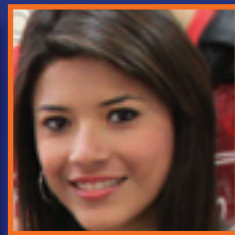




English Courses for Adults



Helping you to build your future

The aims of The English Language Centre are:

- excellence in the teaching of English as a foreign language
- awareness of the changing needs of our students
- service to our students
- good administration and care of our staff

We exist to give students the best teaching and learning facilities we can.

We believe in the need to continually review and invest in new teaching materials, equipment and technology, and in the development of our staff.

We know that the welfare of students and staff is of great importance in maintaining the friendly but purposeful atmosphere that we provide.

We believe that only good administration can give both students and staff the support and confidence they need.



Welcome to The English Language Centre Brighton

ELC Brighton, founded in 1962, is a not-for-profit charitable educational foundation with a strong commitment to providing quality English language teaching and excellent student services.

The school is accredited by the British Council and we are inspected against strict criteria every four years. We are also members of Quality English and IALC, two organisations of independent, high quality language schools. ELC Brighton is partnered with Eastbourne School of English.

We understand that everyone is unique with different needs and different goals. From your first contact with us we will provide you with individual attention. Our whole team of staff is dedicated to providing you with excellent courses in a warm, friendly and professional environment, as well as caring for every aspect of your stay.

At ELC we offer you

- a friendly, caring and safe learning environment
- a wide variety of English language courses for adults
- experienced and professional teachers
- excellent facilities
- over 50 different nationalities every year
- free support and advice with university applications
- a full programme of afternoon/evening social activities and weekend excursions
- great location (50 minutes by train from London, close to international airports)

Contents	Page
General English	2-3
Examination Courses	4-5
Long Term Study	6-7
Courses for Teachers	8-9
English for Business	10-11
Summer Vacation Courses	12
Social Programme	13
Brighton	14
Accommodation	15
Social Programme and Events	16

Facilities

- 30 well-equipped classrooms
- Study Centre with computer room and library
- free WLAN
- 2 student lounges with flat-screen TVs
- student 'kitchen' with microwaves, kettles and drinks' machines
- Lecture Hall
- book shop
- interactive whiteboards

General English

Our General English Courses are designed to give you the confidence to communicate effectively in real-life situations. The courses provide a balanced programme focusing on the skills of speaking, listening, reading and writing whilst covering essential grammar, vocabulary, pronunciation, idioms and colloquial language.

The courses provide effective training for students who need English for work, study or travel and can provide preparation for a number of exams including IELTS, TOEFL, TOEIC, KET and PET.

You can choose either:

- 25 lessons General English (GEA)
- 30 lessons General English (GEB)
- 20 lessons General English + 10 lessons of special options

For stays of more than 24 weeks choose our Study Year Programme (SYP).

KEY FACTS

- placement test to ensure a class at the right level
- regular progress checks + daily homework
- multi-national classes
- at least one lesson a week in the computer laboratory
- all course material + end of course certificate provided



COURSE INFORMATION

General English

Course length: Minimum 2 weeks, start any Monday

Number of lessons per week: GEA - 25 (18.75 hours); GEB - 30 (22.5 hours)

Maximum Class size: 12

Level: All levels, Beginner (A1) to Advanced (C1)

Minimum age: 17 (16 in January and February)

Afternoon Options

To study more intensively and focus more specifically on your goals choose one of our afternoon options.

General English + English for Work (GEW)

This afternoon option is ideal for students with little or no experience of using English for work. It is designed to introduce English used in everyday office situations and in routine communication between companies. Each lesson will focus on a particular area such as

- using the telephone
- presentations, meetings and negotiations
- business correspondence (emails, letters and faxes)
- business vocabulary

General English + TOEIC (GET)

This afternoon option is designed to provide complete and thorough training for the reading and listening papers of the TOEIC exam. You can choose to take the exam at ELC in the final week of the course.

General English + Exam skills (GES)

This afternoon option is designed to develop the skills necessary to be successful in your exams. It provides training in exam technique and all other aspects of exams. It is ideal for students who need extra preparation for TOEIC, TOEFL and IELTS.

General English + One-to-One (GEO)

This afternoon option offers individual lessons with a teacher who will design the course according to your specific needs. For example, you can

- develop your general English skills further eg conversation, pronunciation, writing
- have specific preparation for an exam eg IELTS, TOEIC, TOEFL, CAE or FCE
- focus on a specific area related to your job eg an important presentation, telephoning, medical English

COURSE INFORMATION

General English + Afternoon Options

Course length: GEW, GET: 2 weeks, fixed dates. GES, GEO: minimum 2 weeks, start any Monday

Number of lessons per week: 30 (22.5 hours). 20 x General English + 10 x afternoon option

Maximum Class size: 12

Level: GEW, GES, GET Intermediate (B1) to Advanced (C1). GEO all levels, Beginner (A1) to Advanced (C1)

Minimum age: 17 (16 in January and February)

Examination Courses

Examinations at ELC

Good qualifications in English are now essential. ELC provides a wide range of courses and examinations to help you achieve the English language qualifications you need.

We can help you prepare for:

- IELTS, TOEIC, TOEFL
- Pitmans ESOL and SESOL exams
- Cambridge ESOL exams (CPE, CAE, FCE, PET, KET, BEC, BULATS)
- LCCI English for Business Examinations
- Trinity Graded Examinations in Spoken English

ELC is an official examination centre for:

- TOEIC
- Pitmans SESOL (Spoken English for Speakers of Other Languages)
- LCCI (The London Chamber of Commerce and Industry) English for Business Examinations
- Trinity GESE (Graded Examinations in Spoken English)
- Cambridge ESOL BULATS

KEY FACTS

- full-time exam courses, Monday to Friday, with the exam at the end of the course
- regular tutorials with your teacher to give individual help and study advice
- all course books and materials included (exam fees not included)
- mock examinations under exam conditions
- regular homework



Achieve Your Goals

Cambridge Examination Courses (CC)

The Cambridge Examination courses are designed to improve your overall language ability in addition to developing the language skills necessary to pass your chosen Cambridge ESOL exam (FCE, CAE or CPE). They provide complete and careful preparation for all 5 papers of the examinations and include practice interviews with experienced Cambridge examiners.

IELTS Preparation Course (IELTS)

The appropriate IELTS score is now the standard requirement for entry to a UK university. This full-time course provides complete and careful preparation for all aspects of the academic module and includes guidance and practice in all 4 papers of the IELTS exam (reading, writing, listening and speaking).

Introduction to Business English (IBE)

This course is designed for students who are either at an early stage in their careers or students who have not yet started working. The aim of the course is to give you a good general knowledge and understanding of the use of English in business situations. The course also prepares you for the London Chamber of Commerce and Industry English for Business exams.

You will be introduced to specific skills such as:

- meetings, interviews, presentations, negotiations
- writing reports
- communicating effectively on the telephone
- corresponding effectively in business (emails, letters and faxes)



COURSE INFORMATION

Examination Courses

Course length: CC: 4 - 13 weeks, fixed dates; IELTS, IBE: 4 weeks, fixed dates

Number of lessons per week: 25 (18.75 hours)

Maximum Class size: 12

Level: Intermediate (B1) to Advanced (C1)

Minimum age: 17 (16 in January and February)

Long Term Study

Study Year Programme (SYP)

The Study Year Programme is designed to provide a comprehensive language programme which will help you prepare for your future and achieve internationally recognised qualifications. It is a flexible combination of our general English and exam courses.

The programme is ideal for highly motivated people who need to:

- develop overall confidence and fluency in English
- communicate effectively in English
- gain internationally recognised qualifications
- develop English for social, academic and work environments

This programme allows you to study on a wide variety of ELC courses, including General English, IELTS, Cambridge ESOL exams and Introduction to Business English. Your own personal adviser will meet you regularly to plan your personal programme and give ongoing study advice and support.

For EU students the Study Year programme can also be combined with our Work Experience Programme (internship)

KEY FACTS

- a choice from a wide variety of courses and options
- the cost of two external exams on ELC exam preparation courses included
- preparation for exams such as Cambridge ESOL, IELTS, TOEIC and TOEFL
- all course material + end of course certificate included
- regular monitoring of progress

COURSE INFORMATION

Study Year Programme

Course length: Minimum 24 weeks, start any Monday

Number of lessons per week: Minimum 25 (18.75 hours)

Maximum Class size: 12

Level: All levels, Beginner (A1) to Advanced (C1)

Minimum age: 17



Level and Examination Guide

ELC Exam Guide

ELC Level	CEFR	Cambridge	IELTS	TOEFL iBT	TOEIC	Trinity GESE	Cambridge BEC	BULATS
Upper advanced	C2	CPE	8 - 9			12		90 - 100
Advanced	C1	CAE	6 - 7	110 - 120	945	10 - 11	BEC Higher	75 - 89
Upper-intermediate	B2	FCE	5 - 6.5	87 - 109	785	7 - 9	BEC Vantage	60 - 74
Intermediate	B1	PET	4 - 5	57 - 86	550	5 - 6	BEC Preliminary	40 - 59
Pre-intermediate	A2	KET	3		225	3 - 4		20 - 39
Elementary	A1/A2				120	1 - 2		0 - 19
Beginner	A1							

This table provides an approximate guide of which exams can be taken at each level

ELC Level Guide

CEFR* Levels	ELC Levels	Level aims
C2	Upper-Advanced	<ul style="list-style-type: none"> use English very well in demanding situations performance level may be above average native speaker
C1	Advanced	<ul style="list-style-type: none"> use English well in all but the most demanding situations use and understand complex language
Council of Europe: Vantage		
B2	Upper Intermediate	<ul style="list-style-type: none"> use English effectively in all familiar situations use more complex English and cope with more demanding situations
B1	Intermediate	<ul style="list-style-type: none"> use English to express simple ideas and achieve results use range of basic language well in most situations
Council of Europe: Threshold		
A2	Pre-Intermediate	<ul style="list-style-type: none"> use English in most familiar situations use English in a limited way in more difficult situations
Council of Europe: Waystage		
A1/A2	Elementary	<ul style="list-style-type: none"> develop English skills to 'survival' level use English only in very familiar situations
A1	Beginner	<ul style="list-style-type: none"> learn basic vocabulary and structures for simple communication

*CEFR = Council of Europe's Common European Framework of Reference for Languages. Most ELC students take an average of 12 weeks to complete a level.

Courses for Teachers

Our teachers' courses aim to meet your professional needs and are ideal for overseas teachers of English. These very practical courses are designed to:

- keep you up-to-date with developments in language teaching
- expand your range of teaching techniques
- encourage you to reflect on your personal teaching context
- develop your fluency and knowledge of English
- experience different aspects of life and culture in the United Kingdom

Mixed nationality classes allow you to share ideas and experience with colleagues from other countries. In addition, you will refresh and extend your understanding and knowledge of English language and culture.

EU Funding – Lifelong learning Programme

The teachers' courses at ELC are eligible for EU funding. It may be possible to have financial assistance through the LLP. The grant covers tuition, accommodation, travel and subsistence.

For more information look at the Teachers' Courses page on our website at www.elc-brighton.co.uk/courses/teachers-financial-assistance.php

KEY FACTS

- pre-course questionnaire and tasks to focus on your needs
- good balance between theoretical and practical ideas and activities
- update yourself on available materials and resources
- update yourself on the ever-changing nature of the English language
- all course material + end of course certificate included

COURSE INFORMATION

Teachers' Courses

Course length: 2 weeks, fixed dates

Number of lessons per week: 30 lessons (22.5 hours)

Maximum Class size: 12

Level: EPC: Pre-Intermediate (A2) to Advanced (C1). AT, LMC, CLIL, TBE: Intermediate (B1) to Advanced (C1)

Minimum age: 21

Professional Development for Teachers

Aspects of Teaching English (AT)

This very practical course is designed to help overseas teachers of English to secondary school students and adults to refresh their teaching methodology.

The aim of the course is to focus every session on a different aspect of methodology or British culture such as:

- creative ideas for teaching grammar
- TELL (technology enhanced language learning)
- techniques for teaching pronunciation
- dealing with 'difficult' language
- motivating students
- English as a changing language
- task-based learning
- teaching through content (CLIL)

Language Methodology and Culture (LMC)

The course aims to develop your English language skills, to provide you with a refreshing and practical look at current language teaching ideas and to explore modern British life and culture.

The aim of the course is to:

- develop your general language skills
- explore modern British life and culture
- provide participants with very practical teaching ideas and new techniques

English in the Primary Classroom (EPC)

This course is designed to help primary specialists teach English in the primary classroom.

The aim of the course is to enable you to:

- gain confidence and fluency for speaking English in the primary classroom
- select, devise and adapt materials for the primary classroom
- select and adapt English songs, games and stories appropriate to the primary classroom

Content & Language Integrated Learning (CLIL)

This course is designed for all teachers involved in the teaching and learning of English through the use of the target language to teach other subjects across the curriculum/bilingual education.

The aims of this very practical course are to look at:

- key principles of CLIL
- syllabus/course design, testing & assessment
- materials development and evaluation
- language development for teachers and students
- new ideas and practical activities for skills development

Teaching Business English (TBE)

This very practical course is designed for all teachers of business English.

The aim of the course is to enable you to:

- develop a comprehensive understanding of the business world
- extend your range of techniques for teaching Business English

English for Business

All our business courses are designed for experienced business people who need to communicate effectively in English in their work. Our courses are tailored to your specific needs and develop the skills you need for use in your business contexts.

Typical skills you may focus on:

- conducting and contributing to meetings and interviews
- presentations, negotiations
- developing specialised business vocabulary
- discussing key business concepts
- developing cross-cultural awareness
- communicating effectively on the telephone
- corresponding effectively in business (emails, letters and faxes)
- writing reports

We can provide specialised training in areas such as:

- engineering/technical subjects
- management
- marketing and sales
- secretarial English
- military English
- banking and finance
- computing
- travel and tourism
- aviation
- medicine
- law
- pharmacy

ELC's Business Centre is a self-contained dedicated suite providing:

- fully equipped classrooms with interactive whiteboards
- business lounge with daily newspapers, free tea/coffee and flat screen TV
- laptop and data projector for in-class presentations
- wireless internet WLAN in all classrooms
- computer work stations with free internet access and colour printer

Business English Exams at ELC

We are an authorised test centre for Cambridge ESOL BULATS and LCCI English for Business exams

Clients

Our recent clients have worked for a number of international organisations including
Bahlson • Bayer • BBH • Bosch • Credit Suisse • Daimler Chrysler • Deutsche Bundesbank • Ericsson
Johnson & Johnson • Medecins Sans Frontiers • Sandvik • Siemens • Solvay
Military personnel from the Spanish and Italian armies and the Japanese Imperial Guard

COURSE INFORMATION

Business Courses

Course length: Minimum 1 week (except SEC, FE: 2 weeks, fixed dates)

Number of lessons/week: EMGO, CGX, OTA: 40 (30 hours); SEC, FE, EMG, OTB: 30 (22.5 hours); OTC: 20 (15 hours)

Maximum class size: EMG: 4, SEC, FE: 8. CGX: mornings 12 / afternoons 6

Level: OTA, OTB, OTC: All levels, Beginner (A1) to Advanced (C1). SEC, FE, EMG, EMGO: Intermediate (B1) to Advanced (C1). CGX: Pre-intermediate (A2) to Advanced (C1)

Minimum age: 21

Language Development for Professionals

English for PAs and Secretaries (SEC)

This course is designed for personal assistants and secretaries who need to use English at work. Typically it covers:

- memos and reports
- meetings: agendas and minutes
- correspondence (letters, emails, faxes)
- greeting and dealing with clients and visitors
- communicating effectively on the telephone
- making arrangements and preparing schedules

English for Engineers (FE)

This course is designed for experienced engineers and other technical staff who need to use English to communicate with colleagues or clients. Group members will develop their communication skills in English so they can, for example:

- more effectively contribute to meetings
- discuss technical drawings and production methods
- give presentations
- deal with phone calls

Executive Mini Groups (EMG)

This small group course (maximum 4 participants) has been developed for the highly motivated business person. The trainer will design the course to fit the needs of the course participants, making it a unique package specifically targeted to improve your performance in English.

One-to-One Courses (OTA) (OTB) (OTC)

There are many reasons why you may choose one-to-one tuition. These may include preparation for an important exam, developing your confidence in communicating in English, or specialised vocabulary for business English.

Executive Mini Groups + One-to-One (EMGO)

This option allows individual Executive Mini-Group participants to specifically focus on their own needs in one-to-one lessons after the main course.

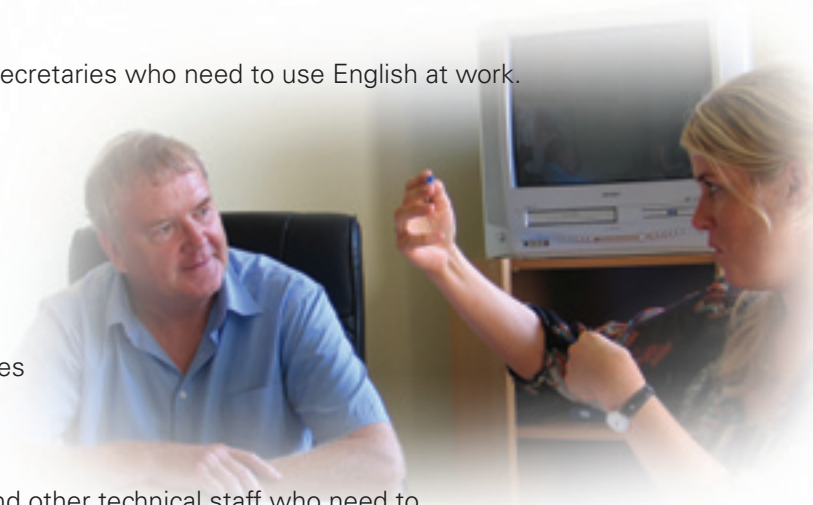
Combined General + Executive English (CGX)

This course is designed for experienced business people who would like to improve their all-round level of English but also include a significant element of Business English in small groups.

Tailor-made Courses : We can also design group courses that specifically meet your needs.

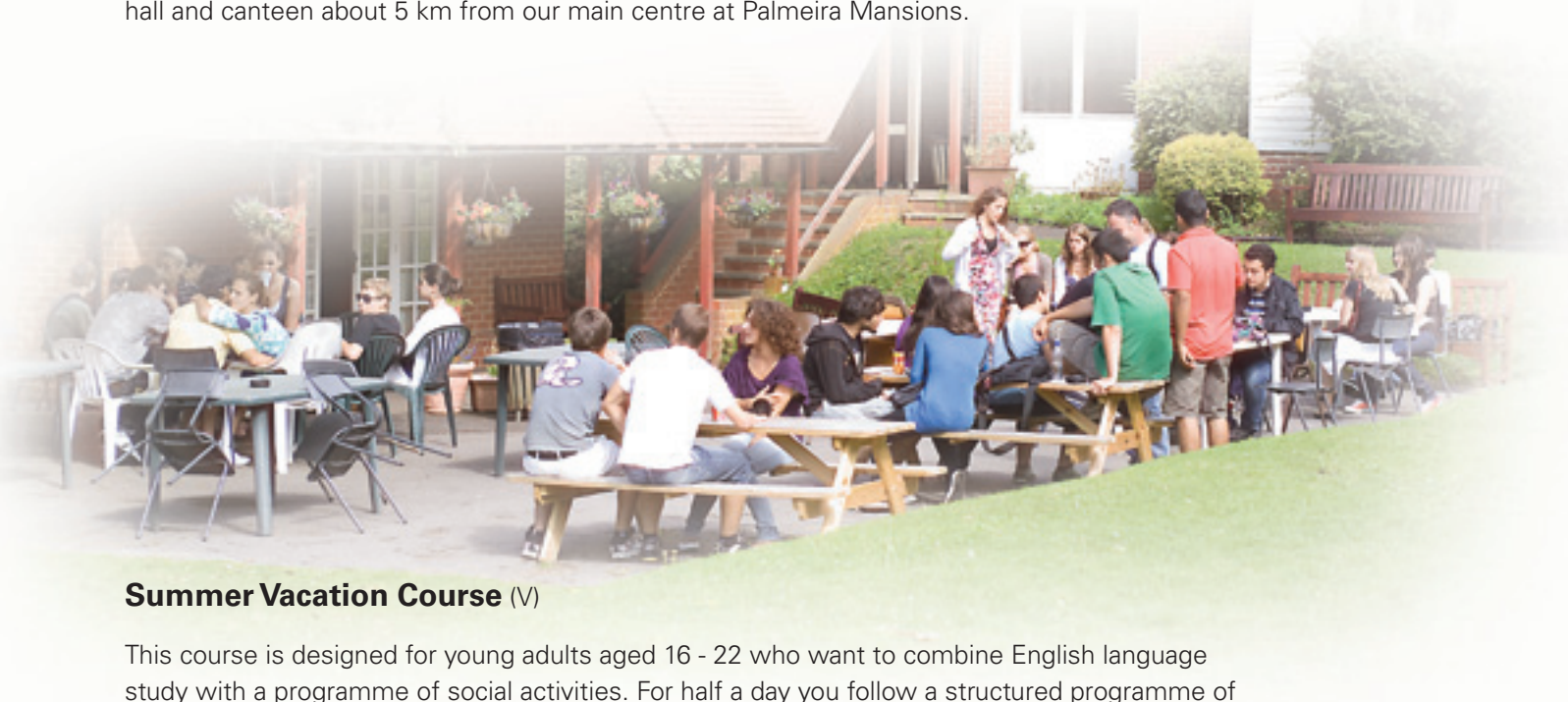
KEY FACTS

- a detailed needs analysis is completed before each course
- the trainer will design the course according to your specific needs
- all course material + end of course certificate included
- dedicated business trainers



Summer Vacation Courses

Our summer centre at ELC Loxdale is an attractive mansion house with its own gardens, sports hall and canteen about 5 km from our main centre at Palmeira Mansions.



Summer Vacation Course (V)

This course is designed for young adults aged 16 - 22 who want to combine English language study with a programme of social activities. For half a day you follow a structured programme of language study which covers the four skills: speaking, listening, reading and writing. The main emphasis is on developing your confidence and fluency to communicate outside the classroom.

NB: On occasions lessons may alternate between mornings and afternoons on a weekly basis.

Junior Vacation Course (VJ)

This course is designed for juniors aged 12 - 15 where one of the parents is already studying on one of our adult courses. Based at ELC Loxdale, lessons are provided in the morning and a full programme of afternoon activities and supervision is included Monday to Friday.

Please note that lessons and activities on the Summer Junior Vacation Course are delivered by our partner, Loxdale English Centre.

KEY FACTS

- placement test to ensure a class at the right level
- multi-national classes
- regular monitoring of students' progress
- regular homework
- all course material + end of course certificate included

COURSE INFORMATION

Summer Vacation Courses

Course length: Minimum 2 weeks

Number of lessons per week: 20 (15 hours)

Maximum Class size: V = 12; VJ = 16

Level: All levels, Beginner (A1) to Advanced (C1)

Minimum age: V = 16; VJ = 12

Social Programme

ELC organises a full programme of weekend excursions and afternoon and evening social activities. There is something to do or see every day of the week.

Social Activities

We offer a wide range of afternoon and evening activities including sports, local visits, film evenings and quizzes.

On the first evening of each course there is a social evening to give new students a chance to get to know each other and to meet other students already at ELC.

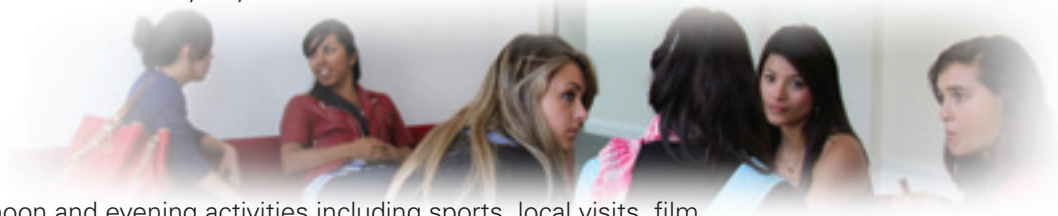
Local tours during your stay at ELC may include:

- Lewes and Arundel, historic towns each with its own castle and ancient town buildings
- the beautiful village of Rottingdean where you can enjoy a traditional cream tea
- local beauty spots such as Devil's Dyke, with its breathtaking views of the Sussex countryside, or the dramatic cliff top of Beachy Head

Weekend Excursions

We organise a variety of full day excursions at weekends throughout the year. These excursions can be booked and paid for when you are at ELC. They include:

- London
- Canterbury & Leeds Castle
- Stratford Upon Avon
- Windsor & Hampton Court
- Bath & Stonehenge
- Cambridge
- Oxford



Brighton

Brighton & Hove, a vibrant cosmopolitan city of 250,000 people, is an ideal place for international students to live and study.

- well-established, large and welcoming student community which includes two universities
- popular seaside town with the beautiful Sussex countryside only minutes away
- excellent transport links to London, about 50 minutes away by train, with quick and easy access to the international airports of Heathrow and Gatwick by rail and coach
- full of unique tourist attractions and hosts many special events throughout the year



Special Events

Throughout the year the city is host to many festivals and special events. The Brighton Festival of Arts and Music and Brighton Fringe Festival is one of the largest festivals in Europe. The London to Brighton Bike Ride, in June every year, is Europe's largest cycle event. The Brighton Food Festival takes place in September. The London to Brighton Veteran Car Run takes place on the first Sunday of every November and commemorates the Emancipation run of 1896.

Accommodation

We understand how important your accommodation is for successful language study. Our dedicated accommodation department have carefully selected a range of host families and hotel accommodation to ensure that you feel as comfortable as possible.

Homestay Accommodation

Living in homestay accommodation provides you with the perfect opportunity to experience English life and to practise using your English in everyday situations. Our carefully selected hosts offer a friendly, safe environment.

- single bedrooms with study facilities
- breakfast and evening meal served every day
- only one person of the same nationality per home
- maximum 30 minutes travelling time to school
- shared rooms available on request for two people travelling together
- executive homestay accommodation on request (subject to availability)



Hotels

If you prefer the freedom and flexibility of hotel accommodation, we have secured special discounted rates for ELC students. Full details are available on our website.

- all hotels have wi-fi (some may charge for this)
- all rooms with en-suite bathrooms
- close to shops and a wide range of restaurants
- a few minutes' walk to the sea
- about 5 - 15 minutes' walk from the school



Social Programme and Events

Sample Social Programme

	Afternoon	Evening
Monday	Tour of Brighton	Welcome evening for new students (Free)
Tuesday	Volleyball (Free)	
Wednesday	Royal Pavilion Tour	DVD Evening (Free)
Thursday	Brighton Museum and Art Gallery (Free)	Student Disco at Babylon Lounge (Free Entry)
Friday	Beachy Head Tour	
Saturday	Excursion to London	
Sunday	Excursion to Canterbury and Leeds Castle	

Other activities may include quiz nights, chess evenings, 10-pin bowling, football and treasure hunts. Charges for activities vary. Free activities are marked.

Events in Brighton & Hove

February	Brighton & Hove half-marathon
March	Pioneer Motorcycle Run
April	Brighton Marathon
May	Brighton Festival of Arts and Music (The biggest festival of arts and music in England)
June	The London to Brighton Bike Ride London to Brighton Classic Car Run Brighton Fashion Week
July	Brighton Kite Festival Brighton Carnival Parade
August	Pride parade
September	Brighton Food and Drink Festival National Speed Trials Brighton Art Fair
October	VW Fun Run Brighton Comedy Festival
November	London to Brighton Veteran Car Run Cinecity Film Festival
December	Burning the clocks – Lantern Parade Christmas Artists Open Houses

This information is based on previous years and may be subject to change







The English Language Centre
33 Palmeira Mansions,
Hove BN3 2GB.

Tel: +44 1273 721771
Fax: +44 1273 720898

info@elc-brighton.co.uk
www.elc-brighton.co.uk

ELC has been licensed by the UK Border Agency to enrol international students under Tier 4 of the Points Based System. Sponsor Licence Number P783NJ766.

