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INVESTOR IN PEOPLE



Executive Centre

International House London

2009

Accredited by the
 BRITISH
COUNCIL

Accredited by
 EQUIS
Founder Member

ENGLISHUK
member

Member of
 EFMD
ENGLISHUK





Promoting international understanding through language training and teacher training worldwide.

- Central London Location
- Expert Teaching
- International Recognition
- State-of-the-art facilities
- Meeting your Needs
- Delivering Results

Expert teaching with International recognition

Established in 1953, IH London has long been recognised as a leading provider of language teaching and teacher-training services. As the founding member of the IH World Organisation, IH London is part of a network of over 140 affiliated schools in 50 countries. Our commitment to raising language teaching standards worldwide has seen us receive British Council and the European Association of Quality Language Services accreditation along with membership of English UK. IH London is also now a City & Guilds centre and has 'Investors in People' recognition.



Contents

Mini Group Courses 7 - 10

Business Executive English Course	7
General Executive English Course	8
Business and General Executive English Course	9
Cambridge ILEC Preparation Course (International Legal English Certificate)	10

One-to-One Specialist Courses 12 - 19

Tuition	12
English for Human Resources Management	12
English for Marketing	13
English for Law	14
English for Politics and Diplomacy	15
English for Journalism	15
English for Information Technology	16
English for Engineering	16
English for Medicine	17
English for Business and Writing Skills	18
English for Oil and Gas Professionals	19
English for Finance	19

Combination Courses

Our flexible approach ensures that our Mini-Group, One-to-One, Corporate and Cultural Training courses can be combined to provide you with the right learning experience to meet your needs. By combining a mini-group course with a one-to-one course, for example, participants will be able to build their confidence in a group situation, while focusing on their unique requirements with a dedicated tutor.

Corporate Training 21**Cultural Training Courses 21**

International Manager Programme	21
Doing Business in Britain (or other Countries)	22
ONE TEAM - Diversity and Inclusion Programme	22
International Communications Programme	23

Realise your potential in the workplace

Are you ready to boost your career opportunities? IH London understands that effective communication is a must in today's global marketplace. We work with a range of professionals from lawyers and doctors to engineers and business people, giving them the confidence they need to flourish in their specialised areas. Our carefully-structured, challenging courses will help you communicate more clearly with your customers.

High-quality, flexible teaching that delivers results

We take a flexible approach to English language teaching and tailor our intensive courses to meet your exact requirements. Experienced teachers, many of whom have professional experience in a range of business fields, take time to understand your goals before they provide a personalised learning experience that can help you achieve your aims. Whether it's a group programme or one-to-one tuition, our dynamic and motivating courses can help you communicate more effectively with your colleagues and clients in a real-world environment.

Multi-cultural courses for like-minded professionals

IH London understands the demands of the modern marketplace. That's why we've designed our courses to fit around busy people. Our teaching groups are limited to a maximum of six participants ensuring that you receive the attention you need. Our courses also help you to meet like-minded professionals from around the world. After working in a multi-cultural environment with other professional students, you may find that you develop a deeper understanding of cultural sensitivities and international business practices.

A centre of excellence with advanced resources

The IH London Executive Centre is equipped with cutting-edge technology and resources that reflect a professional business environment. We provide wi-fi access, TV, video and audio facilities, interactive whiteboards, computers in every classroom, a message-taking and fax service and a relaxing coffee lounge. With so many resources at your finger tips, our clients find that they can stay on top of their business-critical activities, while receiving practical and relevant language training.

Tailored courses for companies

The Executive Centre can provide specially-created courses for closed groups. We are often asked to liaise with businesses to provide English language courses that meet their specific requirements. We work with companies to conduct a thorough needs analysis and pre-course testing so that we can tailor our courses accordingly. Working in closed groups with colleagues helps participants to learn English language skills specific to their workplace and ultimately improves day-to-day communication in the office.

Develop your skills and build your confidence

We believe that our specialised English courses can help you enhance your career prospects in today's international marketplace. With dedicated teachers and intensive, challenging courses, you'll be surprised at how quickly you progress. Whether it's conducting complex negotiations, delivering presentations or winning new business, after working with us, you'll be buzzing with confidence and ready to put your new language to the test.





Our Approach



We use a communicative approach with techniques drawn from our extensive experience of working with mature, adult learners, and we are very aware of the different learning styles and cultural influences that clients bring to the classroom.

Lessons are intensive and generally task-based: this means that our clients are always engaged in practical and relevant communication, while at the same time receiving valuable input and feedback from the tutor.

Typical activities are:

- Pair and group work linked to specific language and communication aims
- Role plays, discussions and simulations with language input and error feedback by the tutor
- Video-filming of presentations for more detailed feedback
- Use of texts as a focus for discussions, presentations, and to assist in development of key vocabulary

Which course should I study?

Before enrolling you in a course, the Executive Centre Director can assess your needs and suggest a course that will meet your requirements. With a range of group and one-to-one options available, our flexible approach ensures that you can choose a combination of general and specialist courses to help you achieve your goals.

Who will be my teacher?

Many tutors in the Executive Centre have relevant qualifications and experience from other professional areas in addition to their English Language Teaching diplomas. Several write books on teaching and speak at conferences. Others have a background in management, finance or law.

Like our clients, they are highly motivated and familiar with the demands of the business world. We select tutors for courses in accordance with the needs and topic areas required by a group or an individual. Feedback constantly indicates that they provide an unrivalled service to our clients.

IH London Language Levels

IH London levels	Cambridge ESOL	ALTE levels	CEF	IELTS band	TOEFL	TOEIC
Advanced 2		5	C2	7.5 - 9.0	276 + 910 +	
Advanced 1		4	C1	6.5 - 7.0	236 - 275 701 - 910	
Pre-Advanced 2						
Pre-Advanced 1						
Upper Intermediate B		3	B2 Vantage	5.5 - 6.0	176 - 235 541 - 700	
Upper Intermediate A						
Mid Intermediate B				4.5 - 5.0	126 - 175 381 - 540	
Mid Intermediate A						
Lower Intermediate B		2	B1 Threshold			
Lower Intermediate A						
Pre-Intermediate B				3.5 - 4.0	96 - 125 246 - 380	
Pre-Intermediate A		1	A2 Waystage			
Elementary 2						
Elementary 1			A1 Breakthrough			

- KET** Key English Test
- PET** Preliminary English Test
- FCE** First Certificate in English
- CAE** Certificate in Advanced English
- CPE** Certificate in Proficiency English

How will I progress?

With mini groups and tailor-made courses, clients tend to find that their progress is normally much faster than in general English courses. The table below shows the wide range of levels that we can offer with group classes starting at lower intermediate (CEF A2/B1).

What are the facilities like?

As a client of our Executive Centre, you will have access to a range of resources that we hope will make your experience more fulfilling and enjoyable. You will be able to take advantage of the following:

- Dedicated Director of Studies
- Executive Welcome Pack
- Separate Self Access Centre and Library
- TV, video and audio facilities
- Executive Coffee lounge
- Professional magazines and newspapers
- Fully-equipped, air-conditioned teaching rooms
- Complimentary internet access
- Wi-Fi access
- Telephoning, message-taking and fax service on request

ALTE - Association of Language Testers in Europe
CEF - Common European Framework

IELTS - International English Language Test Score
TOEFL - Test of English as a Foreign Language

TOEIC - Test of English for Industry and Commerce

Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- This course can be taken for one week
- Supplement your course with daily one-to-one tuition
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

The Business Executive Course is intended to meet the needs of experienced, practising business people who use English in their day-to-day work. Course participants must be at least at a low intermediate level (CEF B1) and can choose between 2-week long intensive or semi-intensive courses. With a maximum number of six participants per course you will make rapid progress.

**What does the course involve?**

You will discuss topics, analyse case studies and develop business English language skills that are relevant to your profession. The course will help you to communicate more effectively in the workplace by focusing on the following areas:

- Meetings and Discussions
- Negotiations
- Telephone Communications
- Interviewing
- Giving Presentations
- Entertaining Foreign Visitors

What are the course benefits?

- Work in small groups with a maximum of six participants
- Enjoy a flexible course that is tailored to meet your requirements
- Acquire enhanced inter-cultural skills and knowledge
- Significant increase in oral fluency in business situations
- Learn new expressions in a range of business contexts
- Improve your English for realworld scenarios including presentations, negotiations, meetings and phone calls
- Develop your listening skills and improve your pronunciation
- Broaden your letter, report and email writing skills
- Learn how to continue your language studies beyond the course

Student feedback

Fernando Thompson

“My objectives were: improve my listening, writing and my vocabulary. In the group class I had the opportunity to read and listen to business English. It was very helpful.”



Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- This course can be taken for one week
- Supplement your course with daily one-to-one tuition
- If you plan to stay for more than one month, doing a number of different courses, take this course at the start of your studies

Who should take this course?

This flexible course will suit highly-motivated people who have a limited amount of time in which to improve their English. If you have a good knowledge of the world and wish to re-activate your 'school' English, The Executive Centre can tailor this two-week course to meet your individual requirements. The minimum level for this course is low intermediate (CEF B1).



What does the course involve?

This two-week course aims to help you improve your spoken English so that you can communicate more confidently and effectively in a wide range of situations. The course is task- and topic-based, with areas of focus chosen by your group in consultation with your trainer from day one. Up to 10 hours of the afternoon may also consist of language activities outside the classroom. In a typical course, subjects you will cover include:

- Topical Vocabulary and Language
- Telephone Conversations
- Social English and Discussion
- Language Activities Beyond the Classroom

What are the course benefits?

- Increase your oral fluency
- Widen your range of vocabulary
- Develop your listening skills
- Consolidate relevant grammatical structures
- Improve your pronunciation
- Acquire learning strategies for the future
- Work in small groups with a maximum of six participants
- Enjoy a course that is tailored to meet your requirements
- Enhance your inter-cultural skills and knowledge



Timetable

Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615
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Recommendations

- This course can be taken for one week
- Supplement your course with daily one-to-one tuition

Who should take this course?

The Business and General Executive Course is ideally suited to experienced business and professional people who want to improve their English language skills both inside and outside of the workplace. The minimum entry level for this course is low intermediate (CEF B1).

**What does the course involve?**

This intensive programme provides participants with a broad range of language skills from day one. The morning classes tend to feature work on business listening skills, plus new language and practice in common business topic areas. The afternoon focuses on general English vocabulary development and discussion skills. Up to 10 hours of the afternoon may also consist of language activities outside the classroom. Other features of the course include:

- Meetings and Discussions
- Telephone Communications
- Giving Presentations
- Negotiations
- Interviewing
- Entertaining Foreign Visitors

What are the course benefits?

- Increase your oral fluency
- Widen your range of vocabulary
- Develop your listening skills
- Consolidate relevant grammatical structures
- Improve your pronunciation
- Acquire learning strategies for the future
- Work in small groups with a maximum of six participants
- Enjoy a course that is tailored to meet your requirements
- Enhance your inter-cultural skills and knowledge

Student feedback

Olinta Cardosa Costa

“My objectives were to improve my English fluency for talking, and writing for business. I think that my three weeks exceeded my expectations. Excellent teachers, people, methodologies and atmosphere.”



MINI GROUP - Cambridge ILEC Preparation Course (International Legal English Certificate)

Timetable

Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615
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Who should take this course?

This intensive course is aimed at newly-practising lawyers who need to demonstrate an operational command of English for their profession. It is also ideal for post-graduate students of Law who need to improve their English to a recognised standard. Participants must have a minimum upper intermediate level (CEF B2) of English and a good, working knowledge of their own legal systems.



What does the course involve?

This course helps participants to use English effectively in their legal work so they can communicate precisely and efficiently. The ILEC exam is recognised by leading associations of lawyers including the European Company Lawyers Association, the European Law Students Association, the International Association of Young Lawyers and the European Young Bar Association. Key areas of focus on the course will be:

- Meetings and Discussions
- Negotiating
- Telephone Communication
- Giving Presentations
- Advocacy
- Drafting Notes and Memoranda
- Company Law
- Contracts
- Property Law
- Intellectual Property
- Sale of Goods
- Debtor-Creditor

What are the course benefits?

- Increase your fluency in general and legal spoken English
- Extend your range of legal vocabulary
- Develop your listening skills and improve your pronunciation
- Acquire learning strategies for future studies
- Make fast progress with small groups of no more than six participants





ONE-TO-ONE - Tuition



Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615
Executive Plus (8 hours per day including lunch with the teacher)	0900 – 1700

One-to-one tuition can be purchased by the hour

Recommendations

- We recommend that you combine a semi-intensive course with a three hour per day Semi-Intensive Business Executive mini group course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

Anyone who wants to focus on their particular needs and language goals. Our one-to-one courses are built around your exact requirements ensuring that you make fast progress in your specific area of interest.



- Add an intensive one-to-one course to the end of a two week group course

What does the course involve?

After completing a detailed needs analysis, you will be provided with a personalised syllabus that will help you achieve your individual aims. As each lesson is built around your needs, most students make fast progress. Key areas of focus for your course could be:

- Listening
- Speaking
- Reading
- Writing
- Specialist areas can include working on exam preparation such as IELTS practice with a recognised examiner

Our flexible approach ensures that you can take this course full-time or as a supplement to a group course.

What are the course benefits?

- Enjoy a course that is focused on you
- One-to-One tuition helps you make fast progress
- Increase oral fluency and listening skills
- Work with a dedicated teacher who understands your requirements
- Extend your range of vocabulary
- Communicate with greater confidence

Student feedback

Zeynel Okur

“My one-to-one lesson was designed to my needs. It was good and I had the opportunities to focus on my weak points, such as writing, pronunciation and social topics.”

ONE-TO-ONE - English for Human Resources Management



Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- We recommend that you combine this course with a three hour per day Semi-Intensive Business Executive course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

Human Resources Managers will find that this course will help them boost their English language skills and communicate more clearly with colleagues and prospective employees. The minimum entry level is mid intermediate.



What does the course involve?

The two-week English for Human Resources Management course is delivered as three hours-per-day specialised one-to-one tuition. It can be combined with a three hour per day Semi-Intensive Business Executive Course. This course will help you improve your English language skills in the context of a range of human resources management activities including:

- Appraisals
- Interviews
- Health and Safety
- Conditions of Work
- Contracts
- Recruitment
- Motivation
- Training and Development

What are the course benefits?

- Increase your oral fluency in presentations, meetings and negotiations
- Widen your range of human resources vocabulary
- Develop your listening skills
- Enhance your ability to understand and use figures and statistics effectively
- Improve your pronunciation
- Acquire learning strategies for the future
- Enjoy a course that is tailored to meet your requirements
- One-to-one training helps you make fast progress

Teacher feedback

Peter Ball

“As an ex training officer in an international oil company my experience in all aspects of HR were invaluable when identifying the difficulties both from the language and practical aspect.”



Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or 1315 – 1615
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- We recommend that you combine a semi-intensive course with a three hour per day Semi-Intensive Business Executive mini group course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

If you work in marketing or public relations, this course will help you improve your communication skills in the workplace. Participants will benefit from working with other course members from similar business backgrounds while working in one of the top marketing centres in the world. The minimum entry level to this course is mid intermediate (CEF B1).



What does the course involve?

With a combination of listening, discussion, reading, real-world scenario role-plays and presentation practice, this course will help you communicate more clearly with both your customers and your colleagues. As an intensive two-week course delivered with three hours' specialised one-to-one tuition per day, clients will be surprised by how quickly they progress. During the course, you can expect to focus on:

- Advertising
- Market Forecasting
- Sales Promotions
- Consumer Behaviour
- Not-For-Profit Marketing
- Branding
- Niche Marketing

What are the course benefits?

- Widen your marketing and sales vocabulary
- Increase oral fluency for presentations, meetings and negotiations
- Specialised one-to-one tuition
- Develop your listening skills
- Enhance your ability to understand and use figures and statistics
- Acquire learning strategies for the future
- A course that is built around your needs

Student feedback

Koji Kagiya, Omron

“Every teacher has a good teaching method and they helped me a lot. Their business skills are also high level. I was satisfied perfectly.”



Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or 1315 – 1615
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- We recommend that you combine this course with a three hour-per day Semi-Intensive Business Executive course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course. You may wish to combine this course with the NEW ILEC course

Who should take this course?

If you work in the legal profession as a postgraduate student or practising lawyer and are looking to improve your understanding of English, our comprehensive English for Law course can help. Participants in the course must have a mid intermediate level of English (CEF B1) along with legal knowledge.



What does the course involve?

After assessing your specific requirements, we can build a course designed to meet your needs. As well as helping you get to grips with terminology, practising negotiations, writing and summarising contracts, giving presentations, advising clients and reading complex documents, this course will focus on:

- The British Legal System
- Finance Law
- Property Law
- Commercial Agreements/Torts
- Intellectual Property

What are the course benefits?

- Engage in a course that is built around your unique needs
- Increase oral fluency in your specific field
- Work with a dedicated teacher who has a working experience of the legal profession
- Extend your range of active, legal vocabulary
- Improve your accuracy
- Specialised one-to-one tuition
- Discuss current issues in the legal profession
- Build on your law-specific communication skills

Teacher feedback

Barry Verber

“Having studied the law and taught legal English at International House I can assure clients that the Executive Centre course in law is helpful to both law students and qualified lawyers at all levels”



Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- We recommend that you combine this course with a three hour-per day Semi-Intensive Business Executive course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

If you work in the field of politics and diplomacy, this two-week course will provide you with a comprehensive grounding in the language skills you need to communicate clearly and effectively. The minimum entry level to this course is mid intermediate (CEF B1).

**What does the course involve?**

With listening, reading, discussion and speech-giving exercises, our English for Politics and Diplomacy course will help you communicate with confidence in your day-to-day work. Taking a look at worldwide political systems and cultures along with providing you with a wider, topical vocabulary, the key areas of focus on the course will be:

- Current Geo-Political Issues
- Dealing with the Media
- Trade Agreements
- Presenting Government Policy
- Defence
- Local Government Issues

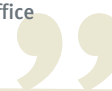
What are the course benefits?

- Engage in a course that is built around your unique needs
- Work with a dedicated teacher who is experienced in the field of politics and diplomacy
- Extend your range of active vocabulary
- Discuss current political issues every day
- Increase oral fluency in presentations, meetings and negotiations
- Enhance your ability to understand and use figures and statistics effectively
- Build on your communication skills specific to politics and diplomacy

Student feedback

Patrick Roussel, French Foreign Office

“A very positive experience.”

**Timetable**

Semi-Intensive (3 hours per day)	0900 – 1200 or
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- We recommend that you combine this course with a three hour-per day Semi-Intensive Business Executive course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

This course has been designed for practising journalists and correspondents who need English for any aspect of their work. It will also suit postgraduate students and others with a professional interest in the media who need to improve their English. Participants must have a mid intermediate level of English (CEF B1) and a working knowledge of journalism.

**What does the course involve?**

The two-week one-to-one English for Journalism Course will help you improve your English for meetings and discussions, negotiating, telephone communication, presentations and interviewing. Key areas of focus for the course will be:

- International News
- Politics
- Interviewing
- Broadcast Journalism
- The UK Press

What are the course benefits?

- Engage in a course that is built around your unique needs
- Work with a dedicated teacher who has journalistic experience
- Extend your range of active vocabulary
- Discuss current issues related to journalism
- Improve your listening and pronunciation skills
- Specialised one-to-one tuition
- Extend your writing skills to cover different styles
- Build on your industry-specific communication skills

ONE-TO-ONE - English for Information Technology



Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- We recommend that you combine this course with a three hour-per day Semi-Intensive Business Executive course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

Our specialised one-to-one English for Information Technology Course is designed for practising business people involved in the field of information technology. The minimum entry level for this course is mid intermediate (CEF B1).



What does the course involve?

During this two-week course, participants will have the opportunity to choose a particular area on which they would like to focus. You will build on your listening skills, vocabulary and industry-specific oral fluency. Topics may include:

- Software Training
- Network Management
- Buying Hardware/Software
- Formal and Informal Terminology
- Troubleshooting

What are the course benefits?

- Engage in a course that is built around your unique needs
- Work with a dedicated teacher who has IT experience
- Extend your range of active vocabulary
- Develop your listening skills
- Specialised one-to-one tuition
- Increase your oral fluency in presentations, meetings and negotiations
- Enhance your ability to understand and use figures and statistics effectively
- Discuss current issues related to technology
- Build on your industry-specific communication skills

Teacher feedback

Nichola Green

“I have trained in a wide spectrum of areas and taught IT extensively in the State Sector and I bring these qualifications and experience to my students and offer relevance and insight to their studies.”

ONE-TO-ONE - English for Engineering



Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- We recommend that you combine this course with a three hour-per day Semi-Intensive Business Executive course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

This two-week, one-to-one course has been designed for practising business people involved in engineering. If you would like to boost your English language skills in the workplace, this course can be built around your specific requirements. The minimum entry level for this programme is mid intermediate (CEF B1).



What does the course involve?

Course content for the English for Engineering programme is based on a needs analysis. During the one-to-one lessons, participants will have the opportunity to suggest areas on which they would like to focus. As well as enhancing your listening, fluency and industry-specific vocabulary, possible topics for the course include:

- Technical Manuals
- Tools and Equipment
- Computer-Assisted Design
- The Construction Industry
- Safety Issues
- Engines, Power and Mechanics

What are the course benefits?

- Engage in a course that is built around your unique needs
- Work with a dedicated teacher who has engineering experience
- Extend your range of active engineering vocabulary
- Develop your listening skills
- Increase your oral fluency for presentations, meetings and negotiations
- Discuss current issues related to engineering
- Specialist one-to-one training
- Build on your industry-specific communication skills



Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- We recommend that you combine this course with a three hour-per day Semi-Intensive General Executive course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

This two-week, one-to-one course is intended for medical practitioners or people involved in the pharmaceutical industry. If you would like to boost your English language skills in the field of healthcare, this course can be built around your specific requirements. The minimum entry level for this programme is mid intermediate (CEF B1).

**What does the course involve?**

The English for Medicine course enables participants to have a say on the particular topics they would like to focus on. Whether it's taking a case history or processing research, this course will help you boost your English language skills in a range of areas. Possible topics include:

- Clinical Medicine
- Third-World Medical Issues
- Presenting Research
- Medical Education

What are the course benefits?

- Engage in a course that is built around your unique needs
- Work with a dedicated, specialist teacher
- Extend your range of active, medical vocabulary
- Increase your oral fluency for presentations and meetings
- Take advantage of focused, one-to-one training
- Discuss current issues related to medicine
- Enhance your ability to understand and use figures and statistics effectively
- Build on your industry-specific communication skills

Student feedback

Natasha Mascarenhas

“It was a really great experience and I learnt a lot in a short time. My teacher was great. He prepared the classes very well. He gave me good tips about English language, about how I could improve my English.”



Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- We recommend that you combine this course with a three hour-per day Semi-Intensive Business Executive course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

Do you want to boost your English language skills in the workplace? This course is ideally suited to administrators, executive secretaries and personal assistants who need to use spoken and written English at work.



What does the course involve?

This one-to-one course focuses on developing your ability to communicate successfully in both written and spoken English. It will help you boost your English language skills for meetings and discussions, emailing, entertaining foreign visitors and telephone communication. Key areas of focus for the course will include:

- Reading and writing a range of business texts
- Communicating in the Office
- Social English
- Letter Dictation
- Report Writing
- Emails
- Meetings

What are the course benefits?

- Engage in a course that is built around your unique needs
- One-to-one tuition ensures you reach your goals
- Improve your oral communications skills, both face-to-face and on the phone
- Improve your writing skills for note-taking, memo-writing, emails, letters and reports
- Work with a dedicated teacher who understands your aims
- Extend your range of active business expressions
- Enhance your appreciation of business cross-cultural communication



Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or 1315 – 1615
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- We recommend that you combine this course with a three hour-per day Semi-Intensive Business Executive course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

If you work either upstream or downstream in the Oil and Gas industry, this specialist course is designed to meet your business-specific requirements. The minimum level for this course is mid intermediate (CEF B1).

**What does the course involve?**

The course aims to boost your English language skills in the workplace. Areas of particular interest are determined during a consultation at the start of the course. Whether it's oilfield glossaries, drilling reports or industry-specific equipment and services, our tutors are familiar with the Oil and Gas field and will structure the learning activities around your exact requirements. Particular areas of focus could be:

- Oil and Gas Production
- Managing International Teams
- Marketing Petroleum Products
- Social English for Business
- Financial Issues
- Negotiating
- Risk Management
- Cultural Considerations

What are the course benefits?

- Engage in a course that is built around your unique needs
- Work with a dedicated teacher who has experience in your field
- Extend your range of active vocabulary
- Discuss current issues related to the oil and gas industry
- Build on your industry-specific communication skills

Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or 1315 – 1615
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- We recommend that you combine this course with a three hour-per day Semi-Intensive Business Executive course
- We will ask you to complete a pre-course needs analysis form. Give us as much detail as you can: the information that you provide will help us design your course

Who should take this course?

If you work in finance and need to improve your industry-specific English language skills then this course is for you. Based in one of the world's most recognised financial centres, participants will benefit from working with other course members from similar backgrounds in financial services and international banking. The minimum entry level to this course is mid intermediate (CEF B1).

**What does the course involve?**

Course content for the English for Finance programme is based on a needs analysis. During the one-to-one lessons, participants will have the opportunity to suggest areas on which they would like to focus. Possible topics for the course include:

- Insurance
- Taxation
- Companies and Law
- Inflation and the Economy
- Financial Instruments
- Stock Markets

What are the course benefits?

- Increase your oral fluency in relevant areas
- Widen your range of vocabulary in the field of finance
- Develop your listening skills
- Enhance your ability to understand and use figures and statistics effectively
- Improve your pronunciation
- Acquire learning strategies for the future
- Enjoy a course that is tailored to meet your requirements

Teacher feedback

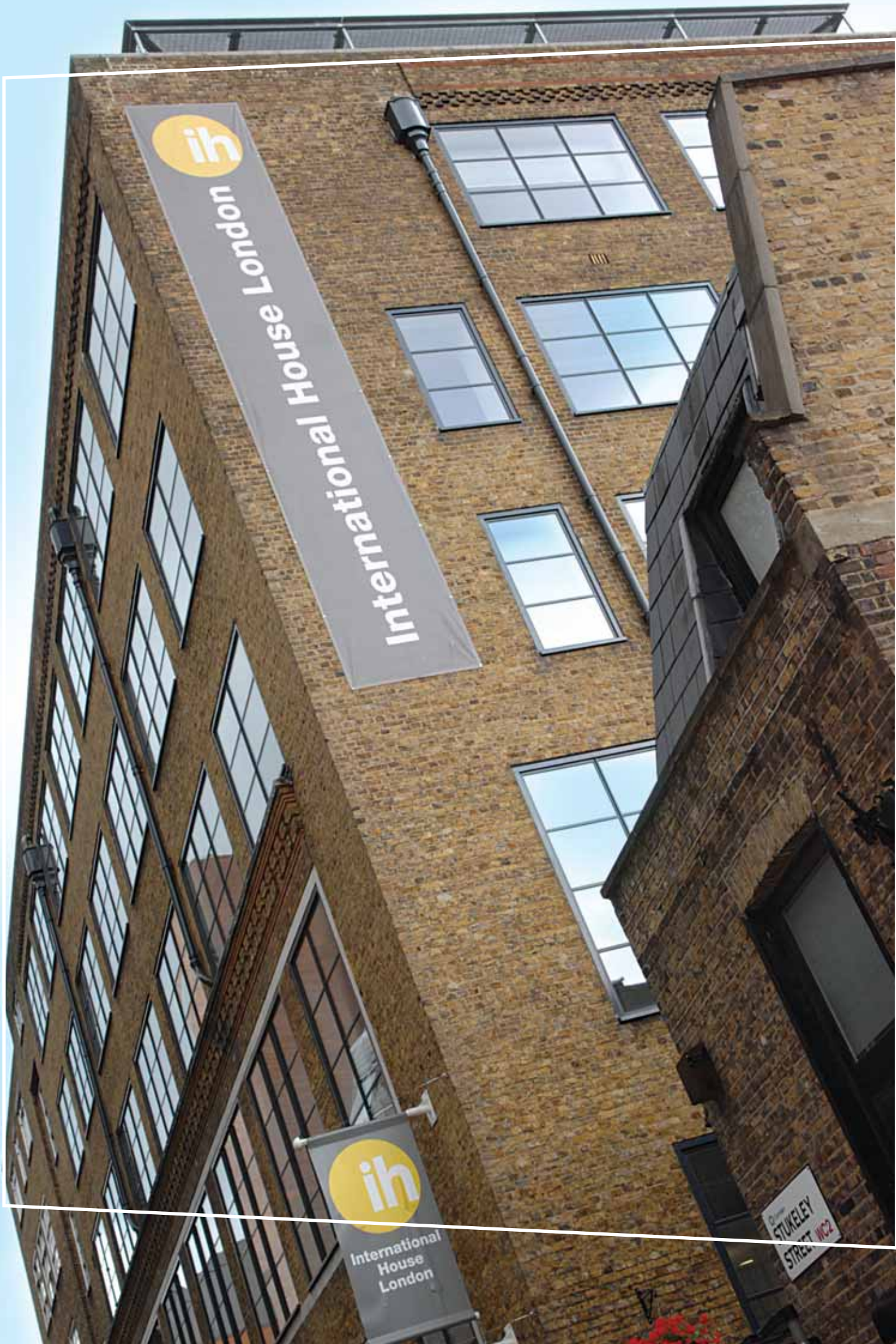
Emma Sweeney

“Having worked for the investment banking arm of a major British Bank I can apply my own knowledge and insight when I teach my clients financial English.”

Student feedback

Cinzia Carloni

“I wanted to achieve selfconfidence for more effective communication. I found that the course was focused on communication and gave me an insight into the language sophistication.”



International House London



International House London

STURLEY STREET W2

Timetable

Semi-Intensive (3 hours per day)	0900 – 1200 or
Semi-Intensive (3 hours per day)	1315 – 1615
Intensive (6 hours per day)	0900 – 1200 & 1315 – 1615

Recommendations

- Arrange a meeting prior to the course to carry out a detailed needs analysis of your company's requirements
- Add an intensive one-to-one course to the end of a two week group course

Who should take this course?

This course has been designed to meet the language training needs of a range of companies and organisations. After conducting a language audit of a company, we can tailor our service to meet the needs of different employees either onsite or at International House.

**What does the course involve?**

Course content varies according to each company's requirements. Key areas of focus tend to be oral fluency, listening, reading and writing. Companies can choose from a range of options including:

- Language Auditing
- Group Training – In-Company or In-School
- Individual Training – In-Company or In-School
- In-House Teacher Training
- Training Overseas

What are the course benefits?

- Work in small groups or receive one-to-one tuition
- Enjoy a flexible course that is tailored to meet your requirements
- Increase oral fluency in real-life situations
- Choose a specific topic or skill for particular attention
- Develop your writing skills for business emails and reports
- Learn how to continue your language studies beyond the course

Timetable

8 sessions	1630 – 1800 or
1 session	0900 – 1600

Recommendations

- Upper intermediate (CEF B2) level speakers might benefit from a fifteen hour Executive English course

Who should take this course?

If you're a manager responsible for an international team or working with international staff, this course will help you to deal with cultural differences more effectively. It will also enhance your ability to conduct cross-border negotiations and sales and marketing activities.

**What does the course involve?**

The International Manager Programme aims to enable managers to predict, resolve and avoid problems arising from cultural differences in management or negotiation styles. Key areas of focus for the course will be:

- Communication styles
- Key Cultural Differentiators
- Dealing with Language Issues
- The Communication Matrix
- The E-COLE Formula (National characteristics and how to deal with them)
- The Cultural Style Profile

What are the course benefits?

- Predict, resolve and avoid cultural difference problems in the workplace
- Conduct international negotiations more effectively
- Tailor your sales and marketing activities for different markets
- Boost your communication skills
- Work with a dedicated tutor who understands your exact requirements

Client view

Marlene Ragaya, France

"Impressive range of content, excellent delivery and well fitted to the objectives. Stimulating, useful and also very enjoyable."

Teacher view

Barry Tomalin, Course leader

"This course teaches the essential skills that a manager needs to run a successful international team either on site or distributed around the world. Participants learn key tools for managing across cultures oriented towards the markets and people they deal with. They learn how to meet clients' and foreign colleagues' expectations and how to adapt to different management, communication and organisational styles, as well as etiquette and protocol."



Doing Business in Britain (or Other Countries)



Timetable

8 sessions 1630 – 1800 or
1 session 0900 – 1600

Recommendations

- Upper intermediate level (CEF B2). Non-native speakers might benefit from a fifteen hour Executive English course

Who should take this course?

If you're a manager who is relocating to or conducting business in the UK, this course will help to ease the transition. This course can also be tailored to meet the needs of UK based managers who are working in or with specific nationalities.



What does the course involve?

This course can be tailored to meet your unique needs. Whether you're interested in understanding business practices and culture in Britain or abroad, we can help. Key focus areas of the course will help you to understand:

- Community Values and Attitudes
- Communication Style
- Management
- Business Processes
- Etiquette and Protocol

Client view

Mohamed Mubarak, Middle East Training

"I thought the training was really good. It was particularly useful because the course didn't simply cover the cultural differences. It also considered how those differences can impact our working relationships and strategies for improving those relationships."

What are the course benefits?

- Understand new business processes
- Boost your cross-cultural communication skills
- Ease your transition into your new community
- Make sure your management skills aren't lost in translation
- Work with an experienced tutor who understands cross-cultural differences

Teacher view

Rob Williams, Course leader

"This briefing course enables managers to work successfully in the UK, negotiate with British clients, and manage British staff. Britain is changing fast from a formal, rather traditional, monocultural society to an informal, fast moving and multicultural one. This course enables you to understand and adapt to the communication, management and organizational style of British business and how to cope with etiquette, hospitality and gift giving conventions."

ONE TEAM - Diversity and Inclusion Programme



Timetable

8 sessions 1630 – 1800 or
1 session 0900 – 1600

Recommendations

- Upper intermediate level (CEF B2). Non-native speakers might benefit from a fifteen hour Executive English course

Who should take this course?

This course is designed for HR managers, site managers, construction supervisors and public bodies who employ diverse minority staff or migrant workers. It aims to help you deal successfully with problems that might arise from working with diverse minority groups.



What does the course involve?

The Diversity and Inclusion Programme looks at the ways in which diverse minority groups can work together effectively. Available as a half-day or full-day course, the programme will help managers to get the best out of their employees by looking at:

- The Seven 'isms' of Diversity
- The EUROPE AT WORK programme
- Case studies of diversity and inclusion problems
- Personal style profile

What are the course benefits?

- Take part in an innovative and interactive business focused course
- Enhance your management skills
- Boost cross-cultural communication in the workplace
- Ensure that your workplace understands its diverse minority groups
- Engage in a course that is built around your needs

Teacher view

Barry Tomalin, Course leader

"This course is for managers working with minority groups at work and how to integrate them into the workplace. The problem is that different minority groups brought together to work on a project or in a particular workplace may stick with their own kind, preventing communication. They may also take offence at the way they feel treated by managers. This course identifies the problems that arise and gives managers practice in how to resolve them."



Timetable

8 sessions 1630 – 1800 or
1 session 0900 – 1600

Recommendations

- Upper intermediate level (CEF B2). Non-native speakers might benefit from a fifteen hour Executive English course

Who should take this course?

This eight-hour course will help managers who want to communicate more effectively with other nationalities.

**What does the course involve?**

Whether it's face-to-face conversations, email, tele or video conferencing, reporting or writing, this course will boost your cross-cultural communication skills in the workplace. The programme will focus on:

- The Communication Matrix
- Five Steps to Communication in English
- National Characteristics in Phone, Email and Telephone Communication

What are the course benefits?

- Communicate successfully with other nationalities
- Improve relationships with international clients and colleagues
- Enhance your management skills
- Engage in a course that has been tailored to meet your exact requirements

Teacher view

Mike Nicks, Course leader

“How to present, how to talk on the phone, how to email and how to conduct face-to-face meetings in English can be a real challenge for overseas business. Many companies experience difficulties in getting their sales literature right for English speaking markets. This programme shows you how to get it right and how to get better results from your sales and marketing in English.”

Client view

Angelika, Communications Director, Germany

“It's helped me realize my own faux pas and preconceptions in dealing with other cultures and adds an element to communications beyond language training. I really appreciate the valuable information, professional expertise and follow-up support provided by the course.”



Where Can I Stay?

IH London offers a full accommodation service for all of our full-time clients. We encourage feedback on each of our accommodation options so you can be confident that your choice of residence will meet our high-quality standards. You can choose from:

- Homestay Accommodation
 - Bed and Breakfast
 - Bed and Breakfast and evening meals
- House Share
- Residential Accommodation
- London Lodge
- Hotels and Serviced Apartments

Homestay Accommodation

We have over 400 host families located in London's Zones Two and Three (see map). You have a choice of Superior, Standard or Executive accommodation and can select a single or, if booking with a friend, a shared room with the choice of breakfast or breakfast and an evening meal. Lunch can be purchased at the school cafeteria on weekdays.

Shared Room Option

Shared rooms are available for individual students. Rooms occupy 3 to 5 people. Self catering only.

House Share Accommodation

This is self-catering accommodation in single or twin rooms in a house shared with other students. There is no host living in the house. Accommodation is on a self-catering basis.

Residential Accommodation

Modern university halls of residence in central London are available in July and August. There are also limited places available throughout the year.

London Lodge

Superior boutique style guest house accommodation near the heart of London.

Hotels and Serviced Apartments

International House can arrange Hotels and Serviced Apartments in the central London area. Please contact us for more details.

All our host families live in Zone 2-3. There are six zones in London.



We believe that our Social Activity programme is vital to your progress at IH London. The more activities you join, the more real-life language practice you'll get and the more like-minded people you'll meet. Whether you want to see the sights of London, enjoy the local nightlife, or even take weekend trips to other British towns and cities, we can help you make the most of your time with us.

- **Half price tickets** – on selected musicals
- **The London Eye** – breathtaking views from the Millennium Wheel, a great visit day or night
- **Shakespeare's Globe Theatre** – visit this fascinating replica of the Elizabethan theatre
- **Live BBC shows** – TV and radio recordings from comedy to classical music
- **IH Parties** – dance the night away at exclusive London clubs and on Thames river boats
- **Pronunciation workshop** – practise your English with native speakers
- **Weekend excursions** – to all the most beautiful English cities, Cambridge, Oxford, Brighton, as well as 3 day tours of Scotland
- **Big Ben Tour** – be there when the clock strikes the hour

As an Executive Centre client, you can take part in the dedicated Executive Social Programme. Each month, we organise a wide range of activities to suit all tastes. We've found that our social programme can help clients to develop strong friendships while getting to know what life is really like in one of the most exciting capitals in the world.

- Westminster South Bank Walk
- Executive Centre Welcome lunch
- Business Breakfast
- Pub Visits
- Farewell Drinks



Corporate client list



Adidas	Germany	Fort Dodge A.H SpA	Italy	Orange Business Services	Russia
Agrograin Ltd.	Hungary	Gaz De France	France	Orange Business Services	France
AJILON	France	G4S Security Services Oy	Finland	PANATTONI	Italy
Agip KCO	Kazakhstan	Hansa Banka	Latvia	Polska Telefonica	Poland
Alcatel-Lucent Telecom Ltd	UK	Hansa Lizings Ltd	Latvia	Pininfarina	Italy
AREVA	Colombia	Impromat International	Czech Republic	PricewaterhouseCoopers SpA	Italy
Autoklub Ceske Republiky	Czech Republic	Italian Air Force	Italy	RAS GAS	Qatar
Ayatirim	Turkey	KPO b.v.	Kazakhstan	SAGEM SRL	Italy
Banco Triangulo SA	Brazil	Kroll Associates UK Limited	UK	Saint Gobain	France
Banco Itau BBA S/A	Brazil	Laval Development	France	Sanofi-Aventis	France
Brevan Howard Asset Management	UK	McKinsey & Company Inc.	Japan	Schott-Rohrglas Gmbh	Germany
Bilfinger Berger Verkehrswegeb	Germany	Mattel	France	Societe Generale	France
Caja Murcia Viajes	Spain	Merck Sharp & Dohme BV (MSD)	Holland	STARMED	Italy
Capital Market Authority	Saudi Arabia	Microsoft	Hungary	Styria Media International AG	Austria
CBRE Richard Ellis	UK	Ministry of Interior	Iraq	Tengizchevroil	Kazakhstan
Delphi Packard Espana s.l.r.	Spain	Ministry of State Administration	Bulgaria	The General Prosecutors Office	Azerbaijan
Department of Work and Pensions	UK	Mizuho International plc	Japan	SonAir	Angola
Directorate of Customs and Excise	Norway	Mitsubishi Estate Co. Ltd	Japan	Sonangol	Angola
Dorel France	France	Mondadori	Italy	Unicredit Group	Italy
Ericsson AB	Saudi Arabia	Nera Networks	Algeria	Uniqlo (UK) Limited	UK
European Parliament	Belgium	Norilsk Nickel	Russia	Wolters Kluwer Health	UK
Footlocker	France	Nordcapital Real Estate	Germany	Yahoo! Europe Ltd	UK

General English

Our student-centred General English courses focus on your aims and interests to help you use English in an effective and practical way. Whether you want to improve your English for everyday use or as a basis for your work or education, IH London offers a range of courses and exams to help you achieve your individual goals.



Teacher Training

We run teacher-training courses for new and experienced language teachers from around the world. Whether you're planning a GAP year, thinking about starting a career as a teacher or interested in teacher training yourself, our range of programmes can help you build your confidence and develop your skills in the classroom.



Modern Languages

Want to learn a new language for work, travel or socialising? Our Modern Languages programme teaches a range of languages to help you reach the level you require. We provide a number of courses including exam preparation programmes, survival courses, corporate training and teacher training to help you reach your goals.



