



**M.L.S**  
INTERNATIONAL  
COLLEGE



**Specialists in English Language and  
English for Special Purposes**

# TABLE OF CONTENTS



Page	Content
3	Welcome to MLS
4-5	Learning with MLS – Content Based Language Training
6-7	Learning with MLS – Elements of Study
8	Achieving Success – CEFR levels
9	Achieving Success – QCF levels
10-11	Course finder
12	<b>General English Language Studies</b>
13	GE 32 / 22
14	<b>English Language Examination Courses</b>
15	CAE 22/32
16	FCE 22 /32
17	IELTS 22 / 32
18	<b>English for Special Purposes</b>
19	IBC 32/22
20-21	IBC 32 for Lawyers / Accountants
22	IBC for Business
23	IBC for Marketing
24	IBC for Tourism
25	IBC for Accounting and Finance
26	IBC for Business Computing
27	Business English Examinations

Page	Content
28	<b>Executive and Professional Language Training</b>
29	Executive Training Options
30	Tailor Made Training
31	Training Needs Analysis
32	<b>The Aviation Language Centre</b>
33	English for Aviation
34	EALTS
35	Rater training / In country training
36	<b>Teachers programmes and language consultancy</b>
37	<b>Group Packages</b>
38-39	<b>University Pathway programmes</b>
40-41	How your courses help others in need
42	Client Services
43	Accommodation
44	Pastoral Care, Transfer Service and Learning Resources
45	Extra Curricular Activities
46	MLS Location – Bournemouth
47	Useful English

Since its foundation in 1987, MLS International College has been committed to delivering quality programmes in English Language and English for Special Purposes. Our programmes are designed to meet the needs of those working within the world of business and those seeking university study. We have worked with overseas universities, globally recognised businesses, governments and aviation authorities as well as individual adult students seeking professional and academic language training.



Approximately 2000 students per year choose MLS and we are proud that students often do so because of recommendation from past students.

We are specialists in delivering not only General English Language but also highly focused language programmes integrated with Content Based Language Training (CBLT). MLS is one of few privately owned English Language Centres accredited to run degree level business training alongside British Council accredited language training.

Our English for International Business Communications programmes offer English language training within the fully immersed content of Business Skills, Business Management, Marketing, Accounting, IT, Tourism or Law. For those seeking academic study, our university pathways in Academic English and pre-sessional courses provide excellent preparation for IELTS and university study and are recognised by our partner universities under agreement with them.

Our vision for success is simple. We are a private training centre still owned by the founding family, which means we understand the core values of quality, client service and speed of service. Our aim is to ensure that your training programme and experience before you arrive and once you are in the UK meets the very specific requirements you come with and in that regard our client service team will always be on hand to listen to your requests.

The UK remains a location of excellence in education and Bournemouth is paramount as an English language study destination in the UK, offering a superb student experience in and out of the classroom. We warmly invite you to study with us at MLS.

## English Language Teaching Accreditations and Associations – British Council, English UK

### English Language test centre status –

TOEIC  
Cambridge ESOL  
BULATS  
CAAI EALTS

### Content Based learning accreditation / recognition: Edexcel

### University pathway recognition:

Bournemouth University  
University of Northampton  
University of Derby

## English Language Teaching Accreditations and Associations



## English Language Test Centre Status



## Content Based Language Training Accreditation



## University Pathway Recognition





## Content-Based Language Training (CBLT) at MLS

Since their inception the MLS ESP and Certificate and Diploma programmes have adopted a content-based language learning approach to communicative language training.

Content-based language training is founded on an understanding of the value of matching content interests to language lessons, and draws on the earliest language learning experiences of all language users; for each of us as our speech developed, we learnt the language we needed to communicate particular meaning in particular contexts.

In the 1970s and 80s the Canadian Civil Service successfully developed and systemised this approach to bring civil servants to a high level of bilingual proficiency in French and English, and it has subsequently been used across many language learning and language support programmes. CBLT is not really a new method; rather it is a sensible and logical approach to developing language learning programmes.

Too often, the content of language lessons is divorced from student interests or meaningful communication. Rather than learning a language for the sake of learning a language, CBLT focuses on learning a language in parallel to learning some other important content information. In CBLT, language learning occurs while a student is focusing on learning some content information.



## What are the advantages of content-based language learning at MLS?

### Language learning with real purpose

- more meaningful
- more relevant
- more interesting
- more motivating
- more confidence-building
- more authentic

### Language learning with transferable knowledge and skills

- increased cognitive processing skills
- increased verbal processing skills
- increased collaborative skills
- increased learner autonomy
- increased verbal memory
- increased academic knowledge and skills
- increased professional knowledge and skills

## Learning with MLS

Teaching and learning takes place at MLS through specifically designed elements of tuition. Each of our courses will select a different mix of elements and will be delivered at the appropriate level. However, MLS is happy, subject to availability, language level and unit start dates, to allow students to exchange standard elements of learning for an alternative model should they wish.

**GENERAL ENGLISH**

**CONTENT BASED ENGLISH**

**BUSINESS ENGLISH**



Across our programmes you will have access to a variety of elements each offering a different approach to learning English:

### General English Language Training

**Element 1** – Internationally recognised coursebook based work to guide your general language development with specific focus on grammar and vocabulary training.

**Element 2** – A skills focus session which will build on your grammar and vocabulary work to improve your reading and writing. Focus on learning strategies and exposure to a variety of popular examination tasks.

**Element 3** – A negotiated communications skills focus session in listening, speaking and pronunciation that will enable your class and teacher to map lessons to the particular needs of the class. Opportunities for vocabulary building.

### Examination Focused Training

**Element 4** – Specific language examination preparation in elements including:

- a. IELTS
- b. FCE
- c. CAE

### International Business Communications

#### Element 5 – International Business Language

Development of your English within a business themed session, enabling broader based vocabulary development.

Themes will typically include the following:

- Banking, Finance and the Stock Market
- Companies
- Corporate alliances and acquisitions
- Customer service
- E-commerce
- Franchising
- Globalisation
- Innovation
- International Trade
- Management
- Marketing and Advertising
- Recruitment
- Retailing

### Element 6

Module Name	Effective Personal Development skills	Effective Team Leadership skills	Effective Business Writing skills	Effective Customer Relationship skills	Effective Business Speaking skills
<b>Skills covered</b>	Assertiveness Problem solving Stress management Time management Setting objectives Task prioritisation Team working	Team building Performance Appraisal Planning Motivational skills Problem solving Chairing meetings Delegation	Writing reports Writing emails Writing formal business letters Writing proposals Writing memos Writing faxes Taking & writing minutes Writing agendas Writing C.Vs	Maintaining customer relationships Solving customer problems Networking and building client contacts International business culture and etiquette	Presentations Negotiating Sales Participating in meetings Telephoning Interviewing

#### Element 6 – International Business Communication Skills

Application of your Business English through the development of key Business Communication skills. This element of the MLS offer is designed to give you training in the skills that are needed in the modern business world. You will use the Business English language skills you learn to practise and refine your business skills. These skills typically include a selection from the modules of study in the table on the left.



## Content based language training

**Element 7** – MLS is accredited to run and assess the Edexcel unit syllabus at the appropriate level for each of the units offered on the programmes. Edexcel is a UK Government recognised awarding body which has designed programmes to meet the learning outcomes of the UK Qualifications and Credit Framework (QCF). The QCF sets out 8 different levels of study as outlined on page 9. The units offered by MLS are at levels 4 and 5 on the QCF and therefore equivalent to University year 1 and 2 level in the UK.

## Executive, Professional and Tailor made

**Element 8** – One-to-one lessons designed to meet your specific needs. Students may select a whole element (10 lessons) or any number of lessons one-to-one for any agreed period of time with MLS.

**Element 9** – Small group training (maximum 8) or closed group designed to offer greater negotiation of learning between participants and the teacher. Please see our Executive and Professional training brochure for details.

Workshop title	Description
<b>British Life &amp; Culture</b>	Take a tour through the history of Bournemouth, Dorset and Britain with our lecture and discussion series on life in the UK.
<b>Business</b>	A once a week look at the business news, where you will discuss current issues affecting the world of business.
<b>Conversation</b>	A chance to practise your speaking skills in a different environment.
<b>English Literature</b>	Join us for reading and discussion of some of the most important works of literature in the English language, including those of Shakespeare and Dickens.
<b>Sports</b>	Join us once a week, where MLS will arrange sporting activities for you, enabling you to meet new friends and develop your language in a sporting context.
<b>Reading &amp; Writing</b>	For those seeking extra support in these areas.
<b>Examinations Workshop</b>	Get extra advice on which examinations to take and receive extra preparation for your exams as they get closer.
<b>The IT workshop</b>	For those seeking to develop their IT communication skills in Word, Excel, Access and Powerpoint – with a clear focus on developing your presentation skills through the use of IT.

## Optional learning

**Element 10** – Guided Self Study – Direct access to MLS’ learning resource centre where there is opportunity for you to consolidate and extend your learning by selecting from our range of traditional and computer based learning opportunities.

**Element 11** – Workshop study sessions – Workshop sessions designed to offer a broad interest base to students and the opportunity to meet new people. Sessions enable students to develop their English in a less formal environment, bringing an environment that brings the outside world into the classroom. MLS will put on at least two workshops per week, one of which students are free to join as part of their 22 or 32 lesson programme, subject to space availability. Workshops will be selected by MLS from the table above:

**Element 12** – Never forget the importance of the language learning you complete outside of the classroom. Students will benefit greatly from a fully immersed language experience during their stay in Bournemouth.

MLS reserves the right to amend workshop content to meet demand and current workshops will be listed on our website



Language levels and estimated progression rates

**Achieving Success**  
How do we manage your progress?

MLS places great emphasis on monitoring and supporting student language and academic development. We do this from before you arrive at the College until after you leave.

**Pre arrival** – students are usually required to present evidence of their language and academic level or professional background prior to arrival at the College. Alternatively, students are encouraged to sit an MLS pre-test before coming to the College to give us an indication of their language level. For executive courses we will ask for a fuller training needs analysis to be completed.

General MLS EFL descriptor	CEFR Descriptor	Approximate equivalent IELTS in period	Estimated Progression period to complete the level	Approximate Examination level equivalences
<b>Beginner</b>	A0 to A1	2.0	12 weeks	
<b>Elementary</b>	A1 to A2	3.0	12 weeks	
<b>Pre Intermediate</b>	A2 to B1	3.5	12 weeks	KET
<b>Intermediate 1</b>	B1 to B1+	4.0	8 weeks	
<b>Intermediate 2</b>	B1+ to B2-	4.5	8 weeks	PET, BEC Preliminary, TOEIC 500
<b>Intermediate 3</b>	B2- to B2	5.0	8 weeks	
<b>Upper Intermediate 1</b>	B2 to B2+	5.5	12 weeks	FCE, BEC Vantage, TOEIC 750
<b>Pre Advanced 1</b>	B2+ to C1-	6.0	12 weeks	
<b>Pre Advanced 2</b>	C1- to C1	6.5	12 weeks	
<b>Advanced</b>	C1 +	7.0	12 weeks	CAE, BEC Higher, TOEIC 900

- Advanced:** Creative, flexible language user with excellent all round fluency, accuracy and appropriateness.
- Pre Advanced:** Nearly Advanced, but needs this transitional stage. Probably better in some skills than others.
- Upper Intermediate:** Has fairly good English, but with some errors and gaps. Needs consolidation of structures and skills.
- Intermediate:** Independent learner, with fair use of main skills, common vocabulary and structures.
- Pre Intermediate:** Can communicate in simple, everyday situations. Can express some opinions and emotions.
- Elementary:** Can use and understand basic survival language. Can process simple information.
- Beginner:** Has little or no English.



**On arrival** at the College you will be given a placement test to determine your current English language level and to assess gaps in your learning. The Director of Studies will then place you in a class which is at the most appropriate level and which best meets your needs.

**Throughout the course** you will be assessed on your classroom performance and on the production of a portfolio of work as well as through regular tests. Each month\* you will sit a formal test and have the opportunity to review this and your portfolio of work with your tutor. You will also have the opportunity to speak to your teacher about your progress at any time through informal meetings. For students studying content modules assessment will take place twice a term through examinations or coursework based assessment.

*\* Tests may be suspended in July and August*

## Grading MLS' Higher National units

The grading of Edexcel BTEC Higher National qualifications is at the unit and the qualification level. Each successfully completed unit is graded as a pass, merit or distinction. A pass is awarded for the achievement of all outcomes against the specified assessment criteria provided by Edexcel.

Merit and distinction grades are awarded for higher-level achievement. The merit and distinction grade descriptors provided by Edexcel are generic, grade the total evidence produced for each unit and describe the learner's performance over and above that for a pass grade. They can be achieved in a flexible way, to reflect the nature of the sector concerned.

QCF level	Qualification equivalence
3	A-levels / Standard Foundation Course
4	<b>University Year 1</b>
5	<b>University Year 2</b>
6	Final Year University (Top Up degree)
7	Masters degree
8	Doctorate

(MLS Advanced Foundation Diploma / Certificate / Diploma modules)
MLS HND



**Course information grid:**

Please find below a listing of each of the standard courses available at MLS, with brief details relating to each.

Course Code	Course name	20 lessons x 45 mins per week	30 lessons x 45 mins per week	2 workshops per week	Entry requirements**	Start Dates*	Course duration (weeks)	
GE32	General English 32		✓	✓	CEFR A1	Any Monday	2 – 102	
GE22	Intensive English 22	✓		✓				
FCE32	FCE 32		✓	✓	CEFR B2-	Sept, Jan, March & June	9 – 12	
FCE22	FCE 22	✓		✓				
CAE32	CAE 32		✓	✓	CEFR B2+	Sept, Jan, & March		
CAE22	CAE 22	✓		✓				
IELTS32	English + IELTS 32		✓	✓	CEFR B1	Any Monday	12	
IELTS22	English + IELTS 22	✓		✓			2 – 36	
IBC32	IBC 32		✓	✓				
IBC22	IBC 22	✓		✓				
IBCA32	IBC 32 for Accountants		✓	✓				
IBCL32	IBC 32 for Lawyers		✓	✓				
IBCB	IBC for Business		✓	✓		September, January, April, June	4, 12, 24, 36	
IBCM	IBC for Marketing		✓	✓				
IBCT	IBC for Tourism		✓	✓				
IBCAF	IBC for Accounting & Finance		✓	✓				
IBCC	IBC for Business Computing		✓	✓				
ESG	Executive Small Group 20	✓				CEFR A2	Any Monday	1+
EP	Executive Plus programmes	Variable	Variable					2+
Exec 1:1	One-to-one tuition	Variable	Variable					1+
EA	English for Aviation		✓	✓		CEFR B1	September, January, April	1 – 4
UP1a/b	Advanced Foundation (Bus)		✓	✓	36 / 24			
UP2	Advanced Foundation (Tech)		✓	✓				
UP3	HND		✓	✓	72			
UP4	Pre Masters		✓	✓	Sept, Jan, April, June		12 – 36	
UP5	Academic Year English		✓	✓		12 – 48		





**\*Start date:** Most language courses are available to commence on any Monday excluding UK public holidays and over the Christmas period. We do have term start dates four times per year and these dates act as a preferred entry point, when students will join a new class from the start. Students joining at other dates will be placed in a pre existing group at the most appropriate level. Some courses have fixed start dates and are typically run as closed groups throughout their duration. Please see our dates and fees sheet for further information.

**\*\*Entry requirements:** Please note there may be restrictions on language level for those seeking to study in the UK under a student Visa. MLS may vary its admission policy from time to time. Please contact us for further up to date information. CEFR levels are explained on page 8.

**\*\*\*Course duration:** For general English language MLS recommends a minimum of 2 weeks study. Please see our progression chart on page 8 for details of expected durations of study to meet specific language levels. Some courses have fixed durations. Progression from one level of learning to the next is typically expected to take 12 weeks of intensive study.

**Minimum age:** 18 years old (MLS may accept 16-17 year old students at its discretion)

#### **Included in the course, book and enrolment fees**

All courses at MLS will include the following as part of the tuition and enrolment fee package:

Use of the Language Laboratory

Use of the Library

Use of the MLS Internet room and wireless service

All course materials and books

MLS welcome pack including student handbook and local map

Academic counselling for further language or university study

Initial placement test

Monthly progress test in Element 2 (typically not in July and August)

MLS student identity card. Students are also advised to apply for an international student identity card (ISIC) which is a nationally recognised form of identification.

ESG + courses and executive one-to-one programmes can also include a BULATS assessment on request at no additional charge and subject to time availability

#### **Not included in the course fees**

All other items including:

Accommodation

Examination fees

Transfer to Bournemouth

Local travel

Local expenses

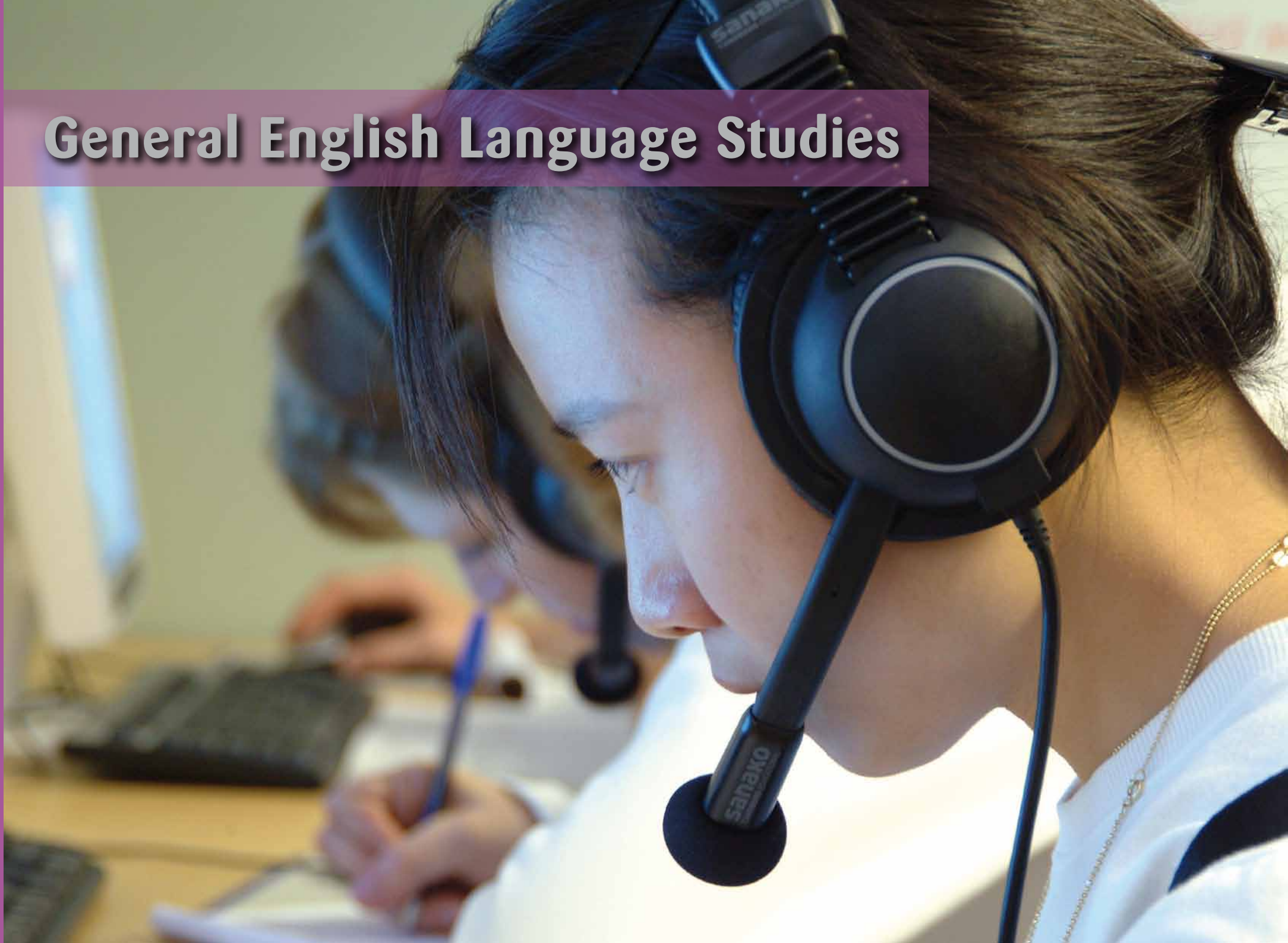
Social programme

*All courses are booked under MLS' standard Terms and Conditions, amended from time to time and as available on our website or on request.*





# General English Language Studies



## Who are these programmes designed for?

Our English language courses are open to adult students from all over the world who have a need and interest in developing their general language skills in English, regardless of their level of English. They are for students who fully appreciate that learning English in an English-speaking country is without doubt the fastest and most effective way to learn English as they will be fully immersed in the language learning process.

## Training Objectives

- To equip you with the English language you need in order to perform confidently in any real life environment.
- To equip you with the general language skills you need in order to communicate effectively in both the spoken and written language.
- To build on and develop your existing grammar, vocabulary and orthography.
- To improve your language skills so that a good balance of accuracy and fluency can be achieved.

## Sample timetable

32 lessons will involve three elements of study.

22 lessons will involve only two elements of study.

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	General English Element 1	General English Element 1	General English Element 1	General English Element 1	General English Element 1
1100-1230	General English Element 2	General English Element 2	General English Element 2	General English Element 2	General English Element 2
1330-1500	General English Element 3	General English Element 3	General English Element 3	General English Element 3	General English Element 3

Your 22/32 lesson programme will include an option to attend one of the following workshops below per week, subject to availability and demand

IT	Business	Conversation	British Life & Culture
Examinations Support	Reading & Writing	English literature	Sports

**GE32** Intensive English 32

**GE22** General English 22

## Key course information

**Start date:** Any Monday

(excluding UK public holidays)

**Course duration:** 2 – 102 weeks

**Entry requirements:** CEFR A1 (please note Visa Nationals may have further restrictions)

**Minimum age:** 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements of study: 1,2,3.

**Hours per week:**

**English 32:** 22.5 hours

(30 x 45 min lessons per week) + 1.5 hours of workshop study. 24 hours in total.

**English 22:** 15 hours (20 x 45 min lessons per week) + 1.5 hours of workshop study.

16.5 hours in total.

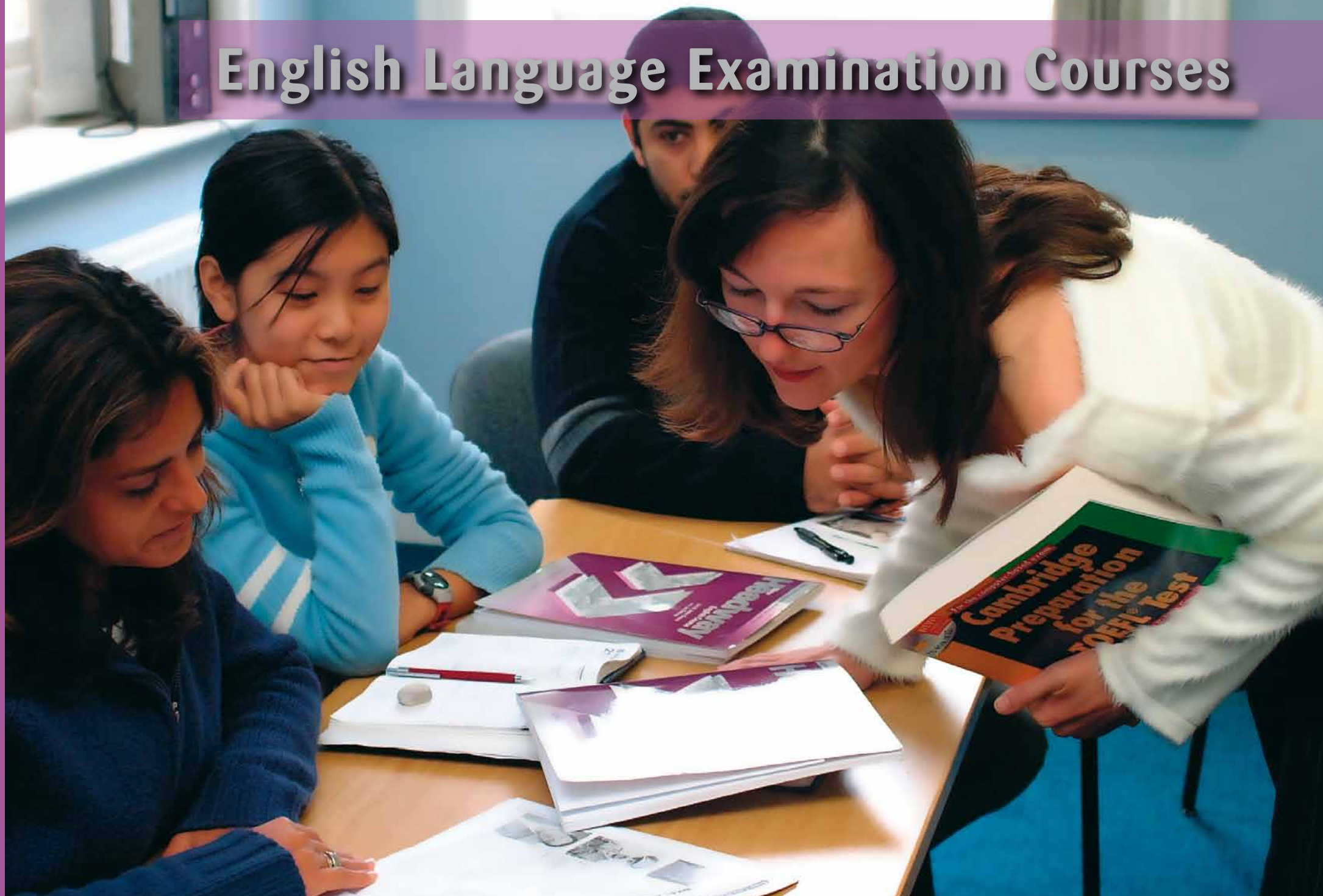
## Course certification

MLS Certificate of study and transcript of language level

**External Certification available:** Full suite of English language examinations



# English Language Examination Courses





## Who are these programmes designed for?

The MLS CAE examination preparation programmes are designed for students who are specifically seeking preparation for the CAE examination or for those students who feel they will benefit from an examination focused syllabus. Students will be studying at minimum Pre Advanced level.

## Training Objectives

- To equip you with the English language you need in order to perform confidently within the CAE examination.

### Sample timetable

32 lessons will involve three elements of study.

22 lessons will involve only two elements of study.

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	CAE exam preparation – Element 4	CAE exam preparation – Element 4	CAE exam preparation – Element 4	CAE exam preparation – Element 4	CAE exam preparation – Element 4
1100-1230	General English at CAE level – Element 2	General English at CAE level – Element 2	General English at CAE level – Element 2	General English at CAE level – Element 2	General English at CAE level – Element 2
1330-1500	General English at CAE level – Element 3	General English at CAE level – Element 3	General English at CAE level – Element 3	General English at CAE level – Element 3	General English at CAE level – Element 3

Your 22/32 lesson programme will include an option to attend one of the following workshops below per week, subject to availability and demand

IT	Business	Conversation	British Life & Culture
Examinations Support	Reading & Writing	English literature	Sports

CAE32  
Cambridge Advanced English 32

CAE22  
Cambridge Advanced English 22

### Key course information

**Start date:** September, January and March

**Course duration:** 9 – 12 weeks

**Entry requirements:** CEFR B2+ (please note Visa Nationals may have further restrictions)

**Minimum age:** 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements of study: 1,2,3 and 4.

### Hours per week:

CAE 32: 22.5 hours (30 x 45 min lessons per week) + 1.5 hours of workshop study. 24 hours in total.

CAE 22: 15 hours (20 x 45 min lessons per week) + 1.5 hours of workshop study. 16.5 hours in total.

### Course certification

MLS Certificate of study and transcript of language level

**External Certification available:** Full suite of English language examinations

## FCE32

### First Certificate in English 32

## FCE22

### First Certificate in English 22

#### Key course information

**Start date:** September, January, March & June

**Course duration:** 9 – 12 weeks

Entry requirements: CEFR B2- (please note Visa Nationals may have further restrictions)

Minimum age: 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements of study: 1,2,3 and 4

#### Hours per week:

FCE 32: 22.5 hours (30 x 45 min lessons per week) + 1.5 hours of workshop study. 24 hours in total.

FCE 22: 15 hours (20 x 45 min lessons per week) + 1.5 hours of workshop study. 16.5 hours in total.

#### Course certification

MLS Certificate of study and transcript of language level

**External Certification available:** Full suite of English language examinations

## Who are these programmes designed for?

The MLS FCE examination preparation programmes are designed for students who are specifically seeking preparation for the FCE examination or for those students who feel they will benefit from an examination focused syllabus. Students will be studying at Upper Intermediate level and above.

## Training Objectives

- To equip you with the English language you need in order to perform confidently within the FCE examination.

#### Sample timetable

*32 lessons will involve three elements of study.*

*22 lessons will involve only two elements of study.*

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	FCE exam preparation – Element 4	FCE exam preparation – Element 4	FCE exam preparation – Element 4	FCE exam preparation – Element 4	FCE exam preparation – Element 4
1100-1230	General English at FCE level – Element 2	General English at FCE level – Element 2	General English at FCE level – Element 2	General English at FCE level – Element 2	General English at FCE level – Element 2
1330-1500	General English at FCE level – Element 3	General English at FCE level – Element 3	General English at FCE level – Element 3	General English at FCE level – Element 3	General English at FCE level – Element 3

Your 22/32 lesson programme will include an option to attend one of the following workshops below per week, subject to availability and demand			
IT	Business	Conversation	British Life & Culture
Examinations Support	Reading & Writing	English literature	Sports

## Who are these programmes designed for?

The MLS IELTS examination preparation programmes are designed for students who are specifically seeking preparation for the IELTS examination or for those students who feel they will benefit from an examination focused syllabus. Students will be studying at minimum Intermediate level.

## Training Objectives

- To equip you with the English language you need in order to perform confidently within the IELTS examination.

### Sample timetable

32 lessons will involve three elements of study.

22 lessons will involve only two elements of study.

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	IELTS exam preparation – Element 4	IELTS exam preparation – Element 4	IELTS exam preparation – Element 4	IELTS exam preparation – Element 4	IELTS exam preparation – Element 4
1100-1230	General English at IELTS level – Element 2	General English at IELTS level – Element 2	General English at IELTS level – Element 2	General English at IELTS level – Element 2	General English at IELTS level – Element 2
1330-1500	General English at IELTS level – Element 3	General English at IELTS level – Element 3	General English at IELTS level – Element 3	General English at IELTS level – Element 3	General English at IELTS level – Element 3

Your 22/32 lesson programme will include an option to attend one of the following workshops below per week, subject to availability and demand

IT	Business	Conversation	British Life & Culture
Examinations Support	Reading & Writing	English literature	Sports

**IELTS32** \_\_\_\_\_  
English & IELTS 32

**IELTS22** \_\_\_\_\_  
English & IELTS 22

### Key course information

**Start date:** Any Monday (excluding UK public holidays)

Course duration: 9 – 12 weeks

**Entry requirements:** CEFR B1 (please note Visa Nationals may have further restrictions)

Minimum age: 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements of study: 1,2,3 and 4

**Hours per week:**

**IELTS 32:** 22.5 hours (30 x 45 min lessons per week) + 1.5 hours of workshop study. 24 hours in total.

**IELTS 22:** 15 hours (20 x 45 min lessons per week) + 1.5 hours of workshop study. 16.5 hours in total.

### Course certification

MLS Certificate of study and transcript of language level

**External Certification available:** Full suite of English language examinations



# English for Special Purposes



## Who are these programmes designed for?

The course is suitable for experienced business professionals, those who are just starting out in their careers and students of business. The English for International Business Communications course is designed to equip you with the language and skills you need to be successful in any work place. Throughout the course, you will continue to improve your English language ability through the context of Business English. You will also learn key skills that are needed in any business environment, such as how to negotiate and how to give presentations.

## Training Objectives

- To equip you with the Business English language you need in order to perform confidently in any professional or academic environment.
- To equip you with the business skills you need in order to meet the demands of a modern work or academic environment.
- To provide you with the specialised business vocabulary you need in order to perform in any professional or academic environment.
- To improve English language skills so that a good balance of accuracy and fluency can be achieved.
- To improve your English language within the immersed environment of living and studying in the UK.

## Sample timetable

32 lessons will involve three elements of study.

22 lessons will involve only two elements of study.

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	Business English – Element 5	Business English – Element 5	Business English – Element 5	Business English – Element 5	Business English – Element 5
1100-1230	<b>Business Skills:</b> Effective personal development skills – Element 6	<b>Business Skills:</b> Effective team leadership skills – Element 6	<b>Business Skills:</b> Effective business writing skills – Element 6	<b>Business Skills:</b> Effective customer relationship – Element 6 skills	<b>Business Skills:</b> Effective business speaking – Element 6 skills
1330-1500	General English – Element 3	General English – Element 3	General English – Element 3	General English – Element 3	General English – Element 3

Your 22/32 lesson programme will include an option to attend one of the following workshops below per week, subject to availability and demand			
IT	Business	Conversation	British Life & Culture
Examinations Support	Reading & Writing	English literature	Sports

## IBC32 International Business Communications 32

## IBC22 International Business Communications 22

### Key course information

**Start date:** Any Monday (excluding UK public holidays)

Course duration: 2 – 102 weeks

**Entry requirements:** CEFR B1 (please note Visa Nationals may have further restrictions)

**Minimum age:** 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements of study: 1,2,3,5 and 6

**Hours per week:**  
English 32: 22.5 hours (30 x 45 min lessons per week) + 1.5 hours of workshop study. 24 hours in total.  
English 22: 15 hours (20 x 45 min lessons per week) + 1.5 hours of workshop study. 16.5 hours in total.

### Course certification

MLS Certificate of study and transcript of language level

**External Certification available:** Full suite of English language examinations

**IBCL32** International Business Communications for Lawyers 32

**IBCA32** International Business Communications for Accountants 32

**Key course information**

**Start date:** Any Monday (excluding UK public holidays)

**Course duration:** 2 – 12 weeks

**Entry requirements:** CEFR B1+ (please note Visa Nationals may have further restrictions)

**Minimum age:** 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements 1,2,3,4,5,6 and 9

**Hours per week:**

**IBCL 32:** 22.5 hours (30 x 45 min lessons per week) + 1.5 hours of Legal English. 24 hours in total.

**IBCA 32:** 22 hours (30 x 45 min lessons per week) + 1.5 hours of Financial English. 24 hours in total.

**Course certification**

MLS Certificate of study and transcript of language level

**External Certification available:** Full suite of English language examinations including ILEC and ICFE



**Who are these programmes designed for?**

IBC for Lawyers and Accountants courses are designed to build on the general foundation for business communications provided under the IBC courses and to add specific training suitable for the relevant professional language examinations (shown overleaf) suited to practising professionals or students of law / accounting.

**Training Objectives**

- In addition to the IBC objectives to prepare you for the specific language examinations as detailed overleaf.

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	Business English – Element 5	Business English – Element 5	Business English – Element 5	Business English – Element 5	Business English – Element 5
1100-1230	<b>Business Skills:</b> Effective personal development skills – Element 6	<b>Business Skills:</b> Effective team leadership skills – Element 6	<b>Business Skills:</b> Effective business writing skills – Element 6	<b>Business Skills:</b> Effective customer relationship – Element 6 skills	<b>Business Skills:</b> Effective business speaking – Element 6 skills
1330-1500	General English – Element 3	General English – Element 3	General English – Element 3	General English – Element 3	General English – Element 3

Your 32 lesson programme will include an additional 2 lessons closed group to prepare you for either ILEC or ICFE					
1515-1645	IFCE			ILEC	



## Training Objectives

- In addition to the IBC objectives the IBC32 courses are designed to cover specialist areas of English for law or accountancy which will be agreed through training needs analysis. The course will also, if required, assist you in preparing for the following popular examinations, which are available at MLS:

**I.L.E.C (International Legal English Certificate)** is an Upper Intermediate to Advanced level exam. You will follow an International Business Communications for Lawyers course which will give you the Legal English skills necessary to complete the following exam tasks:

**Reading:** You will develop your reading skills in order to read, understand and complete tasks based on law related texts.

**Writing:** You will develop your writing skills which will enable you to produce a piece of writing for a given purpose such as a legal letter or memorandum.

**Listening:** You will develop your listening skills which will enable you to understand general meaning, specific information and a speaker's attitude in authentic legal situations such as consultations, meetings, announcements and seminars.

**Speaking:** You will develop your interactional, social and transactional speaking skills which will enable you to talk about your job and discuss legal issues.

**I.C.F.E (International Certificate in Financial English)** is an Upper Intermediate to Advanced level exam. You will follow an International Business Communications for Accountants course which will give you the Financial English skills necessary to complete the following exam tasks:

**Reading:** You will develop your reading skills in order to read, understand and complete tasks based on finance and accounting related texts.

**Writing:** You will develop your writing skills which will enable you to produce a piece of writing for a given purpose such as a letter or short report.

**Listening:** You will develop your listening skills which will enable you to understand general meaning, specific information and a speaker's attitude in authentic financial situations such as discussions, meetings, interviews, announcements and broadcasts.

**Speaking:** You will develop your interactional, social and transactional speaking skills which will enable you to talk about your job and discuss financial matters.



**Key course information**

**Start date:** September, January, April, June

**Course duration:** 4 – 36 weeks

Entry requirements: CEFR B1 (please note Visa Nationals may have further restrictions)

**Minimum age:** 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements of study: 1,2,3,5,6 and 7.,

**Hours per week:** 22.5 hours (30 x 45 min lessons per week) + 1.5 hours of workshop study. 24 hours in total.

**Course certification:**

12 week – MLS Certificate of Studies

24 weeks – MLS Higher Certificate of Studies

36 weeks – MLS Diploma of Studies

**External Certification available:** Students will be prepared for Edexcel units at QCF level 4 & 5. Successful completion of each unit will result in a unit certificate from Edexcel. A minimum of 1 full unit of study is completed each term.

**Who are these programmes designed for?**

Our IBC for Business is designed for adult students and professionals of business who are seeking to improve their English Language through the fully immersed environment of business and management study.

**Training Objectives**

- To equip you with the Business English language you need in order to perform confidently in any professional or academic environment.
- To equip you with the business skills you need in order to meet the demands of a modern work or academic environment.
- To provide you with the specialised business vocabulary you need in order to perform in any professional or academic environment.
- To allow you to enhance your English Language knowledge whilst improving your Business subject training.

**Unit schedules**

(Please note that unit schedules may be changed and you are required to check with MLS prior to booking what the prevailing unit schedule is).

IBC for Business			
Autumn – September	Winter – January	Spring – April	Summer – June
English / IBC English	English / IBC English	English / IBC English	English / IBC English
10 hrs	10 hrs	10 hrs	10 hrs
Organisations and Behaviour* # L4	Business Environment** # L4	Managing Financial Resources and Decisions** # L4	Business Decision Making** # L5
6 hrs	6 hrs	6 hrs	6 hrs
Marketing Principles** # L4	Business Strategy** # L5	Working with and Leading People** L5	Marketing Intelligence** L4
4 hrs	4 hrs	4 hrs	4 hrs
International Business Communications	International Business Communications	International Business Communications	International Business Communications
10 hrs	10 hrs	10 hrs	10 hrs

## Who are these programmes designed for?

Our IBC for Marketing course is designed for those students who are seeking to improve their Business communications skills within the fully immersed environment of Marketing studies.

## Training Objectives

- To equip you with the Business English language you need in order to perform confidently in any professional or academic environment.
- To equip you with the business skills you need in order to meet the demands of a modern work or academic environment.
- To provide you with the specialised business vocabulary you need in order to perform in any professional or academic environment.
- To allow you to enhance your English Language knowledge whilst improving your Marketing subject training.

## Unit schedules

(Please note that unit schedules may be changed and you are required to check with MLS prior to booking what the prevailing unit schedule is).

IBC for Marketing			
Autumn – September	Winter – January	Spring – April	Summer – June
English / IBC English	English / IBC English	English / IBC English	English / IBC English
10 hrs	10 hrs	10 hrs	10 hrs
Marketing Principles** # L4	Marketing Planning** L5	Marketing Intelligence** L4	Contemporary Issues in Marketing Management** L5
10 hrs	10 hrs	10 hrs	10 hrs
Advertising and Promotion in Business** L4	Business Events Management** L4	Business Decision Making** # L5	Sales Planning and Operations** L5
10 hrs	10 hrs	10 hrs	10 hrs

## IBCM IBC for Marketing

### Key course information

Start date: September, January, April, June

**Course duration:** 4 – 36 weeks

Entry requirements: CEFR B1 (please note Visa Nationals may have further restrictions)

**Minimum age:** 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements of study: 1,2,3,5,6 and 7.

**Hours per week:** 22.5 hours (30 x 45 min lessons per week) + 1.5 hours of workshop study. 24 hours in total.

### Course certification:

12 week – MLS Certificate of Studies

24 weeks – MLS Higher Certificate of Studies

36 weeks – MLS Diploma of Studies

External Certification available: Students will be prepared for Edexcel units at QCF level 4. Successful completion of each unit will result in a unit certificate from Edexcel. 1 full unit of study is completed each term.



## Key course information

**Start date:** September, January, April, June

**Course duration:** 4 – 36 weeks

**Entry requirements:** CEFR B1 (please note Visa Nationals may have further restrictions)

**Minimum age:** 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements of study: 1,2,3,5,6 and 7.

**Hours per week:** 22.5 hours (30 x 45 min lessons per week) + 1.5 hours of workshop study. 24 hours in total.

## Course certification:

12 week – MLS Certificate of Studies

24 weeks – MLS Higher Certificate of Studies

36 weeks – MLS Diploma of Studies

**External Certification available:** Students will be prepared for Edexcel units at QCF level 4. Successful completion of each unit will result in a unit certificate from Edexcel. 1 full unit of study is completed each term.

## Who are these programmes designed for?

Our IBC for Tourism Course is designed for those students who are seeking to improve their Business communications skills within the fully immersed environment of Tourism studies.

## Training Objectives

- To equip you with the Business English language you need in order to perform confidently in any professional or academic environment.
- To equip you with the business skills you need in order to meet the demands of a modern work or academic environment.
- To provide you with the specialised business vocabulary you need in order to perform in any professional or academic environment.
- To allow you to enhance your English Language knowledge whilst improving your Tourism subject training.

## Unit schedules

(Please note that unit schedules may be changed and you are required to check with MLS prior to booking what the prevailing unit schedule is).

IBC for Tourism			
Autumn – September	Winter – January	Spring – April	Summer – June
English / IBC English	English / IBC English	English / IBC English	English / IBC English
10 hrs	10 hrs	10 hrs	10 hrs
The Travel and Tourism Sector**#L4	Marketing in Travel and Tourism Sector**#L4	Tourist Destinations**L4	Contemporary Issues in Travel and Tourism**#L4
8 hrs	8 hrs	8 hrs	8 hrs
Galileo	Galileo	Galileo	Galileo
2 hrs	2 hrs	2 hrs	2 hrs
International Business Communications	International Business Communications	International Business Communications	International Business Communications
10 hrs	10 hrs	10 hrs	10 hrs

## Who are these programmes designed for?

Our IBC for Accounting and Finance Course is designed for those students who are seeking to improve their business communications skills within the fully immersed environment of accounting and finance.

## Training Objectives

- To equip you with the Business English language you need in order to perform confidently in any professional or academic environment.
- To equip you with the business skills you need in order to meet the demands of a modern work or academic environment.
- To provide you with the specialised business vocabulary you need in order to perform in any professional or academic environment.
- To allow you to enhance your English Language knowledge whilst improving your Accounting and Finance subject training.

## Unit schedules

(Please note that unit schedules may be changed and you are required to check with MLS prior to booking what the prevailing unit schedule is).

IBC for Accounting and Finance			
Autumn – September	Winter – January	Spring – April	Summer – June
English / IBC English	English / IBC English	English / IBC English	English / IBC English
10 hrs	10 hrs	10 hrs	10 hrs
Managing Financial Resources and Decisions**# L4	Management Accounting: Costing and Budgeting** L4	Financial Accounting and Reporting ** L4	Financial Systems and Auditing** L5
6 hrs	6 hrs	6 hrs	6hrs
Organisations and Behaviour** # L4	Business Strategy**# L5	Working with and Leading People** L5	Business Environment**# L4
4 hrs	4 hrs	4 hrs	4 hrs
International Business Communications	International Business Communications	International Business Communications	International Business Communications
10 hrs	10 hrs	10 hrs	10 hrs

## IBCAF IBC for Accounting and Finance

### Key course information

**Start date:** September, January, April, June

**Course duration:** 4 – 36 weeks

**Entry requirements:** CEFR B1 (please note Visa Nationals may have further restrictions)

**Minimum age:** 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements of study: 1,2,3,5,6 and 7.

**Hours per week:** 22.5 hours (30 x 45 min lessons per week) + 1.5 hours of workshop study. 24 hours in total.

### Course certification:

12 week – MLS Certificate of Studies

24 weeks – MLS Higher Certificate of Studies

36 weeks – MLS Diploma of Studies

**External Certification available:** Students will be prepared for Edexcel units at QCF level 4. Successful completion of each unit will result in a unit certificate from Edexcel. 1 full unit of study is completed each term.

## Key course information

**Start date:** September, January, April, June

**Course duration:** 4 – 36 weeks

**Entry requirements:** CEFR B1 (please note Visa Nationals may have further restrictions)

**Minimum age:** 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements of study: 1,2,3,5,6 and 7.

**Hours per week:** 22.5 hours (30 x 45 min lessons per week) + 1.5 hours of workshop study. 24 hours in total.

## Course certification:

12 week – MLS Certificate of Studies

24 weeks – MLS Higher Certificate of Studies

36 weeks – MLS Diploma of Studies

**External Certification available:** Students will be prepared for Edexcel units at QCF level 4. Successful completion of each unit will result in a unit certificate from Edexcel. 1 full unit of study is completed each term.

## Who are these programmes designed for?

Our IBC for Business Computing course is designed for those students who are seeking to improve their Business communications skills within the fully immersed environment of Business Computing.

## Training Objectives

- To equip you with the Business English language you need in order to perform confidently in any professional or academic environment.
- To equip you with the business skills you need in order to meet the demands of a modern work or academic environment.
- To provide you with the specialised business vocabulary you need in order to perform in any professional or academic environment.
- To allow you to enhance your English Language knowledge whilst improving your Business Computing subject training.

## Unit schedules

(Please note that unit schedules may be changed and you are required to check with MLS prior to booking what the prevailing unit schedule is).

IBC for Business Computing			
Autumn – September	Winter – January	Spring – April	Summer – June
English / IBC English	English / IBC English	English / IBC English	English / IBC English
10 hrs	10 hrs	10 hrs	10 hrs
Business Decision Making** # L5	The Internet and E Business** L4	Business Decision Making**# L5	The Internet and E Business** L4
6 hrs	6 hrs	6 hrs	6 hrs
Practical IT skills	Practical IT skills	Practical IT skills	Practical IT skills
4 hrs	4 hrs	4 hrs	4 hrs
International Business Communications	International Business Communications	International Business Communications	International Business Communications
10 hrs	10 hrs	10 hrs	10 hrs



In addition to the ILEC and ICFE examinations, the MLS IBC courses will assist students to prepare, by way of their content, for the following examinations. Specific examination training may be available via the examination workshop or as part of a fixed syllabus within the IBC English element.



**T.O.E.I.C (Test of English for International Communication)** is an Intermediate to Advanced level exam. You will follow an International Business Communications course which will give you the Business English skills necessary to complete the following exam tasks;

**Reading:** You will develop your reading and grammar skills which will enable you to complete sentences and texts and answer reading comprehension.

**Writing:** You will develop your business writing skills in order to respond to written requests and write an opinion based essay.

**Listening:** You will develop your listening skills which will enable you to answer questions about short conversation, statements and talks.

**Speaking:** You will develop your Business English speaking skills which will enable you to respond to questions, propose solutions and express opinions.

## **BULATS (Business Language Testing Service)**

At MLS we currently offer the online version of the BULATS test. This test, which is run by Cambridge University ESOL Examinations, is suitable for all levels of students who wish to know their level of Business English. There is no pass or fail. Candidates are awarded a grade using CEF descriptors. We regularly hold tests at MLS and results are available straight away.

On the International Business Communications Course you will learn the skills and acquire the language to complete the following exam tasks:

**Reading:** You will learn specific reading skills such as skimming and scanning and dealing with unknown vocabulary. Texts will be set in a business context and include business correspondence, reports and articles from various business publications and newspapers.

**Listening:** You will learn the skills to deal with a range of audio texts including presentations, meetings and telephone conversations. You will practice listening to different accents within an international business environment.

**Use of English:** Throughout the course you will be developing your grammar and vocabulary in order to improve your accuracy in the use of Business English.

For additional practice before taking the BULATS test, students can make use of our library where extra exam practice materials are available and a teacher is always at hand to give advice.

**B.E.C (Business English Certificate)** is available in three levels: Higher (Advanced), Vantage (Upper Intermediate) and Preliminary (Intermediate). You will follow an International Business Communications BEC course which will give you the Business English skills necessary to complete the following exam tasks:

**Reading:** You will learn specific reading skills such as skimming, scanning and dealing with unknown vocabulary. These skills will help you to understand authentic business documents such as reports and proposals. You will also gain reading practice by looking at up to date case studies and articles from various business publications and newspapers.

**Writing:** You will be given training in writing for a number of business purposes and will learn the necessary grammar, structure and vocabulary needed in order to produce successful business documents. You will be taught how to create practical pieces of writing such as business emails, reports, proposals and formal letters.

**Listening:** You will be introduced to a range of accents and speeds of speaking within an international business environment. Listening practice will be delivered through a range of authentic situations such as listening in meetings and taking minutes, listening for key information in presentations and on the telephone and listening for the general meaning in conferences.

**Speaking:** The aim of these lessons is to increase your confidence and fluency through guided work, discussion, role-play and group or individual presentations. Attention is paid to clear production of connected speech as well as of individual sounds. You will gain speaking practice through authentic business tasks such as giving presentations, chairing meetings and using social English for networking.

# Executive & Professional Language Training



## Executive training options

Executive Training is available at MLS through a variety of training models and across our range of Language, English for Special Purposes, Business Communications and Management courses.

Key course models are as below:

### ESG – Executive Small Group

ESG sessions are maximum size 8 and are available subject to demand. Typically the courses are offered across a Business English syllabus, but trainees will be given the opportunity to negotiate their syllabus with the teacher and Head of English for Special Purposes.

### ESG + – Executive Small Group +

ESG plus provides additional tailored training to students who are able to add one-to-one lessons to their Executive Small Group lessons.

### Executive 1:1

One-to-one classes are tailor made sessions on a one-to-one basis. Trainees will be required to complete a full training needs analysis with the teacher or before arrival to ensure training meets the specific needs of the learner.

### Executive Plus

Executive plus programmes enable you to join our standard integrated lessons for 20 or 30 lessons per week and to then have additional one-to-one training to meet your specific needs. This is a popular MLS programme which offers the benefit of learning with and from other students, but also gives you time to discuss your individual learning needs with a private teacher at what is always a competitive price.

## Course options:

- ESG 20
- ESG + 5 (ESG + 5 one-to-one sessions)
- ESG + 10 (ESG + 10 one-to-one sessions)
- ESG + 20 (ESG + 20 one-to-one sessions)
- Executive 20 / 30 / 40 (one-to-one sessions)
- EP 5 (20 integrated plus 5 one-to-one sessions)
- EP 10 (20 integrated plus 10 one-to-one sessions)
- EP 15 (20 integrated plus 15 one-to-one sessions)
- EP 35 (30 integrated plus 5 one-to-one sessions)
- EP 40 (30 integrated plus 10 one to sessions)





### Typical tailor made course availability

English for Special Purposes (ESP) training	
Accounting	Logistics Management
Business Administration	Inventory Management
Customer Relationship Management (CRM)	Project Management
Human Resource Management (HRM)	Sales and Marketing
Law	Business Accounting
Management	Management Accounting
Medicine	Train the Trainer Essentials
Secretarial	Purchasing and Supply Management
Accounting and Finance	Military English – STANAG preparation
Team Building skills	Communication skills
Training and Development	Executive and Personal Assistants

Additional training content is available and we are pleased to respond to specific requests across a wide range of English for Special Purposes. MLS would normally present a full training proposal to clients based upon an initial training requirement and should you wish to receive further details on any of the areas outlined above, please contact us for further information.

### Complimentary Business English Examinations

MLS is pleased to offer a complimentary BULATS examination to all students booking our ESG +; Executive 20, 30 and 40 ; and EP programmes subject to time availability.

**BULATS**  
Business Language Testing Service

## Training Needs Analysis

For every executive client we ask that a training needs analysis is completed. This analysis is the trainee's method of deciding what language development he or she wishes to focus on at MLS. As part of your training needs analysis we ask you to choose from either the general course content options or describe the specific training you are seeking. We will review your analysis and can focus our course balance to meet your very specific needs. We may seek further information from you before the course or on your arrival.

MLS works with approximately 50 staff with a wide variety of language training and management backgrounds to provide tailored programmes. We have become a market leader in management and language training for the world of business. Our client list speaks for itself and many governments and blue chip companies, particularly from the oil, aviation and financial sectors have benefited from MLS training. We not only provide high-level training programmes, but understand clearly the need for high level client services and hospitality.

## Recent Clients

- Ministry of Defence Czech Republic
- Acome, France
- Shell Brunei
- Cogema, France
- EDF, France
- EBARA, Japan
- Kuwait National Guard
- Royal Saudi Airforce
- Sonangol, Angola
- Ministry of Defence, Spain
- Civil Aviation Authority, Libya
- Total Oil, Libya
- Royal Airforce, Oman
- Ukrainian State Air Traffic Service Enterprise
- Qatar Telecom (QTEL)
- Great National Assembly, Turkey
- Ernst and Young, Japan
- Price Waterhouse Coopers, Japan

## Client References

“Teachers are all experienced and have business knowledge. Language laboratory is excellent”. (Naoko, Japan)

“All teachers are very excellent and staff are very kind”. (Kiyoyuki, Japan)

“1:1 lesson was excellent”. (Sadaaki, Japan)

[Courses] “suitable and adapted for me” (Sebastian, France) “My English knowledge extended substantially and I have learnt a lot of things about English” (Mustafa, Cyprus)

“Excellent methods of teaching and good environment. Excellent course book” (Leandro, Brazil)

“I think the staff in MLS are brilliant and they try to help as much as they can” (Irene, Spain)

“The student service, or client service is particularly good. Everybody in the school is very helpful and friendly. The materials and books are chosen very well” (Nora, The Netherlands)

“The atmosphere is really warm and friendly” (Emre, Turkey)



# The Aviation Language Centre





## English for Aviation Language Training

Designed to meet the English-language training requirements of flight crew and ANSP personnel, MLS offers a series of short-course certificate programmes in aviation-based professional English-language communication skills to ICAO Operational Level 4 and beyond.

Our short-course certificate programmes offering 30 academic hours of tuition per week are the best way for you to revise, consolidate and extend your use of plain language in the context of aviation and form the perfect preparation for any ICAO compliant English for Aviation language test.

## Specialised Nature

The MLS English for Aviation programmes have been specifically devised to meet the language learning objectives of flight crew and air traffic controllers. With the focus on effective communication, rather than on operational procedures, their specialised content is set firmly in the context of the operational environment and consistently reflects language use in professional situations.

At all levels the programmes provide instruction and practice in the day-to-day language you need, facilitating your learning and encouraging you to broaden your range of effective professional and operational aviation communication skills.

## Specialised Content

The following specialized content is included in the full 48-week MLS English for Aviation programme:

- The language of aerodrome communications
- The language of en-route communications
- Pilot / controller & controller / controller interactions
- Triggering actions in aeronautical communications
- Sharing information in aeronautical communications
- Incident reporting in aeronautical communications
- Aviation related lexis
- Miscellaneous language of aeronautical communications

## Programme Objective

The overall objective of the English for Aviation language training programme is to develop your communication skills to a level that will allow you to demonstrate a level of language proficiency equivalent, as a minimum, to that of Operational Level 4 on the ICAO Language Proficiency Rating Scale.

## EA English for Aviation

### Key course information

**Start date:** On request

**Course duration:** 4 weeks (other durations by request)

**Entry requirements:** ICAO level 3 (please note Visa Nationals may have further restrictions)

**Minimum age:** 18 years old (MLS can accept 16 and 17 year olds at its discretion)

**Course content:** Course will be provided by MLS selection from the following elements of study: 1,2,3 and 9

**Hours per week:** 22.5 hours (30 x 45 min lessons per week) + 1.5 hours of workshop study. 24 hours in total.

### Course certification

MLS English for Aviation Certificate

**External qualifications available:**

CAAi EALTS examination



## Introduction

MLS is the first test centre to be established in the UK to run the CAAi EALTS examination.

The CAA International English for Aviation Language Test (EALT) is a test of English language proficiency in the context of aviation specifically developed in response to the ICAO 2008 Language Proficiency Requirements.

The EALT is intended for flight crew and air traffic control personnel requiring the assessment and certification of their English language proficiency in accordance with the ICAO March 2008 standard. The EALT allows non-native English speaking aviation personnel to demonstrate their proficiency in the English language in the context of aviation and aeronautical communications. Although designed for operational personnel, set in the context of the operational environment, and reflecting language use in professional situations, the focus of the test is on language proficiency, not on operational procedures.

The EALT has been used to assess the English for Aviation language proficiency of pilots and air traffic controllers from over 25 ICAO Member States for benchmarking and/or license endorsement purposes, making it one of the more widely used English for Aviation language tests currently available and conferring upon it important aviation industry and regulatory validation. The EALT is an appropriate tool for obtaining the necessary gradable language sample from which can be made accurate and reliable assessments of language proficiency for professional licensing purposes in accordance with the ICAO 2008 Language Proficiency Requirements.

Further details regarding the test are available at [www.ealts.com](http://www.ealts.com)

## Further MLS International English for Aviation Services

In addition to our English for Aviation language training and assessment services, MLS International is pleased to offer the following services in the area of English for Aviation.

### MLS International English for Aviation Language Consultancy

The MLS International English for Aviation consultancy work has grown out of our close relationships with our clients and our understanding of the complexities they face in complying with the ICAO requirements. Our expert consultants work together with Human Resource and Training Managers to assist them in analysing their language requirements, in exploring the training and assessment options available and in achieving their language objectives.

### Consultancy can include:

- Inspections of language training departments, facilities and resources
- Audit of General English language and English for Aviation language proficiencies
- Diagnostic language assessment, screening and evaluation of personnel
- Needs analysis for language training
- Feasibility studies including financial / budget forecasts
- Training and assessment strategy development: developing a plan for ICAO compliance
- Developing training plans and schedules including financial and budget forecasts
- English for Aviation programme development
- English for Aviation syllabus, curriculum and course design
- English for Aviation materials and resource development
- English for Aviation trainer and assessor training
- Monitoring & evaluation of language programmes including report-writing and feedback

Consultancy can also include guidance on the selection of published General English teaching materials and resources for supportive language training for ICAO Level 1 Pre-Elementary and Level 2 Elementary English language learners.

### Training the English for Aviation Language Trainers

An efficient way for an organisation to meet the ICAO language requirements and to develop language training autonomy is by increasing its overall training capacity. The MLS International English for Aviation Teacher Training Programme upgrades the skills of aviation and teaching professionals and provides them with the competencies required to deliver effective English language training to ANSP and flight crew personnel.

### Training the English for Aviation Examiners: Interlocutors and Assessors

A further step an organisation may take to meet the ICAO language requirements and to develop autonomy in language assessment is to develop and certify its own English for Aviation examiners. The MLS International English for Aviation Examiner Training Programme upgrades the skills of aviation and teaching professionals and provides them with the competencies required to administer language testing and assess language proficiency in accordance with the ICAO Language Proficiency Rating Scale and its accompanying Holistic Descriptors.

Further details of all the MLS International English for Aviation services are available on request





The following courses are available on demand please ask for details of fees and dates.

## Teacher tutorials

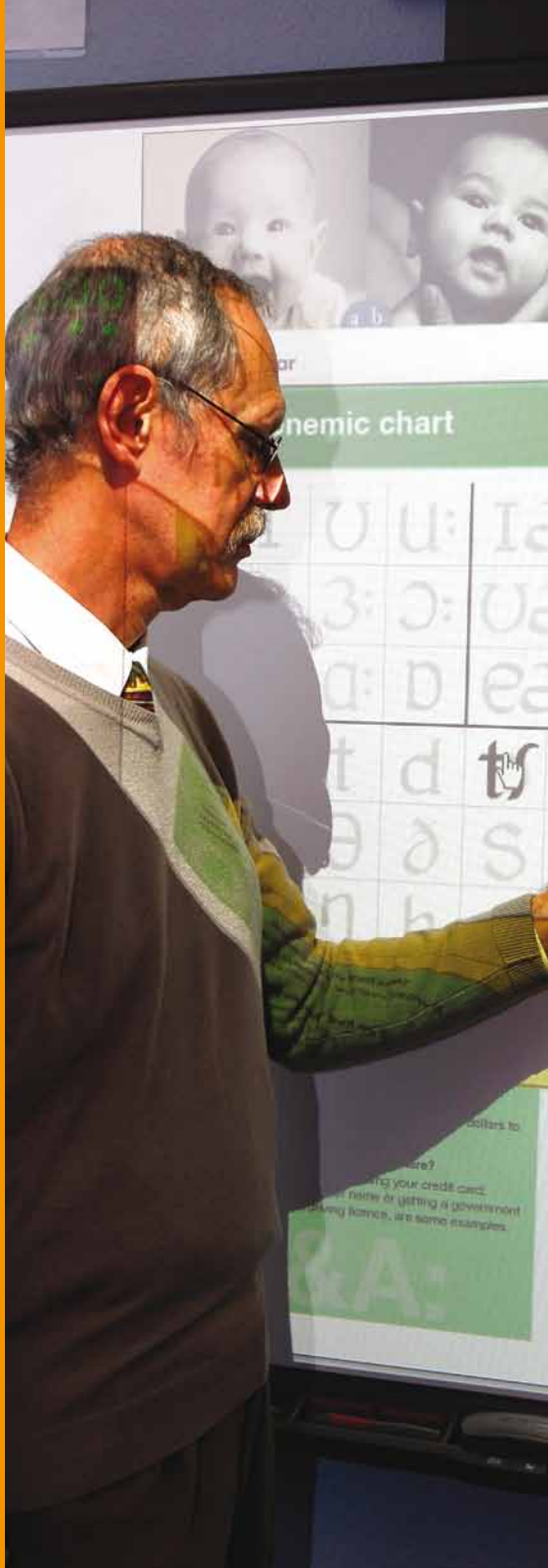
If you are a teacher or a prospective teacher you may wish to combine your own professional language development with a clear focus on the methodology of language teaching in general.

## Overseas Teacher Refresher courses

From time to time MLS offers groups of teachers the chance to follow an intensive course on language teaching methodology. The course can be organized according to client group demand.

The language methodology focus will be agreed with the teachers, but may include the following areas:

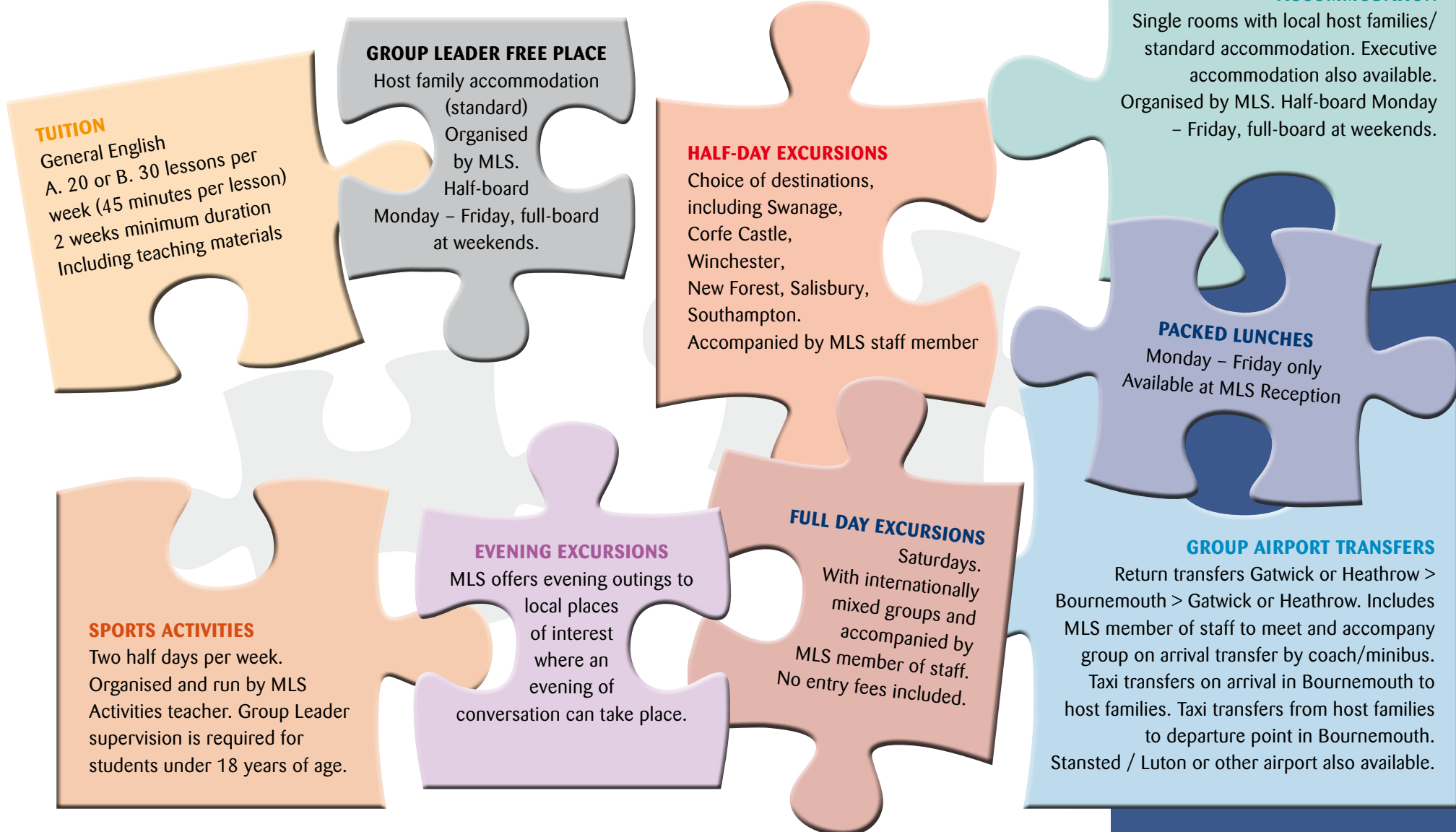
- variety of activities within the lesson, including staging and sequencing of activities
- student-centred activities
- teacher monitoring of student interaction and classroom management
- teacher rapport with class – humour, responsiveness, classroom atmosphere
- attention given to the opportunities for students to personalise the language in focus
- exploitation of teaching material
- communication in the classroom
- checking understanding of language and concepts





**Group packages:**

MLS is pleased to provide a specific quotation for your group needs and our typical group options are as below.



**TUITION**

General English  
A. 20 or B. 30 lessons per week (45 minutes per lesson)  
2 weeks minimum duration  
Including teaching materials

**GROUP LEADER FREE PLACE**

Host family accommodation (standard)  
Organised by MLS.  
Half-board  
Monday – Friday, full-board at weekends.

**HALF-DAY EXCURSIONS**

Choice of destinations, including Swanage, Corfe Castle, Winchester, New Forest, Salisbury, Southampton.  
Accompanied by MLS staff member

**ACCOMMODATION**

Single rooms with local host families/ standard accommodation. Executive accommodation also available.  
Organised by MLS. Half-board Monday – Friday, full-board at weekends.

**PACKED LUNCHES**

Monday – Friday only  
Available at MLS Reception

**SPORTS ACTIVITIES**

Two half days per week.  
Organised and run by MLS Activities teacher. Group Leader supervision is required for students under 18 years of age.

**EVENING EXCURSIONS**

MLS offers evening outings to local places of interest where an evening of conversation can take place.

**FULL DAY EXCURSIONS**

Saturdays.  
With internationally mixed groups and accompanied by MLS member of staff.  
No entry fees included.

**GROUP AIRPORT TRANSFERS**

Return transfers Gatwick or Heathrow > Bournemouth > Gatwick or Heathrow. Includes MLS member of staff to meet and accompany group on arrival transfer by coach/minibus. Taxi transfers on arrival in Bournemouth to host families. Taxi transfers from host families to departure point in Bournemouth. Stansted / Luton or other airport also available.



# University Pathways

## Working with Universities

MLS has held strong Universities partnerships since its first Foundation programme in 1989, which was developed in collaboration with the then Dorset Institute of Higher Education, which subsequently became Bournemouth University.

Further information regarding our University Pathway programmes and our University collaborations are available on request and via our separate publications.



# A LIST OF OUR KEY PROGRAMMES

- UP1a** Advanced Undergraduate Foundation Diploma (Business and Management route)
- UP1b** Advanced Undergraduate Foundation Diploma (Business and Management route) – Fast track
- UP2** Advanced Undergraduate Foundation Diploma (Technology route)
- UP3** HND Business (Management) and (Marketing) routes.
- UP4** Pre Masters Study
- UP5** Academic Year English Studies

The list of universities making offers to our students since 2002 is below.

University	UG	PG	University	UG	PG	University	UG	PG	University	UG	PG
Aberdeen	1		Dundee	3		Liverpool John Moores	3		Sheffield	8	
Anglia Ruskin	5		Durham	3		London Metropolitan	18	1	Sheffield Hallam	4	
Aston	15	1	Essex	9	1	Loughborough	4	1	SOAS		2
Bangor	5		Exeter	5	2	Liverpool	6		Solent	78	1
Bath Spa	7		Glamorgan		2	Manchester	4	1	Southampton	41	6
Bath	3		Glasgow	1	1	Middlesex	12	3	South Bank	5	
Bedfordshire	10		Gloucester	1		Manchester Metropolitan	11		St Andrews		1
BFTCS	4		Goldsmiths	1	2	Newcastle	7		Strathclyde	3	1
Birmingham	15	1	Greenwich	13	1	North London	1		Sunderland	2	3
Birmingham City	19	2	Hertfordshire	6	3	Northumbria	39	1	Surrey	38	2
Bournemouth	190	65	Huddersfield	1		Nottingham Trent	19	1	Sussex	5	1
Bradford	5	1	Hull	15		Nottingham	11		Swansea Institute	2	1
Bristol	1		Heriot Watt	2		Northampton	1		Thames Valley	6	
Brunel	1	7	Imperial		2	Oxford Brookes	178	6	University College London	2	2
Brighton	17		Keele	9	1	Plymouth	26	1	University of East Anglia	13	
Buckingham	3		Kent	4	2	Portsmouth	106	8	University of East London	4	1
Buck Chilterns	2		Kingston	16		Queen Mary		1	UMIST		1
Canterbury Christchurch	1		Lancaster	37		Queens	1		UWE	4	
Cardiff	2	2	Leeds Metropolitan	1	2	Reading	14		Warwick	2	2
CITY	6	3	Leeds	5	5	Regents College		1	Westminster	5	7
Coventry	9	1	Leicester	26	5	Royal Holloway	7	1	York	3	
De Montfort	9		London Guild Hall	1		Roehampton	26	1			
Derby	19	4	Lincoln	6		Salford	1	1			

UG - Undergraduate | PG - Postgraduate

We thank all our students, past and present who have contributed to MLS' support of the charitable work of "Reaching the Unreached". We continue to commit funds to this wonderful charity and take this opportunity to let you know more about their work.

The work of Reaching the Unreached takes place in villages in a remote area of south India and is designed to support families, children and individuals who need assistance with health, financial, social, housing, employment, water and education matters.

### **The President of RTU, Brother James writes about how the educational work has developed:**

"In the 1970s when RTU began... we did not run our own schools, but we decided to improve what existed in two villages in schools run by the Government, all of which were in very bad condition. Many children did not go to school because they went to work in order to support their impoverished families. We offered to replace their small wages to the families if the children went to school. This was successful and most children attended school. Eventually all the parents decided that they no longer wanted to receive that money.

Twenty five years ago we started to build our own schools and pre-schools... We now have four fairly large schools up to Higher Secondary with excellent auditoriums and a complex of science labs, dance rooms, computer labs and excellent playgrounds – and a very large sports ground. In addition to all this we have three superbly equipped mobile school science labs – each with its own teachers – which travel all over the area going to Government schools which cannot boast of even a test tube."

*Taken from The RTU Newsletter, June 2010*







**RTU's latest Annual Report summarises the current educational provision:**

- 11 kindergartens ('balwadis') and day-care centres for around 300 pre-school children. For the youngest toddlers, who are often malnourished, this care enables their parents to go for any available work. The children receive 3 meals a day, as well as medical care and a lot of stimulation. As with all RTU's work, only the poorest children are admitted.
- 3 primary schools, serving 700 children. A midday meal, uniform, and learning materials are provided free to each child.
- The Higher Secondary School caters for 600 children up age 16 (girls to 18 – the older boys go to private schools, paid for by RTU). Beyond age 18 RTU supports those able to go on to study vocational/professional courses – examples are nursing, engineering, pharmacy, teaching. In late 2010 106 students were on such courses.
- A cooked lunch is provided for all the children – and for a number of destitute elderly people: 1800 meals every day.
- At the heart of RTU's work with children are 4 Children's Villages and 6 Hostels for teenagers, caring for about 850 young people who have lost or been abandoned by their parents. RTU's support continues until they are independent adults.
- For local village children from poor families, there is a scholarship fund enabling some of them to train for worthwhile careers.
- An 'Open School' is run for the benefit of slow learners and children who have dropped out of mainstream education. 12 'Study Centres' are run in various villages, enabling children to have somewhere to do school homework in the evening, as well as providing extra tuition.
- 3 'Mobile Science Labs' – vehicles equipped with everything necessary for classroom demonstrations and experiments – visit more than 80 government schools, supporting the schools' own teachers in the national curriculum.



You can find further details regarding the work of Reaching the Unreached on their website at [www.rtu.org.uk](http://www.rtu.org.uk) and [www.rtuindia.org](http://www.rtuindia.org)

*RTU in the UK is a registered charity No: 1091295.*





# Client Services Information





## Accommodation

During your stay, you will spend much time at MLS College studying but it is likely you will spend more time in your accommodation. MLS believes that the quality of service you receive from your accommodation in the UK is a major factor in the success of your stay in Bournemouth.

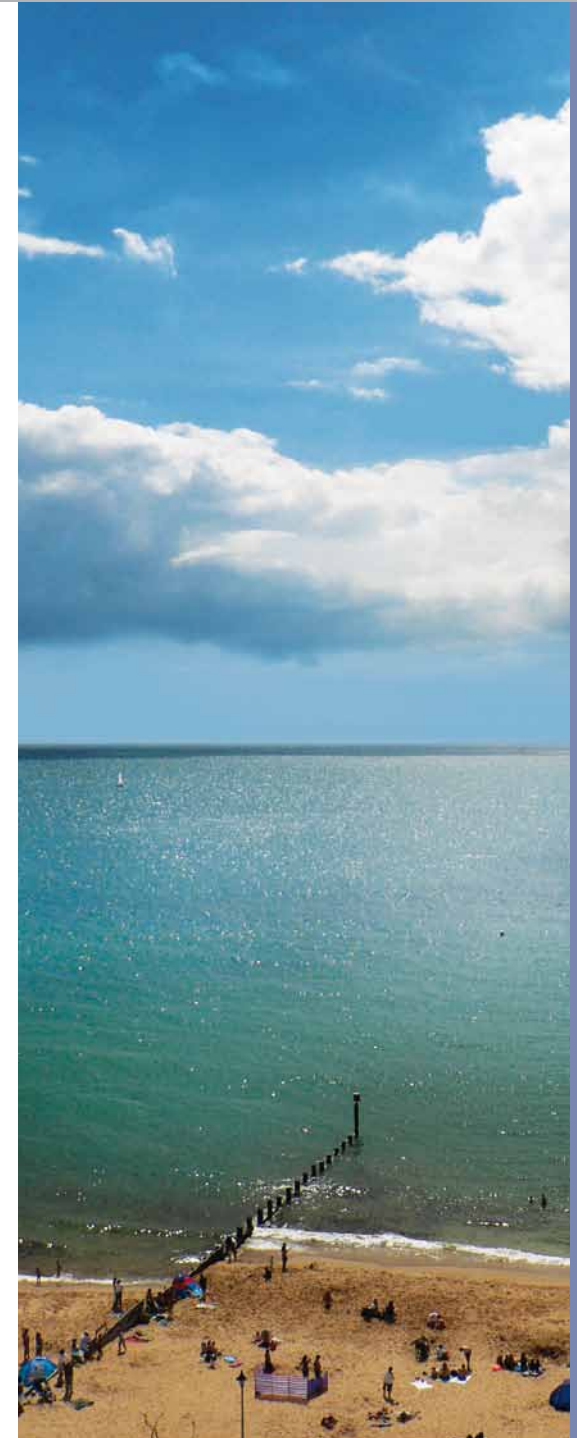
MLS takes great care in selecting accommodation on behalf of its students and we aim to match your specific requests against our database of accommodation. Students have a good choice of accommodation options:

- Homestay accommodation
- Twin Homestay accommodation
- Private home accommodation
- Homestay accommodation – en-suite
- Executive Homestay accommodation
- Self catering Homestay accommodation
- Student residence
- Apartments
- Guest houses
- Hotels

Most clients stay with an English host family, close to the college or in recognised student areas, and this is recommended for the advancement of English language learning. Each family is visited by our Accommodation Officer who ensures that a high quality of service is maintained, in line with British Council requirements. You will receive a booklet about living with an English host family to assist you in understanding any cultural differences. At any point during your stay with a host family, you will be able to talk with our Accommodation Officer for advice, should you need this.

If you wish to stay in accommodation which is not part of the MLS Homestay network, we will be pleased to assist you in arranging alternative accommodation. Prices will vary and contractual terms will apply. Please contact the college for further information.

Full information regarding our accommodation options is available in our separate accommodation information leaflet.





### **Pastoral Care**

During your stay in the UK we hope you will never require medical or welfare assistance. However, should you need assistance in this regard, our Welfare Officer will assist in all welfare matters, e.g. appointments with doctors, dentists, opticians etc. Our staff are sympathetic to students' personal problems and are experienced in handling and solving the various difficulties that can arise when living away from home.

It is strongly recommended that students take out personal travel, medical and course cancellation insurance to cover unexpected events whilst in the United Kingdom.

### **Airport Transfer Service**

MLS offers a personal welcome at your point of entry in the UK, available on request. Our driver will meet you at the airport and take you directly to your accommodation. A return airport transfer service is also available on request. Please note Bournemouth has an international airport and many European flights now arrive weekly at Bournemouth.

### **MLS Learning Resource Facilities**

#### **MLS offers the following facilities:**

A beautiful Victorian main campus building with over 30 classrooms

Additional Georgian premises offering 10 further classrooms

Two IT suites

A digital language laboratory (Sanako Lab 300)

Free Internet access for students

Coffee Lounge with wireless internet connection

Library

Interactive whiteboards





## Extra Curricular Activities

### What activities can you add on to your course?

MLS and Bournemouth offer many activities outside of learning time.

### The MLS Social Programme

Social activities are regularly arranged by MLS, and these include weekend visits to sites of interest around the UK, including London, Bath, Oxford, Salisbury / Stonehenge.

We offer regular evening visits to places such as local country pubs, skittles, bowling nights, karaoke evenings and many other activities, giving you the chance to taste regular English life.

We also run a regular once a week sports session, involving either volleyball or football with other students.

### Golf

There are over 10 golf courses within a 5 mile radius of Bournemouth. We will be pleased to arrange golf tuition or arrange a game of golf if you wish. Fees vary for golf but a good course can be found for as little as £20.00 per round.

### Watersports

Poole Harbour offers one of the world's finest locations for watersports, including windsurfing, yachting and sea fishing.

Our reception and social staff are happy to advise students on all of the above activities and more. The area has superb sporting facilities including tennis, swimming, water-skiing, jet skiing, horse riding, golf, sailing, dry-slope skiing, bowling, football, squash and athletics. Bournemouth has an international events and conference centre and a number of leisure centres – all available for use by overseas students.

*Additional costs may be incurred on all the above activities.*





### MLS' location and Bournemouth

MLS is situated in the heart of the downtown area of Bournemouth, minutes walk from the sea and amidst the wide array of shops, bars and cafes that Bournemouth has to offer.

Bournemouth itself is situated approximately two hours south west of London and within easy reach of Heathrow, Gatwick, Southampton and our own Bournemouth Airport. Bournemouth is sited on a main line train route from London and National Express Coaches run regular services to Bournemouth. Please visit our website for current links to travel websites.

Bournemouth is a premier holiday resort with miles of sandy beaches, national parks nearby and excellent shopping and leisure facilities. Tourism and education are major industries but the town is also a centre for banking, insurance and high-tech industries. Bournemouth is within easy reach of London and has good communication links with other parts of Britain. The area to the west of Bournemouth, known as the Jurassic Coast, is designated as a World Heritage Site and is famous for its geological importance and beauty. The area is favoured with a warmer than average climate for Britain and offers an excellent learning environment. Bournemouth is a major holiday and leisure town in the UK and you will have a wide choice of activities to choose from during your stay.



Key places of interest near Bournemouth:  
 Bournemouth Beach  
 Poole Harbour  
 The New Forest  
 The Jurassic Coast  
 Stonehenge  
 Further information regarding Bournemouth and the surrounding areas are available at: [www.bournemouth.co.uk](http://www.bournemouth.co.uk) or [www.wittdo.com](http://www.wittdo.com)

	Formal / Neutral	Informal
<b>Name</b>	Dear Sir/Madam, Dear Sirs, Dear Dr/Professor + <i>surname</i> , Dear Mr / Mrs / Ms + <i>surname</i> , Dear + <i>first name</i> , To whom it may concern	Hi/Hello + first name, Mary, ... (or no name at all)
<b>Previous contact</b>	Thank you for your e-mail of... Further to your/my last / most recent e-mail... Further to your/my message of the 20 <sup>th</sup> March,... I apologise for not getting in contact with you before now, but...	Thanks for your e-mail. I was really pleased to get your message. It was great to see you / hear from you. Re your e-mail, ... Sorry I haven't written for ages but I've been really busy.
<b>Opening</b>	In reply to your e-mail, here are... Your name was given to me by...	I hope you are well. / I hope all is well. How are you? How are things? How's it going?
<b>Reason for writing</b>	I am writing in connection with... I am writing to enquire about... I am writing in response to... I am writing to inform you that... We would like to point out that...	Just a short note about... Just a quick note to say... Here's the... you asked for / asked about. I'm writing about... Just to let you know... I got your name from... Please note that...
<b>Informing</b>	We are able to confirm that... I am delighted to tell you that... We regret to inform you that...	We can confirm that... Good / Great news! Unfortunately... I'm sorry but...
<b>Attachments</b>	Please find attached my report. I am sending you... as a <i>pdf. file / word document</i> etc.	I've attached... Here is the ... you wanted.
<b>Asking for information</b>	Could you give me some information about...? I would like to know...	Can you tell me a little about...? Tell me...
<b>Requesting</b>	I would be grateful if you could... I wonder if you could... Thank you in advance for your help in this matter. Please accept my apologies for...(+ing).	Please... Could you...? I'd appreciate your help with this.

	Formal / Neutral	Informal
<b>Requesting</b>	I would be grateful if you could... I wonder if you could... Thank you in advance for your help in this matter. Please accept my apologies for...(+ing).	Please... Could you...? I'd appreciate your help with this.
<b>Promising action</b>	I will investigate the matter. I will contact you again shortly.	I'll look into it. I'll get back to you soon.
<b>Offering help</b>	Would you like me to...? Let me know whether you would like me to...	Do you want me to...? Let me know if you'd like me to...
<b>Final comments</b>	Thank you for your help. Do not hesitate to contact us again if you require further information. Please feel free to contact me again if you have any further questions. My direct line is... I look forward to...(+ing) Please keep me informed regarding... I can be contacted at the address above or on ( <i>number</i> ). Thank you in advance for...	Thanks again for...(+ing) Let me know if you need anything else. Just give me a call if you have any questions. My number is... Looking forward to...(+ing) Let me know when you are free so we can get together. It would be great to hear from you. Please let me know about... Give me a ring / Drop me a line and let me know...
<b>Closing</b>	I look forward to hearing from you (in due course). Thank you for your kind attention. Please pass on my regards to... Yours faithfully, Yours sincerely, Yours truly, Best wishes, Regards,	Say hi to ... for me. Hope to see you / speak to you soon. Write soon. / Keep in touch. Speak to you soon. / See you soon. Bye (for now), All the best / Best wishes, Take care / Love / Lots of love Kind regards,

Here are some common expressions and phrases which can be used in different kinds of business writing.





M.L.S. International College, Westover Chambers  
Hinton Road, Bournemouth, Dorset, BH1 2EN, UK

MLS House, 8/9 Verulam Place, Bournemouth,  
Dorset, BH1 1DW, UK

Tel: (Overseas +44 - 1202) 291556/299552  
Fax: (Overseas +44 - 1202) 293846

Email: [admin@mls-college.co.uk](mailto:admin@mls-college.co.uk)  
Website: [www.mls-college.co.uk](http://www.mls-college.co.uk)