





# Berlitz

MANCHESTER

Accredited by the  
 **BRITISH COUNCIL**

**ENGLISH**   
member

Private  
Language  
Institute

Berlitz Manchester  
Certificate of  
Proficiency

**Berlitz**



# CONTENTS

- P2 BERLITZ HISTORY  
WELCOME TO BERLITZ MANCHESTER
- P3 WHY BERLITZ MANCHESTER?
- P4 WHY MANCHESTER?
- P5 THE SCHOOL AND OUR FACILITIES  
PROGRAMME OVERVIEW
- P6 PATHWAYS  
CLASS TIMES
- P7 GENERAL ENGLISH
- P9 BUSINESS ENGLISH
- P10 CAMBRIDGE  
CERTIFICATE PREPARATION
- P12 IELTS PREPARATION
- P13 ACADEMIC ENGLISH PROGRAMME
- P14 DEMI-PAIR PROGRAMME
- P15 ENGLISH PLUS WORK-STUDY
- P16 ENGLISH PLUS INTERNSHIP
- P17 FOUNDATION PROGRAMME
- P18 TEACHER TRAINING  
OVERSEAS TEACHERS  
REFRESHER COURSES
- P19 EXECUTIVE PROGRAMMES  
TOTAL IMMERSION®
- P20 FLEXIBLE PROGRAMME FORMATS  
ENGLISH FOR SPECIAL PURPOSES
- P21 ACADEMIC SERVICES: ORIENTATION
- P22 WELFARE & OTHER SERVICES



## 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 target language *through* the target language rather than the traditional techniques which 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, 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!

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 Work-Study programmes, Berlitz Manchester has an English study programme to suit your needs.

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

Come and visit the popular city destination of Manchester

We are committed to providing the highest quality standards and to ensuring that your UK English study programme is an experience you will treasure for the rest of your life. We look forward to welcoming you here!



Mark Harrington  
Managing Director





# WHY BERLITZ MANCHESTER?

## EXCELLENT FACILITIES

Our new, modern 10,000 sq ft centre offers a high-quality environment in which our students can study, relax and enjoy their UK experience.

## AN EXCITING PROGRAMME SELECTION

Students can choose core programmes such as General English, IELTS Preparation, Business English, Business presentations, Academic English or Exam preparation courses and combine these with popular options such as Work-Study, Internship or Demi-Pair programmes.

## 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 believes an active social & cultural programme is key to a successful study experience. We encourage all our students to take advantage of the programme on offer.

## EXAM PREPARATION & TESTING

Berlitz Manchester provides preparation for IELTS, Cambridge exams, TOEFL and BULATS. We host monthly IELTS exams as a satellite test centre for Manchester university.

## 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.

# WHY MANCHESTER?

## Manchester City Location

Manchester is the 'uncrowned' capital of the North and as the leading city location outside of London, it offers the advantages of a vibrant, up-and-coming city; close to some of the most beautiful scenery in England. It combines the sophistication and energy of a thriving metropolis with easy access to the stunning scenery of the Lake District and Wales.

“Manchester’s got everything except a beach”.

IAN BROWN - THE STONE ROSES

With leading universities on the doorstep, 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 your interests lie in visiting Manchester United football ground, in attending a classical concert performed by the Hallé Orchestra, or simply in enjoying superb shopping, you will not be disappointed.



# THE SCHOOL AND FACILITIES

Our centre is located in the heart of Manchester close to Piccadilly Gardens and Manchester’s Financial Quarter. It is a superb 10,000 sq ft facility equipped with 17 classrooms, a student coffee lounge where students can sit and relax, an IT room for both study and social usage and a Learning Resource Centre. Free WiFi is available throughout the centre. There is also a secondary location at 19, Lever Street with 3 additional classrooms. These classrooms are available over the busy Summer period.

## FACILITIES COMPRISE OF

- 20 classrooms:
- 15 group classrooms (Europa House)
  - 2 Executive classrooms (Europa house)
  - 3 group classrooms (Lever Street)

**Computer Centre**  
IT suite with Broadband Internet access for research and email free of charge.

Free Wireless internet (Wi-Fi) is available.

**Student Coffee lounge**  
A relaxation area where students can relax between classes over a coffee.

**TV and DVD suite**  
Meeting-room facility featuring Plasma TV and DVD equipment.

**Learning Resource Centre**  
Books, tapes, CDs, DVDs and reference materials including interactive dictionaries, atlases and encyclopedias.

Open every day from 9.00 am – 5.30 pm.

There are many restaurants, coffee shops and other types of food establishments within walking distance of the school.

# PROGRAMME OVERVIEW

With years of experience teaching English courses to thousands of international students Berlitz Manchester are confident that we will have the perfect English course available for you. Choose from our range of English courses including, General English, Business English, IELTS Preparation, Foundation programmes and Cambridge Certificate Programmes.

Students can join our year-round General English courses every Monday. Programmes are taken in small groups of four to twelve students after an initial Placement Test to establish the appropriate proficiency level. Berlitz Manchester offers a range of programmes to suit your study goals.

We also offer an exciting range of value-added programmes including: Demi-pair, an innovative programme combining English study with au-pair responsibilities; Work-Study, where students can take a study programme and combine this with a paid work-placement; and Internship placements where students are placed in either paid or unpaid internships in the UK and overseas.

In general full-time IELTS and Academic English programmes are available year-round. Check availability for full-time Business English programmes and Cambridge examination programmes.

## ADULT PROGRAMMES

- General English
- Business English
- Cambridge Examination
- IELTS Preparation
- Academic English
- Demi-Pair
- English Plus Work-Study
- English Plus Internship
- International Foundation Programme
- Teacher-Training
- Executive Business English

# PATHWAYS

At Berlitz Manchester, students can choose either standard (15 hours), intensive (20 hours) or super-intensive (25 hours) programme formats. Students who choose Intensive or Super-Intensive formats combine a core general English programme with specialisations in a chosen area. Students can choose from one of the following Pathways:

PATHWAY	FOCUS	SKILLS MODULES
GENERAL ENGLISH & COMMUNICATION SKILLS	Improving General English & communication skills	Communication 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 Academic English skills in preparation for university	Academic English Skills IELTS Preparation
CAMBRIDGE EXAMINATION	Cambridge Exam Preparation	KET/ PET/ CAE/ FCE/ CPE

Each skill-module is of a 6-week duration. Please check on availability of specific skills modules at time of booking.

# CLASS TIMES

PROGRAMME FORMAT	TIMES
STANDARD	Classes are from 9.30 AM - 12.45 PM (incorporating a 15 minute break at 11.00 AM) or 1.30 PM - 4.45 PM, Monday - Friday (incorporating a 15 minute break at 3.00 PM)
INTENSIVE	Classes are from 9.30 AM - 12.45 PM (incorporating a 15 minute break at 11.00 AM) plus Monday 1.45 PM - 4.00 PM & Tuesday 1.45 PM - 5.00 PM or Wednesday 1.45 PM - 4.00 PM & Thursday 1.45 PM - 5.00 PM (incorporating a 15 minute break at 3.00 PM)
SUPER-INTENSIVE	Classes are from 9.30 AM - 12.45 PM (incorporating a 15 minute break at 11.00 AM) plus Monday & Wednesday 1.45 PM - 4.00 PM & Tuesday & Thursday 1.45 PM - 5.00 PM (incorporating a 15 minute break at 3.00 PM)



# GENERAL ENGLISH

## KEY FACTS

**TUITION**  
15, 20 or 25 hours  
per week

**GROUP SIZE**  
Maximum 12

**START DATE**  
Any Monday  
(except Bank Holidays)

**COURSE LENGTH**  
Flexible,  
minimum 2 weeks

**MINIMUM AGE**  
16

**IDEAL COURSE FOR**  
All - Professionals,  
students, graduates

## 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 your progress and regular tutorials are provided to discuss your 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 material.

## Levels

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



"In my opinion, Berlitz has the best English courses in Manchester. The atmosphere is so friendly and the teachers are so helpful to the students. They didn't just teach English to me, they helped me if I had any difficulty whilst living in England. I'd just like to say, thank you for everything"

ALI BINAR - BOLU, TURKEY



# BUSINESS ENGLISH

## KEY FACTS

**TUITION**  
15, 20 or 25 hours  
per week

**GROUP SIZE**  
Maximum 12

**START DATE**  
Any Monday  
(except Bank Holidays)

**COURSE LENGTH**  
Flexible,  
minimum 2 weeks

**MINIMUM AGE**  
16

**IDEAL COURSE FOR**  
All - Professionals,  
students, graduates

## 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 practice 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 6.

## Course Books & Materials

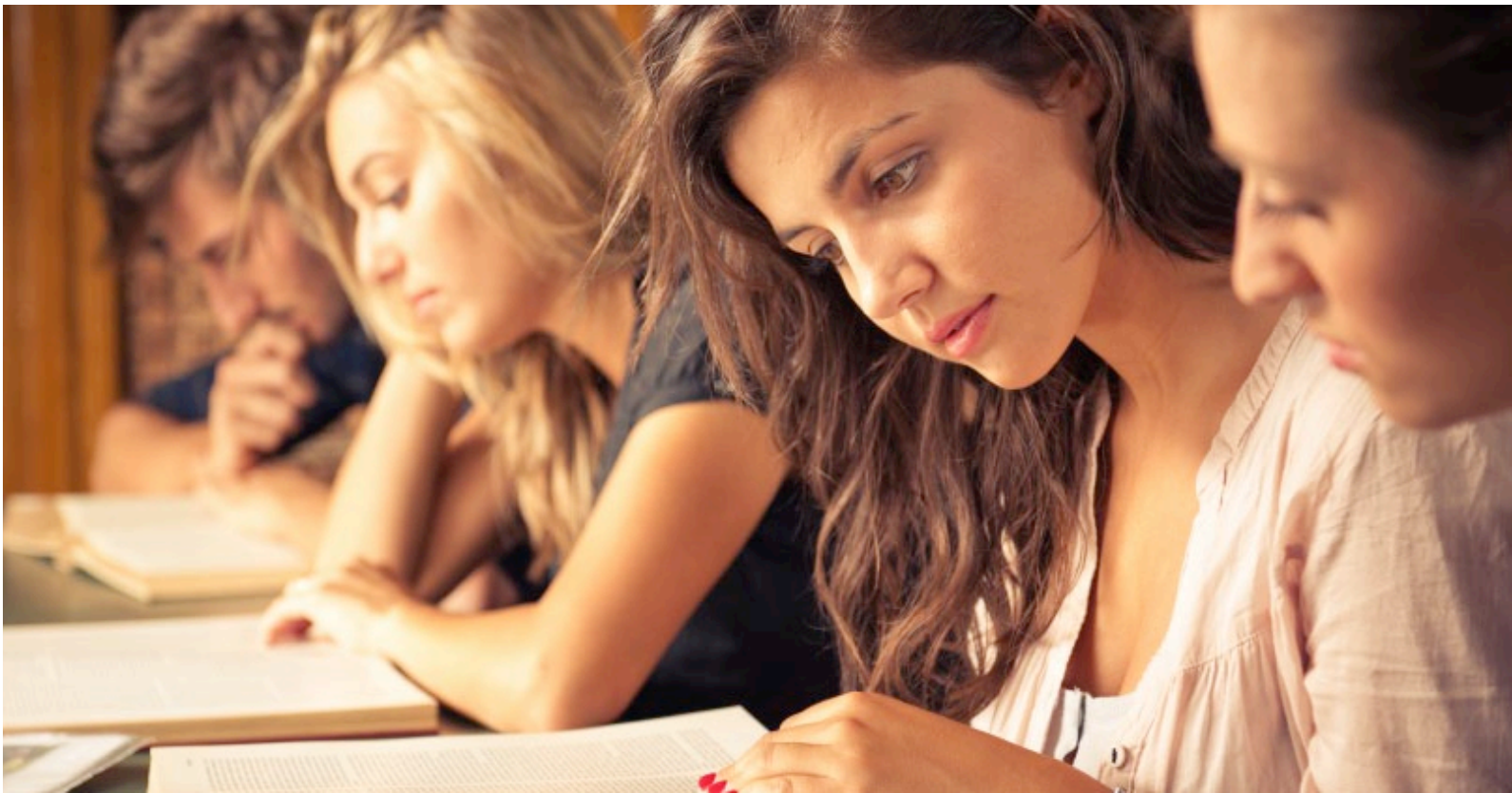
All programme syllabuses have been carefully designed to ensure students make maximum progress. A range of course books are used over the programme. These have been carefully-selected to ensure that students benefit from a range of quality study material.

## Levels

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

## Certification

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



# CAMBRIDGE CERTIFICATE PREPARATION

## KEY FACTS

**TUITION**  
15, 20 or 25 hours  
per week

**GROUP SIZE**  
Maximum 12

**START DATE**  
Any Monday  
(except Bank Holidays)

**COURSE LENGTH**  
Flexible,  
minimum 2 weeks

**MINIMUM AGE**  
16

**IDEAL COURSE FOR**  
All - Professionals,  
students, graduates

## Programme Description

This programme prepares participants for entry into Cambridge Examinations. Cambridge Examinations – Preliminary English Test (PET), First Certificate in English (FCE), Certificate of Advanced English (CAE), Certificate of Proficiency in English (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 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 6.

## Course Books & Materials

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

## Levels

The levels of the classes range from Elementary (A2) to proficiency (C2).



‘Berlitz is a good English course. We learn quickly and the teachers are very interesting and friendly. You can find all things that you need to improve your English.’

NINA APLOGAN - BENIN, AFRICA

# IELTS PREPARATION

## KEY FACTS

TUITION
15, 20 or 25 hours per week
GROUP SIZE
Maximum 12
START DATE
Any Monday (except Bank Holidays)
COURSE LENGTH
Flexible, minimum 2 weeks
MINIMUM AGE
16
IDEAL COURSE FOR
All - Professionals, students, graduates

## Programme Description

### 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. Courses are generally twelve weeks in duration.

## 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 6.

## Course Books & Materials

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

## Levels

The levels of the classes range from Intermediate (B1) upwards.



# ACADEMIC ENGLISH PROGRAMME

## KEY FACTS

**TUITION**  
15, 20 or 25 hours  
per week

**GROUP SIZE**  
Maximum 12

**START DATE**  
Any Monday  
(except Bank Holidays)

**COURSE LENGTH**  
Flexible,  
minimum 2 weeks

**MINIMUM AGE**  
16

**IDEAL COURSE FOR**  
All - Professionals,  
students, graduates

## Programme Description

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

## Course Books & Materials

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

## Levels

Students must have a minimum level of English equivalent to IELTS 4.5.

## KEY FACTS

**TUITION**  
15 hours per week  
General English

**START DATE**  
Any Monday  
(except Bank Holidays)

**COURSE LENGTH**  
8, 12, 24, 36 or 50  
weeks

**MINIMUM AGE**  
19

**IDEAL COURSE FOR**  
Students seeking UK  
family-life experience

## Programme Description

This programme is designed for students to combine a study programme with the experience of living with an English family and assisting in the family home.

It is an excellent way to improve communication skills, improve fluency and experience UK family life; whilst also living economically during your stay in the UK.

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 Manchester places Demi-Pairs in carefully selected and personally visited families in the Manchester area - 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 month in exchange for full board accommodation in a single room in the family home.

## Entry requirements

- \* 19 years or over
- \* Intermediate level of English (B1)
- \* EEA country Passport Holder
- \* Previous work experience with children is required





# ENGLISH PLUS WORK-STUDY

KEY FACTS
<b>TUITION</b> 4, 8 or 12 weeks General English (20 hours per week)
<b>WORK PLACEMENT</b> 12 - 52 weeks
<b>ACCOMMODATION</b> Arrangement fee
<b>MINIMUM AGE</b> 19
<b>REMUNERATION</b> National minimum wage +
<b>LOCATION</b> UK wide

## Programme Description

Berlitz Manchester offer an exciting and flexible range of Work-Study programmes to suit the needs of individual students. Work-Study is an excellent way to gain a cultural insight into UK working life, have some fun and supplement their income. A Work Placement, either over the course of their study or at the end of the study programme provides this opportunity.

Generally, placements are within the Hospitality industry and typical placements are within hotels, cafes, restaurants and fast-food-restaurants. Working hours will vary depending on Placement providers' requirements.

## Entry Requirements

- \* 19 - 30 years of age
- \* EEA country passport holder
- \* Intermediate Level of English (B1)

Students study an English Programme of 15, 20, 25 hours tuition per week. After completion of the English programme, students are then given a work placement. Study can choose a 4, 8 or 12 week language programme.

Students are provided with 3 interviews and must accept the 1st position offered. Where applicants are unsuccessful, Work Placement fees are refunded.

# ENGLISH PLUS INTERNSHIP

In a competitive market-place, gaining international work-experience can make that vital difference. An internship can have tremendous benefits for participants in providing personal experience of the culture, customs and conventions associated with an English-speaking business environment. As such, it can provide positive benefits for those planning a career with an international basis.

KEY FACTS
<b>TUITION</b> 4, 8 or 12 weeks General English / Intensive (20 hours per week)
<b>WORK PLACEMENT</b> 12, 24 or 36 weeks
<b>ACCOMMODATION</b> Arrangement fee
<b>REMUNERATION</b> Unpaid
<b>LOCATION</b> UK wide

## Programme Description

This programme is designed for university graduates and young professionals aged 19 years or over, looking for international work-experience. It allows an invaluable insight into the international work environment and an understanding of UK business culture. Working within a professional environment related to your chosen discipline, it is a great way to gain useful experience and strengthen the CV.

In general, internships are unpaid, although employers may, at their discretion, cover the travel and meal costs. Work references and Work Experience Certificate are provided.

## Entry Requirements

- \* Students should have a minimum Entry Level of English of Upper Intermediate (B2 / IELTS 6.0). Where students do not have the requisite level of English to meet the Entry Requirement, they can enrol on a General English course prior to the start of the formal Internship programme.
- \* 19 - 30 years of age.
- \* Students must be EEA Passport Holders to participate in this programme.
- \* Non EEA Students please check our Terms and Conditions.





# FOUNDATION PROGRAMME

## KEY FACTS

**TUITION**  
20 hours per week  
Intensive 25 hours per week

**GROUP SIZE**  
Maximum 15

**START DATE**  
September  
January (Intensive)

**COURSE LENGTH**  
September  
1 Academic year  
January 2 terms

**MINIMUM AGE**  
18

**IDEAL COURSE FOR**  
Pre-University students

## Programme Description

The International Foundation programme is a one year programme for speakers of English as a foreign language who are seeking entrance to a university bachelor's programme, or the NCC Education International Diplomas in Business or Computer Studies. An Academic Year programme and Fast-Track option are available.

The International Foundation Year (IFY) teaches the skills you need to:

- \* Enter further study
- \* Succeed in your chosen degree
- \* Improve your career prospects

The programme consists of the following five compulsory modules:

- \* Study and Communication Skills
- \* English Language
- \* Culture Studies
- \* Mathematical Techniques
- \* IT Skills

A further two modules are chosen from the following four electives:

- \* Introduction to Computing
- \* Programming
- \* Introduction to Business
- \* Accounting and Economics

Students must pass all seven modules in order to be awarded the International Foundation Year.

## Entry Requirements

- \* Students must have successfully completed secondary education in an appropriate range of subjects;
- AND**
- \* Have a valid score of 4.5 or above in the International English Language Testing System (IELTS) or equivalent.

## Assessment

The programme is assessed by assignment and examination Assessment dates are available on request.

## Progression

Successful graduates of the IFY programme can continue their studies on the next stage of the IBCM Education pathways (the International Diploma in Business or Computer Studies) or apply for first year entry at one of the many universities which recognise the IFY programme for entry to its degree programmes.

A full list of university articulations for this programme is available on request.

# TEACHER TRAINING

## KEY FACTS

**ENGLISH**  
25 hours per week

**GROUP SIZE**  
Maximum 12

**START DATE**  
1st week of month

**COURSE LENGTH**  
2 weeks

**MINIMUM AGE**  
21

**IDEAL COURSE FOR**  
Overseas Instructors  
Refresher

## 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.

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; audio-lingual and task based learning.
- \* Strategies For Teaching Skill Areas; strategies, tasks and activities for teaching listening and reading.
- \* Strategies For Teaching Grammar and Pronunciation; dealing with vocabulary effectively in key areas of pronunciation, applications of discourse analysis.

# OVERSEAS TEACHERS REFRESHER COURSES

- \* Classroom Management; Discipline; role-plays; mixed-level teaching; technology in the classroom; special projects and activities.
- \* Teacher Development; assessing personal strengths and 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.

## Course Books & Materials

You will use a set course book during your programme.

## Levels

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

## Certificates

All course participants will receive a report and a diploma at the end of their course.



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
Meetings & Negotiations	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

EXECUTIVE PROGRAMMES

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 the capabilities of their international employees.

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 9:45am and finishes at 4:30pm 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.

Semi-Private

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 either 2 or a maximum of 3 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 SPECIAL PURPOSES

Berlitz Manchester offers a wide range of English For Special Purposes developed for a wide range of clients. Sample programmes are shown below. These include:

English For Aviation

Programmes are flexibly structured and designed to meet the needs of Pilots and ATCO's. 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 for special requests.

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 Certificate
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 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 the overall needs of you, the client, through a systematic Need Analysis. This process is designed to identify language skills that need to be addressed and to agree goals for your language programme.

PREVIOUS CLIENTS INCLUDE...





# 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 4 parts to this test: grammar, vocabulary, 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, studying at Berlitz and enjoying your time in England.

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.

## Academic Placement Service

Berlitz Manchester provides an Academic Placement Service for students studying at the centre. This service provides initial counselling regarding university options and assistance in applying to your preferred university programmes. This service is provided for degree and Masters degree programmes.

## Counselling

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. This certificate will indicate the level achieved and the corresponding CEF level.

## OTHER PROGRAMMES AVAILABLE

- \* High School Placement
- \* A Level in Business
- \* Academic Year
- \* Junior Courses

For more information please check with Berlitz Manchester.

# WELFARE & OTHER SERVICES

At Berlitz, we aim to ensure you to 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.

## 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's exciting social scene and sporting culture. We really want our students to immerse themselves in English life!

## Accommodation

Berlitz Manchester has 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 UK 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 – 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 alternative.

### Student Residence

Student residence is available for those seeking a more independent lifestyle and looking to meet other international students. We offer standard, individual

rooms or ensuite. Please note that availability for this option is in high demand in Manchester.

## Hotels & Guest Houses

Manchester has 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 vary from homestay to school and 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 Manchester International 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.



Welkommen  
うこそ  
Ber  
Welcome  
Bienvenido

**Berlitz**<sup>®</sup>  
MANCHESTER  
we speak your language

Benving  
omme  
enidos  
Bien  
Welk  
Ber

**MANCHESTER**

MANCHESTER

