



## 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)



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### Facilities

- 30 well-equipped classrooms
- Study Centre with computer room and library
- free Wi-Fi
- 2 student lounges with flat-screen TVs
- student 'kitchen' with microwaves, kettles and drinks' machines
- Lecture Hall
- book shop
- interactive whiteboards & smart TVs
- class sets of iPads

# 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
- at least one lesson a week in the computer laboratory
- regular progress checks + daily homework
- all course material + end of course certificate provided
- multi-national classes



## 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/February and July/August)

# 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/February and July/August)



# Examination Courses

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## 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, 5, 10 or 12 weeks, fixed dates; IELTS, IBE: 4 weeks, fixed dates

**Number of lessons per week:** 25 (18.75 hours); 4-week summer CC courses: 30 lessons (22.5 hours)

**Maximum Class size:** 12

**Level:** Intermediate (B1) to Advanced (C1)

**Minimum age:** 17 (16 in January/February and July/August)

# 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 (16 may be possible on request)



# Level and Examination Guide

## ELC Exam Guide

ELC Level	CEFR	Cambridge	IELTS	TOEFL iBT	TOEIC	Trinity GESE	Cambridge BEC	BULATS
<b>Upper advanced</b>	C2	CPE	8 - 9			12		90 - 100
<b>Advanced</b>	C1	CAE	6 - 7	110 - 120	945	10 - 11	BEC Higher	75 - 89
<b>Upper-intermediate</b>	B2	FCE	5 - 6.5	87 - 109	785	7 - 9	BEC Vantage	60 - 74
<b>Intermediate</b>	B1	PET	4 - 5	57 - 86	550	5 - 6	BEC Preliminary	40 - 59
<b>Pre-intermediate</b>	A2	KET	3		225	3 - 4		20 - 39
<b>Elementary</b>	A1/A2				120	1 - 2		0 - 19
<b>Beginner</b>	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
<b>C2</b>	Upper-Advanced	<ul style="list-style-type: none"> <li>use English very well in demanding situations</li> <li>performance level may be above average native speaker</li> </ul>
<b>C1</b>	Advanced	<ul style="list-style-type: none"> <li>use English well in all but the most demanding situations</li> <li>use and understand complex language</li> </ul>
<b>Council of Europe: Vantage</b>		
<b>B2</b>	Upper Intermediate	<ul style="list-style-type: none"> <li>use English effectively in all familiar situations</li> <li>use more complex English and cope with more demanding situations</li> </ul>
<b>B1</b>	Intermediate	<ul style="list-style-type: none"> <li>use English to express simple ideas and achieve results</li> <li>use range of basic language well in most situations</li> </ul>
<b>Council of Europe: Threshold</b>		
<b>A2</b>	Pre-Intermediate	<ul style="list-style-type: none"> <li>use English in most familiar situations</li> <li>use English in a limited way in more difficult situations</li> </ul>
<b>Council of Europe: Waystage</b>		
<b>A1/A2</b>	Elementary	<ul style="list-style-type: none"> <li>develop English skills to 'survival' level</li> <li>use English only in very familiar situations</li> </ul>
<b>A1</b>	Beginner	<ul style="list-style-type: none"> <li>learn basic vocabulary and structures for simple communication</li> </ul>

\*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 – Erasmus +

The teachers' courses at ELC are eligible for EU funding under KA1 of Erasmus +. It may be possible to have financial assistance through Erasmus +. The grant is given to your school and 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](http://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

ELC is also available for collaboration in appropriate KA2 partnerships. PIC code 943968790.

## 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

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## 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 Wi-Fi 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 Bahlsen • 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 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



## **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



## **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.

## **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.

## **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.

## **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 under 16 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 = 13



# Social Programme

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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, quizzes and weekly conversation club.

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.



## Half-day Trips

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

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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)

## Residence

ELC has an allocation of rooms in Britannia Study Hotel, an ultra-modern residence with 134 bedrooms. It is located in the heart of Brighton within 5 minutes' walk of Churchill Square shopping centre, the seafront, 2 supermarkets and many restaurants, pubs and cafes.

- single, ensuite rooms with small double bed
- minimum age 18
- self-catering
- free Wi-Fi
- 10 -12 minutes' walk from ELC



## Shared Student House

Our shared student house provides a more economical option than the residence, whilst also providing more independent living. It has 6 bedrooms, 2 shared kitchens and 2 shared bathrooms and you are responsible for day-to-day cleaning. The house is located 25 minutes' walk from the centre of Brighton and within 5 -10 minutes' walk of shops, a supermarket and some restaurants, pubs and cafes.

- 1 single room (ensuite, shared kitchen)
- 4 single rooms (shared bathroom and shared kitchen)
- 1 studio flat for single or double occupancy (own bathroom and own kitchen)
- minimum age 18
- self-catering
- free Wi-Fi
- 20 minutes' walk from ELC

## 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
<b>Monday</b>	Tour of Brighton	Welcome evening for new students (Free)
<b>Tuesday</b>	Conversation Club (Free)	
<b>Wednesday</b>	Royal Pavilion Tour	DVD Evening (Free)
<b>Thursday</b>	Brighton Museum and Art Gallery (Free)	Student Disco
<b>Friday</b>	Beachy Head Tour	
<b>Saturday</b>	Excursion to London	
<b>Sunday</b>	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

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

Brighton

- The information in this brochure was correct at the time of going to print. Please check our website for the most up-to-date information.
- All photographs are copyright ELC. They were taken by ELC staff and are intended to give a true representation of the school and services offered.





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