



**eac** Language  
Schools

## Language Courses for Adults 2008

CAMBRIDGE EDINBURGH HASTINGS LONDON

Accredited by the



ENGLISH  member

## EAC LANGUAGE SCHOOLS Welcome to EAC

When you study with EAC you'll be joining other students from around the world who share the same goal of wanting to achieve fluency and success in English. You will be part of a friendly and dedicated study environment where you can make progress, measure that progress and achieve qualifications.

GENERAL ENGLISH COURSES

ENGLISH FOR EDUCATION

EXECUTIVE ENGLISH

Accredited by the



BRITISH  
COUNCIL

ENGLISH  member

The courses we offer will help you progress quickly towards clear goals. As a student with EAC you will be helped to assess your progress and success, with regular tests, personal tutorials and reports from your teaching team.

### DEDICATED TEACHERS

The teaching team at EAC is dedicated to helping each individual student to achieve. All classes are graded at different levels and we will find the best starting level for you on arrival. Your study programme will be carefully planned and delivered by teachers who care passionately about the process of language learning. You will receive their personal attention to your study requirements and your individual goals will be taken into account at all times.

Our teachers have lots of experience to help you understand and enjoy the variety of lessons we deliver. We try to make the learning experience fun and challenging at all times to motivate you to work hard and get results.

### STUDENT SUPPORT AT ALL TIMES

Outside the classroom you will have automatic membership of our Student Learning Centre with access to our library and computer resource centre. Your teachers will give you advice about how best to use the resources available.

### ACHIEVING RESULTS

As a student with EAC you will want to achieve success and be able to demonstrate this success. Your progress will be carefully monitored and on successful completion of your course you will receive the EAC Certificate of Attendance and Academic Report which will reflect your achievement and progress. You will be able to show this to potential employers and keep it as a record of your own progress.

You will also be given the opportunity in consultation with our academic supervisors to prepare for and take external examinations such as IELTS, Cambridge FCE and CAE. These examinations will demonstrate to British Universities and to employers your competence in the English language and help your entry into higher education or improve your career prospects.

<b>Welcome</b>	<b>01</b>
Introduction	02
Cultural Development	03
Accommodation	04
<b>General English</b>	<b>05</b>
General English Courses	06
Adult Vacation Courses	07
Work Experience Programme	08
<b>English for Education</b>	<b>09</b>
Examination Courses	10
University Foundation Course	11
English for Teachers	12
<b>Executive English</b>	<b>13</b>
Executive English Courses	14
<b>Language Schools</b>	<b>17</b>
Edinburgh	17
Hastings	19
Cambridge	21
London	23
<b>Contacts</b>	<b>25</b>
<b>Terms and Conditions</b>	<b>26</b>

## Cultural Development

Our UK schools are based in exciting locations and we want you to get to know the local environment as much as possible, visiting the sights and museums, taking excursions and finding out about local culture and the British way of life.

Each EAC school will offer you a full programme of activities for you to join outside classroom hours which will include local visits, day trips at weekends, and evening fun including visits to pubs and discos as well as events at school including folk dancing, international evenings, quiz nights, films and much more.

A typical day, based on the General English Intensive Course:

<b>07.30 - 08.00</b>	<b>Breakfast at home with your local host</b> <b>Leave for school</b>
<b>09.30 - 11.00</b>	<b>Your first teaching block of the day</b> - Grammar introduction and recycling, vocabulary building and recycling, pronunciation. Grammar or vocabulary practice activities
<b>11.00 - 11.30</b>	<b>Coffee break</b>
<b>11.30 - 13.00</b>	<b>Skills development</b> - Listening or speaking focus, tasks and practice activities
<b>13.00 - 14.00</b>	<b>Lunchtime</b> - Time to relax, check emails
<b>14.00 - 15.30</b>	<b>EAC Intensive Elective Plus</b> - e.g. Business English Marketing vocabulary and role play in product launching
<b>15.30 - 16.30</b>	<b>Guided study in Learning Centre</b> <b>Free time for some shopping</b>
<b>18.30 - 20.00</b>	<b>Dinner at home with your local host and chat over the day's events</b>
<b>20.00 - 22.30</b>	<b>EAC evening activity</b> - This could be a film evening, folk dancing, visit to local pubs, disco or a choice of many other activities

Class times for General English are mornings from 09.30 to 13.00, or afternoons from 14.00 to 17.30. Intensive courses are from 09.30 to 15.30 or from 11.30 to 17.30.



We are here to help you make the most of your course and to give you advice on how to take full advantage of your stay in the UK. Our policy is to 'help you learn to learn English' through study tips, learning strategies, self-study and ideas for continuing your English studies after your course is completed.

CLAIRE RICKARDS [SENIOR ACADEMIC MANAGER]

At EAC, we are happy to arrange your accommodation while you are studying with us. In this way you can arrive knowing that everything is taken care of and that you are free to concentrate on your language course.

We can usually offer you the choice of staying in a private home with a carefully selected local host or staying in a student residence. Check what is available in your preferred course location. Overall, most students choose to stay with one of our carefully selected local hosts who are chosen because they are keen to welcome students into their homes. Indeed, they often maintain contact with our students long after they have returned home. They will make you feel welcome and offer a relaxed base from where you can concentrate on your studies. Chatting to your hosts will also help you improve your spoken English very quickly and help you discover what daily life in Britain is like. Your hosts will also provide you with breakfast and dinner each day and you will eat with them. You will be able to choose between a single or shared room, although the availability of single rooms can be limited especially in the busy summer season.

Our summer locations at Cambridge University and in central London offer you the ideal opportunity to experience city centre living in modern student residences which are part of the university, giving you comfort and independence. Residential accommodation is also available throughout the year in Edinburgh. All rooms are single and usually have their own private bathroom. In Edinburgh the residences are self-catering so you will have the freedom to cook your own meals at a time convenient to yourself. In Cambridge and London you will be provided with all meals.

EAC's specialist accommodation organisers and course managers are available for you at all times if you need help or advice during your stay.

“ ”

My host family has been simply excellent, providing not only what was due.

MATTEO [ITALY]

A photograph of three students in a classroom setting. A woman in the center is looking down at a notebook, holding a blue pen. A man to her right is smiling and looking towards the camera. A third student is partially visible in the foreground on the left, also looking at a notebook. The background shows a window with a view of greenery and a playground.

EAC LANGUAGE SCHOOLS

## General English Courses

General English is the most popular choice with our students because you have the chance to improve all aspects of your English. The courses focus on grammar, vocabulary, reading, listening, speaking, writing and pronunciation.

SEMI-INTENSIVE COURSE

INTENSIVE COURSE

ADULT VACATION COURSE

WORK EXPERIENCE PROGRAMMES

VENUES:  
Cambridge Edinburgh  
Hastings London

MINIMUM AGE:  
17 years

MINIMUM ENROLMENT TERM:  
2 weeks

MAXIMUM CLASS SIZE:  
15 students

COURSE INTENSITY:  
20 or 30 x 45 minute  
lessons per week

ACCOMMODATION AVAILABLE:  
Homestay or residence

06

COURSE

## General English

SEMI-INTENSIVE - 15 hours per week  
INTENSIVE - 22.5 hours per week

The main focus of the course is on communication skills and we try to keep it as real-life as possible. We don't use one single course book as we try to meet the needs of the individuals in the class and we also use a lot of authentic material such as newspapers, DVDs, the Internet, books and songs.

All classes have two teachers so you have the chance to experience different teaching styles, personalities and accents. You will have regular progress tests and reports, homework is given, and you will receive a certificate and detailed report at the end of the course.

General English Courses provide the opportunity to develop, revise and consolidate language already learnt and to build your confidence in producing spoken and written English. You can choose our semi-intensive course of 20 lessons per week (15 hours) or our intensive course of 30 lessons per week (22.5 hours).

### INTENSIVE OPTION

If you choose to follow an Intensive Course with EAC you will have an additional 10 lessons per week of tuition. You will be able to choose a theme for this 10 lesson block and themes change on a regular basis. In this way you will be able to choose themes that interest you and provide an additional insight into your language learning experience. You can also cover areas of particular interest for any future career you are planning. EAC themed options usually last for a two-week block, occasionally one. Business English is hugely popular and is so divided into 3 blocks of 2 weeks each.

The themes available are constantly being added to but you will usually be able to choose from:

- Business English
- Financial English
- English for Law
- English for Marketing
- Medical English
- English and the Environment
- Scottish Literature and History
- Theatre and Cinema
- Vocabulary Development
- Introduction to English Literature
- Introduction to British Political System
- Perfecting Your Pronunciation
- English for Science
- Introduction to Shakespeare

“ ”

Thank you very much for the wonderful programme, lessons and your kind approach. We enjoyed every minute of our stay in Edinburgh. We are looking forward to seeing you as soon as possible. We will definitely miss you! Thank you again.

STUDENTS FROM SCHOOL NO 1900 [MOSCOW]

**General English - Adult Vacation Course**

15 hours per week

## VENUES:

**Cambridge, Edinburgh,  
Hastings or London**

## MINIMUM AGE:

**17 years**

## MINIMUM ENROLMENT TERM:

**2 weeks**

## MAXIMUM CLASS SIZE:

**15 students**

## COURSE INTENSITY:

**20 x 45 minute  
lessons per week**

## ACCOMMODATION AVAILABLE:

**Homestay or residence**

This is EAC's very popular summer programme. As a student on our vacation course in the summer period you will enjoy an English course combined with a social activity programme to both enjoy yourself and make friends.

Your English course will consist of 20 lessons per week of classroom tuition where lessons will focus on developing your communication skills in areas of listening and speaking and with attention to vocabulary extension, grammar practice and much more besides.

In addition your daily activity programme will be organised for you and will include a wide range of things for you to do including visiting local museums, galleries and weekend sight-seeing trips as well as taking part in sports tournaments, games and visits. You will also enjoy a busy programme of evening activities such as discos, pub visits, film nights, folk dancing and more. You can be as involved as you wish. It's a good way to make new friends and relax with your fellow students outside classroom hours and really get to know your chosen location.

For your comfort and peace of mind your accommodation and meals are included in your programme. Accommodation will be either residential or with carefully selected local hosts depending on which EAC location you have chosen.

“ ”

Some teachers make you feel like you were at home! Some of them are unbelievably nice!

ELENA [SPAIN]

**SAMPLE PROGRAMME** (based on a week at EAC Cambridge)

	<b>MORNING</b>	<b>AFTERNOON</b>	<b>EVENING</b>
<b>SUNDAY</b>	Students arrive throughout the day		'Getting to know you' Activities
<b>MONDAY</b>	Lessons	Walking tour of Cambridge	Welcome Party
<b>TUESDAY</b>	Lessons	Sports activities on campus	Pub Quiz Night
<b>WEDNESDAY</b>	Lessons	Excursion to Bury St Edmonds	Film Night
<b>THURSDAY</b>	Lessons	Punting on the River Cam	Folk Music Night
<b>FRIDAY</b>	Lessons	Visit to King's College, Cambridge	Rock 'n' Roll Disco
<b>SATURDAY</b>	Full day sightseeing excursion to London with walking tour of main sights		

VENUES:  
Edinburgh

MINIMUM AGE:  
18 years

MINIMUM ENROLMENT TERM:  
4 weeks English course

MAXIMUM CLASS SIZE:  
15 students

COURSE INTENSITY:  
20 or 30 x 45 minute  
lessons per week

ACCOMMODATION AVAILABLE:  
Homestay or residence

08

COURSE

## General English - Work Experience Programme

EAC Edinburgh's Study and Work Experience Programmes offer you the opportunity to rapidly increase your level of working English in a real working setting. There are three programmes designed to help you improve your job prospects in the future and to give you a taste of working life in the UK.

**PROGRAMME 1: First Steps** If you are a school leaver or undergraduate and you are looking to gain an introduction to working life but have limited experience of the "world of work", then choose this option.

**PROGRAMME 2: Go Further** Choose this option if you already have some experience of the world of work. You may be a professional in current employment or perhaps between jobs and looking to develop your English skills and your work experience.

**PROGRAMME 3: Professional Moves** This programme is for you if you are looking for longer-term and a very 'in-depth' work experience and is ideal if you are a university graduate or undergraduate holding equivalent professional qualifications. Your work placement emphasis will be on gaining career enhancing experience in your chosen industry.

After a period of study at EAC (minimum 4 weeks) you will be an intern with a local employer on an unpaid basis. Your placement will last 2, 3 or 4 weeks for programmes one and two and from 8 to 24 weeks for programme three.

For all courses you must:

- be a minimum 18 years of age and EU citizen
- have a minimum intermediate level of English
- complete and submit the EAC Work Experience Application Form in full
- be prepared to have a telephone interview with one of EAC's academic staff
- be mature, flexible and able to adapt to new situations
- be prepared to submit evidence of professional qualifications if required by employers

### CERTIFICATE IN WORK EXPERIENCE

When you take part in EAC's English plus Work Experience programmes you are entitled to apply for the Certificate in Work Experience or the Advanced Certificate in Work Experience from the University of Cambridge Local Examination Syndicate (UCLES). There are two options; the Standard Level for placements of at least 3 weeks, and the Advanced Level for placements of at least 8 weeks.

“ ”

Thank you very much.  
Every lesson was interesting  
and useful. EAC have got  
fantastic teachers.

MAXSYM [KAZAKHSTAN]

## EAC LANGUAGE SCHOOLS

# English for Education

If you are looking to achieve an English language qualification, or if you want to enter a British University as an undergraduate, then these are the courses for you. We also offer a course for teachers of English, looking to improve both their English and teaching skills.

EXAMINATION COURSES

UNIVERSITY FOUNDATION COURSE

ENGLISH FOR TEACHERS



## Examination Courses

IELTS Intensive Course - 15 hours per week

Cambridge University English Language Examinations  
- 22.5 hours per week

EAC offers special preparation courses for leading English Language Examinations. These will focus on developing the skills and confidence you will need in order to take and pass these internationally recognised examinations.

### IELTS INTENSIVE COURSES

A very popular examination, that offers two options – General and Academic. Both examinations consist of four parts – speaking, listening, reading and writing – with band scores between 0 (Non User) and 9 (Expert User).

The Academic IELTS examination is very useful if you want to go on to study at an English speaking University or College. Most of them require a band score of 6/6.5 for under-graduate courses, and band 7/7.5 for post-graduate courses.

The IELTS examination is open to students of all levels, and is particularly useful if you want to continue into further education in the UK. As well as consolidating your language, the course provides you with the necessary examination skills. IELTS examinations are held monthly and you usually have to wait two weeks for your results.

### CAMBRIDGE UNIVERSITY ENGLISH LANGUAGE EXAMINATIONS

The Cambridge First Certificate in English (FCE) is the most popular of the University of Cambridge ESOL upper-suite exams – the others being the Certificate in Advanced English (CAE) and the Certificate of Proficiency in English (CPE).

FCE indicates evidence of your general English language ability and represents an Upper-Intermediate level. If you are more advanced, the CAE and CPE exams are recognised by some British universities if you want to study in the UK.

The FCE, CAE and CPE courses are held three times a year in March, June and December. All three examinations test your speaking, listening, reading, writing and grammatical abilities.

**CAMBRIDGE FIRST CERTIFICATE IN ENGLISH** The 12-week FCE course is aimed at a good Intermediate level student and will prepare you with the language and examination skills necessary for the 5 papers: Reading, Writing, Use of English, Listening and Speaking.

**CAMBRIDGE FIRST CERTIFICATE SHORT PREPARATION COURSES** If you are already familiar with the FCE examination or you are a good Upper-Intermediate level student you can enrol on one of our shorter FCE preparation courses (2 or 4 week courses), which will provide you with additional exam practice and preparation. (Please contact us for further information on FCE short courses or closed group FCE preparation courses.)

#### VENUES

Edinburgh or Hastings

#### MINIMUM AGE

17 years

#### MINIMUM ENROLMENT TERM

4 weeks

#### MAXIMUM CLASS SIZE

12 students

#### COURSE INTENSITY

20 x 45 minute lessons per week

#### ACCOMMODATION AVAILABLE:

Homestay or residence

#### VENUES

Edinburgh or Hastings

#### MINIMUM AGE

17 years

#### MINIMUM ENROLMENT TERM

2 weeks

#### MAXIMUM CLASS SIZE

12 students

#### COURSE INTENSITY

30 x 45 minute lessons per week

#### ACCOMMODATION AVAILABLE:

Homestay or residence

See Dates and Fees for examination and course dates.

## University Foundation Course

15 hours per week

## VENUES:

Edinburgh or Hastings

## MINIMUM AGE:

17 years

## MINIMUM ENROLMENT TERM:

9 months

## MAXIMUM CLASS SIZE:

15 students

## COURSE INTENSITY:

20 x 45 minute lessons per week

## ACCOMMODATION AVAILABLE:

Homestay or residence

EAC's University Foundation Course is an ideal choice for you if you are looking for a pathway to enter a British University. The course takes only nine months to complete and gives entry to a wide selection of UK Universities.

Success in this course provides you with a choice of Universities and Degrees to progress on to - some Foundation courses give entry only to one University or Degree course whilst others have no formal agreements with Universities. The EAC Foundation course has been designed by a group of Universities which give you entry on successful completion of the course, to the year 1 of degrees in: Business Studies, Accountancy, Law, Computing, Travel & Tourism, Economics, Psychology, Surveying and Sociology.

Your course will consist of 15 hours tuition and lectures each week during term times, and you will have regular homework. Your progress will be monitored by a process of continuous assessment rather than unseen end of year exams. You will be assessed throughout the year by a combination of coursework and examination, which is the same as at University.

A choice of 2 different start dates with the same year of entry to University - most A Level and Foundation courses start only in September, but the EAC Foundation course is divided into two parts (Semesters A & B), which can be taken in either order. If you start your course in September you'll finish the course in June and if you start in January you'll finish in early September and so in either case you'll be able to begin your University Degree course in October of the same year.

**SEMESTER A (3 MONTHS)** - Introduction to IT for Business, Communication and Study Skills, English for Academic Study, Quantitative Methods.

**SEMESTER B (6 MONTHS)** - Introduction to Economics, Introduction to Law, Introduction to Business Organisation, Introduction to Accounts.

### ENTRY REQUIREMENTS

A good High School Leaving Certificate including the subjects Maths and English although if you are over 21 years of age without these qualifications you can apply as a mature student.

Your English must be of a sufficient standard to undertake the course and this can be determined by participating in an English exam such as IELTS. EAC can assist you with all of this. If your English level is assessed to be insufficient, you will be required to take a summer course in English before commencing the Foundation course and may be required to take English classes alongside the Foundation Course.

“ ”

Thank you very much for showing me the way how teachers can be inspiration for students.

HANA [CZECH REPUBLIC]

VENUES:  
Edinburgh or Hastings

MINIMUM AGE:  
21 years

MINIMUM ENROLMENT TERM:  
2 weeks

MAXIMUM CLASS SIZE:  
12 students

COURSE INTENSITY:  
30 x 45 minute  
lessons per week

ACCOMMODATION AVAILABLE:  
Homestay or residence

12

COURSE

English for Teachers

22.5 hours per week

Are you a teacher of English whose first language is not English? Are you looking to improve your classroom skills in English and get to grips with the latest ideas in methodology? Are you looking to meet other teachers and share ideas and experiences?

## COURSE AIMS AND OBJECTIVES

EAC teacher courses aim to provide you with an opportunity to develop your confidence in spoken English and consolidate your knowledge of the language and its' systems.

Emphasis will be placed on current classroom practices and methodology. You will be encouraged to evaluate your individual progress and offer feedback on all sessions. The main objective of the course is "learning through doing" with reference to language teaching methodology and learning techniques demonstrated during the course.

## COURSE PARTICIPANTS

You should ideally have at least one year's classroom experience in teaching English as a foreign language and in order to fully benefit from this course, your level of English should be of a high intermediate level.

## EXAMPLE COURSE OUTLINE

### WEEK 1

**Language Awareness:** Presenting New Language

**Methodology:** 'The Task-based Approach'  
'The Lexical Approach'

**Pronunciation:** Teaching Pronunciation, Integrating Pronunciation into Classroom Activities

**Teaching Skills:** Checking Understanding and Concept Questions, Conveying Meaning

**Speaking:** Teaching Speaking Skills, Fluency Activities

**Classroom Observations**

**Demonstration Lesson**

### WEEK 2

**Teaching Skills:** Correction Techniques, Lesson Planning, Learner Training, Classroom Management

**Listening:** Receptive Skills; Reasons for Listening, Planning a Listening Lesson, Tasks for Listening

**Speaking:** Monitoring Speaking Activities

**Reading Skills:** Scanning, Skimming, Deduction and Prediction

**Classroom Observations**

**Demonstration Lesson**

“ ”

I would like to thank everyone in EAC Language School for all their help. This course was very useful for us as teachers and we hope that others benefit from it as we did. Thank you all.

IMAD [PALESTINE]



## EAC LANGUAGE SCHOOLS

### Executive English

EAC's Edinburgh and Hastings Executive Courses are designed for business students who would benefit from in-depth, intensive courses that focus directly on specific needs. The classes can be a combination of individual or group lessons to suit your precise learning requirements.

EXECUTIVE GROUP COURSE

EXECUTIVE COMBINED COURSE

EXECUTIVE ONE-TO-ONE COURSE

VENUES:  
Edinburgh or Hastings

MINIMUM AGE:  
18 or 21 years

MINIMUM ENROLMENT TERM:  
1 week

MAXIMUM CLASS SIZE:  
4 students

COURSE INTENSITY:  
20, 30 or 40 x 45 minute  
lessons per week

ACCOMMODATION AVAILABLE:  
Executive Homestay or Hotel

14

COURSE

## Executive English Courses

15, 22.5 or 30 hours per week

Through a Needs Analysis conducted before you arrive, we aim to offer a professional service that will benefit you in your day-to-day working life. Above all, EAC prides itself on providing our Executive students with a course tailored to your specific needs.

Before you arrive you will be asked to complete a business needs analysis to ensure that your time with EAC is used as productively as possible. We will plan accordingly and negotiate with you the specific business skills you will look at during the course. These could include topics such as participating in meetings, making presentations, writing reports, telephoning, describing products and processes, negotiating and socialising.

On arrival you will have a short oral interview to establish your level of English and to make sure you are placed in the most appropriate group (where applicable) for you.

As well as specially designed course-books students can expect to use authentic materials such as business journals, websites, radio and television news and current affairs programmes and business case studies to increase exposure to vocabulary relevant to the industry they work in.

You will have regular progress tests and reports, homework is given, and you will be given a certificate and report at the end of the course.

### EXECUTIVE SOCIAL PROGRAMME

We want you to join our Executive social programme that will give you the opportunity to practice what you have learned and meet other students in the school. An example of EAC Edinburgh's weekly social programme is below:

SUNDAY	Arrival in Edinburgh and settle into homestay accommodation
MONDAY	Welcome drinks after first day of lessons
TUESDAY	A guided tour of Edinburgh's Royal Mile and/or Edinburgh Castle
WEDNESDAY	A chance to visit, and maybe sample some Whisky, at the Scotch Whisky Heritage Centre
THURSDAY	Evening to relax with your homestay hosts
FRIDAY	Dinner in one of Edinburgh's numerous and diverse restaurants
SATURDAY	Excursion to Loch Lomond

Please note that social activity costs are not include in the course fee.

“ ”

For me the joy of teaching is enabling students to be themselves in English. My responsibility is to give them the language they need and the confidence to use it so that their intelligence and personality can shine through in English.

LIZ MORGAN - EAC EDINBURGH

**Executive English Courses**

15, 22.5 or 30 hours per week

**Edinburgh or Hastings****18 or 21 years****1 week****4 students****20, 30 or 40 x 45 minute lessons per week****Executive Homestay or Hotel**

Depending on your time and requirements, EAC offers the following Executive Course programmes:

**EXECUTIVE GROUP COURSES (EGC)** Minimum age 21 years old

With either twenty or forty lessons a week, in small interactive groups, this is ideal if you have limited time to study and want intensive tuition and interaction, to make the most of your studies.

**EGC20** 20 x 45 minute group lessons per week (15 hours)

**EGC40** 40 x 45 minute group lessons per week (30 hours)

**EXECUTIVE COMBINED COURSE (ECC)** Minimum age 21 years old

As well as general business English, these courses offer additional one-to-one options that can be used to focus on specific linguistic or individual business needs.

**ECC20** 20 x 45 minute group lessons **PLUS** 20 x 45 minute one-to-one per week (30 hours)

**ECC40** 35 x 45 minute group lessons **PLUS** 5 x 45 minute one-to-one per week (30 hours)

**EXECUTIVE PRIVATE COURSES (EPC)** Minimum age 18 years old

These are individually tailored courses to suit your specific business English requirements. You will negotiate the course content with your teachers according to your linguistic and professional needs.

**EPC20** 20 x 45 minute one-to-one lessons per week (15 hours)

**EPC30** 30 x 45 minute one-to-one lessons per week (22.5 hours)

**EPC40** 40 x 45 minute one-to-one lessons per week (30 hours)

“ ”

This was a wonderful experience for me in such a beautiful city. I enjoyed very much the school's atmosphere, the teachers and all the staff were very nice and friendly. Thank you for everything. I would definitely recommend this school for everyone.

JUDIT [BUDAPEST]

Our Executive Courses have covered the following subjects:

- Participating in meetings
- Receiving visitors
- Making presentations
- Describing products and services
- Finance, law, investment, etc
- Military English
- Aeronautical engineering
- Business correspondence
- Telephone interaction
- Socialising
- Current affairs

VENUES:  
Edinburgh or Hastings

MINIMUM AGE:  
18 or 21 years

MINIMUM ENROLMENT TERM:  
1 week

MAXIMUM CLASS SIZE:  
4 students

COURSE INTENSITY:  
20, 30 or 40 x 45 minute  
lessons per week

ACCOMMODATION AVAILABLE:  
Executive Homestay or Hotel

16

COURSE

## Executive English Courses

15, 22.5 or 30 hours per week

In addition to the topic areas mentioned, there will be regular practice of the four skills and the study of grammatical forms and structures essential for effective communication. Each of the topic areas will have an in-depth analysis of the vocabulary associated with it, and ample opportunities to practice what you have learned.

Our Executive teachers use a wide range of up to-date, authentic materials and TV/DVD/audio equipment to ensure you get the most from your course. You will have Internet access and use of the Executive Lounge throughout your course.

Below is a sample programme for a one week Executive Group Course:

<b>09:30 - 11:00</b>	MONDAY	<b>'Breaking the ice' - Starting a conversation and small talk</b>
	TUESDAY	<b>Authentic listening and discussion - BBC News</b>
	WEDNESDAY	<b>'Advertising - The harder hard sell' - Gerunds and infinitives</b>
	THURSDAY	<b>Writing effective e-mails</b>
	FRIDAY	<b>Presentations (videod for feedback)</b>
<b>11:30 - 13:00</b>	MONDAY	<b>'Alliances' - Working relationships and review of tenses</b>
	TUESDAY	<b>Proposals - How to compose and set them out</b>
	WEDNESDAY	<b>Presentations - 'Handling and clarification of questions'</b>
	THURSDAY	<b>Speaking - 'Expressing reservations and illustrating your point'</b>
	FRIDAY	<b>'Looking ahead - London 2012' - Finance/budgeting and/or future probability</b>
<b>13:00 - 14:00</b>		<b>Lunch</b>
<b>14:00 - 15:30</b>	MONDAY	<b>Presentations - 'Styles and getting started through effective openings'</b>
	TUESDAY	<b>'Chairing a meeting' - Controlling and dealing with people</b>
	WEDNESDAY	<b>Authentic listening/video (1) - 'The Apprentice'</b>
	THURSDAY	<b>'Global professional-service firms' - Reported speech/uses of like</b>
	FRIDAY	<b>Week 1 - Lexis and grammar review</b>
<b>16:00 - 17:30</b>	MONDAY	<b>Vocabulary building - Collocations and lexis associated with finance</b>
	TUESDAY	<b>'The language of negotiating' - An introduction</b>
	WEDNESDAY	<b>Authentic listening/video (2) - 'The Apprentice'</b>
	THURSDAY	<b>Authentic texts - Contrasting business articles</b>
	FRIDAY	<b>Continued studies advice and course feedback</b>



**NEAREST AIRPORTS:**

Edinburgh 25 minutes  
Glasgow 60 minutes  
Prestwick 2 hours

**NEAREST STATION:**

Waverley 500m from EAC

**ACCOMMODATION OPTIONS:**

Homestay  
Student Residence  
Hotel and Bed & Breakfast  
Youth Hostel

## EAC Language School, Edinburgh

EAC Edinburgh is an ideal venue for developing your English language skills whilst studying in the heart of one of Europe's most beautiful and exciting cities.

EAC's Edinburgh language school in central Edinburgh occupies a fine Georgian terrace building in one of Edinburgh's principal streets, Queen Street. The school has twelve classrooms over five floors and a large common room where you can relax, socialise, watch a large-screen television, read magazines or books from the library and buy hot and cold drinks. There is also a computer room and self-access study area with Internet access, textbooks, tapes/CDs, CD-ROMS and other materials for personal study. The school is also wifi enabled throughout. This lovely area of Edinburgh is within two minutes of the George and Princes Street shops and a good selection of bars, cafes, restaurants and nightclubs.

### THE CITY

Edinburgh is one of Europe's finest cities, often called 'the Athens of the North'. It is the political and administrative capital of Scotland and a perfect centre from which to explore the spectacular Scottish countryside. There are lots of places to visit and things to do in Edinburgh: from the elegant Georgian New Town to the maze of wynds, closes and alleys of the Old Town, the historic Port of Leith to the famous Royal Mile stretching from Holyrood Palace to Edinburgh Castle, built on top of a volcanic rock with lovely views over the whole city. The city is full of life all year round but in the summer it is host to the world's leading arts festival and to the equally famous Edinburgh Military Tattoo. Edinburgh also celebrates the popular New Years' Eve event called Hogmanay, when the capital turns into one big party.

### GETTING AROUND

Edinburgh is a compact city which makes it easy to move around. Most of Edinburgh's top attractions are within 15 minutes' walk from EAC Edinburgh. There's also an excellent public bus network including night service. If you buy a bus pass, you can travel around easily and cheaply.

### ACTIVITIES AND EXCURSIONS

Activities include pub tours, guided walks, Scottish dancing, discos, sports, films, museum and gallery visits and ghost walks. Excursions include Highland Tours, Stirling Castle, Linlithgow Castle, St Andrews, North Berwick and Glasgow.

“ ”

I'd like to use these lines to thank everybody. I feel really lucky of having this opportunity to come to this magical city. Also I'd like to say that EAC staff have been very efficient and friendly to everybody. I'd come again without a doubt. I'll recommend you!

BEATRIZ [SPAIN]

## EAC Language School, Hastings

### NEAREST AIRPORTS:

Gatwick 1 hour 15 minutes  
Heathrow 1 hour 40 minutes

### NEAREST STATION:

Hastings 200m from EAC

### ACCOMMODATION OPTIONS:

Homestay  
Hotel and Bed & Breakfast

The EAC Language School in Hastings is located in the town centre, within easy walking distance of all the main attractions and shops, and is only 5 minutes away from the beach. The school is located in a large building with 15 classrooms spread over 4 floors, a learning centre, a cafeteria and student club and a large, attractive garden.

Hastings is an excellent location for your course if you want to make regular visits to London, but would also like the comfort of living in a smaller, more intimate town with easy access to the Language School, beach, sights and shops.

“ ”

I spent a great time in Hastings, my English improved a lot, and also my confidence.

GOSIA [POLAND]

### THE TOWN

Hastings is located on the south coast of England, yet is close to London, major airports, channel ferry ports and the Eurotunnel. This attractive seaside town has a population of around 85,000. It is a town of contrasts, with an interesting mix of old and new. It has spacious beaches and parks and all the facilities of a good tourist resort, whilst overlooking the town is the 900 year old castle, built by William the Conqueror after his victory in the Battle of Hastings in 1066.

Many of the town centre streets are pedestrianised and you can enjoy refreshments ‘al fresco’ at one of the many continental style cafes, restaurants and bars. There is a modern shopping centre with famous name shops, and in contrast, the picturesque Old Town has many small craft shops and boutiques, as well as traditional English pubs, specialist restaurants, bistros and café bars.

The beautiful Sussex countryside surrounds Hastings and you can enjoy visits to typical English villages and many historic buildings.

### GETTING AROUND

Hastings is very easy to get around and from the school all the sights and amenities are within easy walking distance.

### ACTIVITIES AND EXCURSIONS

Activities include pub tours, guided walks, discos, sports, films, museum and gallery visits. Excursions include trips to London, Cambridge, Oxford, Canterbury and Brighton.





NEAREST AIRPORTS:

Stanstead 30 minutes  
Heathrow 50 minutes

NEAREST STATION:

Cambridge 400m from EAC

ACCOMMODATION OPTIONS:

Student Residences

EAC Cambridge is based at the University of Cambridge, at the wonderful campus of Homerton College close to the city centre. Established in the early 18th century Homerton College today offers a perfect environment for enjoying your language course.

The college is set in 15 acres of landscaped grounds and offers very modern classrooms, excellent sports facilities and very comfortable on campus residential accommodation. Each room is single and has its own private bathroom. All meals are taken on campus in the large Victorian dining hall and there are extensive sports grounds, including on-site football and hockey pitches and grass tennis courts.

### THE CITY

The world famous university city of Cambridge is just 50 miles north of London. The city is dominated by the University which has many colleges located in the city centre, some of which are among the most famous architectural sights of England, including King's College Chapel and Cambridge University Library. Peterhouse College is the oldest college and dates back to 1284. Modern Cambridge has a population of approximately 120,000 and is home to many of the UK's leading technology and bio-science companies and Science Parks. There is a lot to see and do including galleries, the Fitzwilliam Museum, bookshops, the colleges, and punting or rowing along the River Cam under the famous Clare Bridge and the Bridge of Sighs.

### GETTING AROUND

EAC's school in Cambridge is located close to the city centre and within 30 minutes walk of all the visitor attractions Cambridge has to offer.

### ACTIVITIES AND EXCURSIONS

Activities include pub tours, guided walks, discos, sports, films, museum and gallery visits. Excursions include London, Oxford, Canterbury and Norwich.

“ ”

Thank you very much for these three weeks! I have enjoyed them a lot and I really would recommend this experience to anybody interested in learning English. I will miss you all.

TERRY [SPAIN]

## NEAREST AIRPORTS:

Gatwick	40 minutes
Heathrow	40 minutes
Stanstead	60 minutes

## NEAREST STATION:

London Bridge 200m from EAC

## ACCOMMODATION OPTIONS:

Student Residences

The EAC international summer school takes place at the London Bridge campus of King's College, The University of London, in central London. The centre is close to London Bridge tube station and offers residential accommodation and teaching facilities of the highest quality in Zone One central London - within easy reach of the capital's major attractions!

The accommodation is located in a smart new residential complex on Great Dover Street near London Bridge. It offers top quality single study bedrooms, all with en-suite bathrooms and shared kitchen/common room facilities. The teaching campus is within a few minutes walk of the residential accommodation and has modern classrooms, large refectory and Internet access.

“ ”

It's been a pleasure to improve my language skills in lessons, I've learned very much. Thank you!

JANA [CZECH REPUBLIC]

### THE CITY

London is the capital city of the United Kingdom, and with a population of over 8 million, is truly one of the world's great cities. London's history dates back to Roman times and throughout the past 2000 years, London has been constantly changing. Palaces, churches, cathedrals, parks, and commercial centres have created one of the most interesting cities in the world.

There is so much to discover from London's history and so much to enjoy from its famous theatres, cinemas, museums, and shops that students return year after year. As one of the world's most cosmopolitan cities you will be able to mix with people from all over the world!

### GETTING AROUND

EAC's school near London Bridge is located in central London and with easy access to all that London has to offer. You can reach the nearest tube station at London Bridge in just a few minutes. Getting around the city couldn't be easier.

### ACTIVITIES AND EXCURSIONS

Activities include pub tours, guided walks, discos, sports, films, museum and gallery visits. Excursions include Cambridge, Oxford, Canterbury and Brighton.





When you make a booking with EAC it is only accepted when you have received written confirmation from EAC or our authorised representative or agent. EAC is entitled to invoice you for course fees at any time after we have accepted and confirmed your booking. The Registration Fee is payable when you make the booking. You must pay the balance in full a minimum of 28 days before the course start date, or immediately in the event of a late booking. All payments must be in UK Sterling. You can pay by credit card but we will add a 2.5% surcharge on the total amount to be paid to cover credit card charges.

If you have not made payment by the due date EAC will be entitled to charge you interest at the rate of 5% per annum above the base rate of HSBC plc until your payment is made in full.

If you are obliged to cancel your booking, you must write to us to let us know. We will confirm our acknowledgement in writing back to you. Cancellations will usually be subject to the charges listed below, although if your cancellation is for compassionate reasons or illness, we usually take a flexible approach. However, EAC recommends you to arrange full insurance cover against any possible cancellation charges. EAC insurance is available. In the event of your course being curtailed and no refund being given, you may return to the school to use any tuition paid for but not used within one year of curtailing your course. Similarly if you wish to make any changes to your bookings, you must do so to us in writing. EAC reserves the right to charge you a further administration charge of £45 for any change to your booking.

Cancellation charges:

**If you cancel more than 28 days before arrival date, we will charge you a £45 administration fee**

**If you cancel between 28 days and 7 days before your arrival date, we will charge you 50% of the total fees**

**If you cancel less than 7 days before your arrival date or if you fail to arrive, we will charge you 100% of the total fees**

If you need to apply for a visa to take up your course with EAC, we will provide you with all necessary documentation to enable you to secure study the necessary visa for your programme. However, EAC can only provide such visa service on receipt of your payment in full. Should you then be unsuccessful in your visa application, all fees apart from the registration fee will be refunded to you.

Arrangements and all the courses outlined in EAC publicity materials are given in good faith. However, courses and timetables may be subject to change from time to time. EAC reserves the right to change the particularities of courses, including changes to courses, facilities or dates of programmes where circumstances beyond our control make it necessary for us to do so or where the level of bookings received does not reach the minimum number required to operate a course validly. In this event EAC will either provide you comparable services or refund to you that part of that service which relates to the change. In either case, EAC's liability shall cease and you shall have no other or further claim against EAC.

EAC reserves the right, by informing you in writing at any time before your starting date, to increase the price of the services being provided to reflect any increase in costs to EAC, which is due to factors beyond EAC's control, such as, without limitations, significant increases in accommodation costs, transport costs, labour costs etc.

EAC does not accept liability for your personal injury or death unless it is caused by the proven negligence of EAC or its servants. EAC does not accept any liability for the loss or damage to any of your property. EAC accepts no responsibility for losses or additional expenses you might incur in the event of cancellation or delays of your travel services or as a result of events and action that EAC cannot control such as strikes, disasters, war or the threat of war, acts of terrorism, quarantine, weather, sickness or any other event outside the control of the company. Again, we strongly recommend you have appropriate insurance.

If you have any complaint against any aspect of the services EAC provide for you, you should in the first instance notify the EAC Director or their representative at your school. In the unlikely event that the matter is still not resolved to your satisfaction, you or your agent should make an immediate complaint in writing to EAC's head office. We will investigate your complaint and if we judge it to be reasonable we will make an appropriate recompense (financial or otherwise). In order to be given a reasonable chance of addressing your complaint please ensure that we receive it within one month of the end of your course. The exclusive legal jurisdiction of all courses booked with EAC and issues relating to them is Scottish Law.

This brochure, our other brochures, our website and other publicity materials are the responsibility of EAC and the details are published in good faith as of August 2007.