme Description

Berlitz Little Steps is our very-own crèche facility and is available to all Berlitz clients. Little Steps is an extremely popular option and provides a safe and stimulating environment for your children while you enjoy your Berlitz

The philosophy at Little Steps is to provide a warm and stimulating environment for children whilst offering high quality care. Through play, song and other planned activities, our friendly staff will help your child to gain self-assurance and independence, as well as encourage the development of language and social skills. We will also take care of your child’s more basic needs by providing healthy

snacks and water.

We believe that the Little Steps Crèche is the ideal solution to the learning needs of both you and your child.

The crèche is open mornings and afternoons to suit your Berlitz study–schedule. Little Steps takes children from 6 months to five years old.





“Berlitz has world-class facilities. We loved studying at Berlitz and have improved our english skills a lot”

Karoline Chantal, France.

EXECUTIVE PROGRAMMES

Programme Description

Our executive programmes have been designed over many years' experience of working with leading blue-chip corporate clients to meet the needs of the busy executive. As such, we offer a range of executive programmes designed to cater for the needs of both the senior executive looking for a short-term intensive programme and the corporate customer seeking a Charter Group programme to enhance

BUSINESS ENGLISH SKILLS

Comprehensive Range of Business English Skills

| COURSE TITLE | DESCRIPTION |
|-------------------------|---|
| Business Presentations | Designed to review and enhance presentation skills within an English speaking environment |
| English for Finance | Designed to develop meeting & negotiation skills in an English speaking environment |
| Telephone English | Designed to increase proficiency of participant's telephone skills |
| Business Correspondence | Designed to develop proficient business correspondence skills |

From the initial meeting, we will assess your overall needs through a systematic Needs Analysis. This process is designed to identify areas that need to be addressed and to agree goals for your language programme.

BUSINESS ENGLISH SPECIALISATIONS

| COURSE TITLE | DESCRIPTION | PROFICIENCY LEVEL REQUIRED | CERTIFICATE AVAILABLE |
|-----------------------|--|----------------------------|--|
| English for Marketing | Designed to develop English language skills within a business environment, with a specific focus on the functional area of marketing | B1 | Berlitz |
| English for Finance | Designed to develop English language skills within a business environment, with a specific focus on the functional area of finance | B2 | Berlitz Certificate, ICFE, Cambridge Exams |
| English for Law | Designed to develop English language skills within a legal environment | B2 | Berlitz Certificate, ILAT, Cambridge Exams |

From the initial meeting, we will assess your overall needs through a systematic Need Analysis. This process is designed to identify areas that need to be addressed and to agree goals for your language programme.

PREVIOUS CLIENTS INCLUDE...



Your programme can be taken in a range of formats to suit your needs. Our intensive one-to-one Total Immersion® programme is very popular with corporate clients looking for maximum benefit in as short a time as possible; alternatively for group clients, the Charter Group option is available as a highly-flexible long term programme option. See below for all programme format details.

Total Immersion®

This is a unique intensive Berlitz programme and offers the single most effective way to learn a language in a short space of time. The programme starts at 9:00am and finishes at 6:00pm each day and includes a 'working lunch' with your teacher, a 3 way conversational session with two teachers and a self-study period each day. The programme is from Monday to Friday and incorporates 60 lesson units per week.

Crash Course

This is an intensive Berlitz programme, similar to the Total Immersion programme and offers a fast-paced, effective way to learn a language in a short space of time. The programme starts at 9:30am and finishes at 5:00pm each day. Programmes are from Monday to Friday and incorporates 40 lesson units per week.

Private Instruction

Ideal for those who wish to learn a language quickly and wish to incorporate a flexible lesson

schedule. Lessons are on a one-to-one basis and the schedule can be morning, afternoon or evening dependent on your requirements. This programme format allows you to develop your own tailor-made programme covering key areas of General English and/or Business English.

Executive Group

This programme format combines the high level of personal attention and the fast-paced approach of an individual programme with the student-interaction available in a small group. Classes are between 2 and 6 students.

Charter Group

Ideal for corporate clients and sponsors looking for a specially designed group programme. This option allows the delivery of a customized language training programme to suit the needs of the organisation. The format offers flexibility in terms of programme goals, hours and programme duration.

ENGLISH FOR SPECIFIC PURPOSES

Berlitz Manchester & Dublin offer a wide range of English For Specific Purposes developed for a wide range of clients. Sample programmes are shown below. These include:

English For Aviation

Berlitz is the chosen partner for IATA and has developed English For Aviation programmes specifically for this sector. Programmes are flexibly structured and designed to meet the needs of Pilots and ATCOs. Programmes adhere to ICAO guidelines and are designed to take candidates to ICAO Level 4. Programmes are by arrangement.

English For Oil & Gas Engineers

Designed to meet the needs of personnel working in the oil & gas sector. Programmes are by arrangement.

English For Military Purposes

Programmes are designed to meet NATO STANAG 6001 and incorporate Levels 1 - 4. Programmes are by arrangement.

Programmes can be developed to suit requirements of individual client sponsors. Consult Berlitz Manchester & Dublin for special requests.



WELFARE & OTHER SERVICES

ACADEMIC SERVICES: ORIENTATION

Language Placement Test

On your first day at the school you will arrive at 9:00am and take a placement test which will tell us which class best suits your English level. There are 3 parts to this test: grammar, writing and speaking.

Induction

Once this test is complete, you and your new classmates will be given an induction by one of our friendly admissions staff or teachers. During this induction you will receive a Berlitz information pack which is crammed full of useful information about exploring Manchester or Dublin, studying at Berlitz and enjoying your time in England or Ireland.

You will also be given your timetable for the first week and you will be shown where your classrooms are. You will be given a tour of the school and introduced to your teachers.

University Placement Service

Berlitz Manchester & Dublin provide an Academic Placement Service for students studying at the centre.

This service provides initial advice regarding university options and assistance in applying to your preferred university programmes. This service is provided for degree and Masters degree programmes.

Tutorials

Throughout your course you will meet with the Director of Studies or Assistant Director of Studies to review your progress and to discuss your objectives for the course ahead. We keep a record of these sessions, enabling us to chart your progress. This is your opportunity to provide feedback about and influence the direction of your course.

End of Course Certificates

At the end of your course, you will receive a certificate, subject to satisfactory attendance, providing you with a record of your achievement at Berlitz Manchester or Berlitz Dublin. This certificate will indicate the level achieved and the corresponding CEF level.

Social Activities

We offer a varied and exciting social schedule organized by our Social Activities Co-Ordinator to complement your study programme. These activities provide an opportunity to meet other students and to explore Manchester & Dublin's exciting social scene and sporting culture. We really want our students to immerse themselves in English/Irish life!

Accommodation

Our two Berlitz centres have a dedicated Accommodation & Welfare Officer to arrange your accommodation requirements. We offer the following types of accommodation:

Homestay

This is where you live with an English-speaking host and is an invaluable way to learn about the British or Irish way of life. It is ideal when you are looking for a friendly and homely living environment. We arrange single rooms only and students are provided with both breakfast and evening meals Monday to Friday and breakfast, lunch and dinner at weekends.

Flat Accommodation

Flat accommodation is available for those looking for a more independent lifestyle. Students will need to study for at least 6 months to take advantage of this option.

Student Residence

Student residence is available for those seeking a more independent lifestyle and looking to meet other international students. We offer standard and individual rooms, or with ensuite. Please note that availability for this option is in high demand in Manchester & Dublin.

Hotels & Guest Houses

Manchester & Dublin have a wide range of hotels available from budget accommodation to luxury, boutique hotels. Please ask the Accommodation Officer for a list of recommended hotels.

Travel Times

Although travel times to Berlitz vary, typical transit times from homestay to school are 30 - 40 minutes.

Bear in mind that more exclusive homestay will typically require a longer transit time into the city centre.

Airport Transfer

We can arrange a private transfer from either Manchester or Dublin Airport to your accommodation. Simply request this additional service when making your reservation.

Welfare

Our Accommodation & Welfare Officer is available to help you with any problems you may experience while studying at Berlitz. They can assist with doctors, dental or other essential medical appointments.

Visas

We can provide letters and certificates of acceptance to assist you with visa applications where required.

Personal Insurance

We can assist with Student Insurance to cover medical, loss or damage to personal belongings or unexpected course cancellation over the course of your study at Berlitz. This is strongly recommended and is mandatory if you will be staying with a Homestay family.

“ At Berlitz, we aim to ensure you have the smoothest possible integration into your studies in the UK and adapt to a new lifestyle as quickly as possible. As such, we provide a range of services to assist you. ”



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