



# MAXIMA PROFESSIONAL 2009



## NEW!

### Course Fees

<b>Lessons per week</b>	<b>35</b>
<b>Study lessons</b>	1-7
<b>Fees per week</b>	<b>£385</b>

### Book Fee:

**£60**

Includes Books, Teaching Materials, Student's File, Linguistic Profile, Certificate of Attendance and Counselling

### Enrolment Fee:

**£40** (Non refundable)

### Accommodation Fees Homestay Category 'A'

Standard Rate: **£96** per week

Summer Rate (27/06-22/08): **£115** per week

### Accommodation Fees Homestay Category 'B'

Standard Rate: **£160** per week

Summer Rate (27/06-22/08): **£160** per week

<p><b>Lessons:</b> 35 (26.25 hrs)  <b>Duration:</b> 1 – 4 weeks (summer: min 2 weeks)  <b>Minimum Age:</b> 18 (summer 21)  <b>Maximum Class Size:</b> 8  <b>Levels:</b> Intermediate to Advanced</p>
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### Dates

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 week	5,12,19	2,9,16	2,9,16,30	6,13,27	4,11,25	1,8,15,29	-	-	7,21,28	5,19,26	2,9,16,23,30	-
2 weeks	5,12,19	2,9,16	2,9,16,30	6,13,27	4,11,25	1,8,15,29	6,13,27	3,10,24,31	7,21,28	5,19,26	2,9,16,23	-
3 weeks	5,12	2,9	2,9,16	6,13	4,11	1,8, 29	6, 27	3, 24, 31	21,28	19,26	16,23	-
4 weeks	5, 19	2, 16	2, 30	6, 27	4, 25	1, 15,29	13,27	10,24	7,21	5,19	2,16	-

### Richard Language College and Bournemouth

Richard Language College is a medium-sized school for adults situated on the south coast of England in a safe, high-class residential area. Bournemouth is a cosmopolitan, seaside resort where most people speak clear English. The college is accredited by the British Council and was the first English language school in Bournemouth to pass an inspection aimed at maintaining excellence in language schools across the whole of Europe. The inspection was carried out by EAQUALS (The European Association for Quality Language Services). The college specialises in short intensive programmes and enjoys a high reputation, developed over 70 years, for long courses. We are also the IELTS/TOEIC testing centre for the region. Richard Language College offers small classes, a good nationality mix and full social programme. Facilities include multi-media resources, free Internet access and cafeteria.



## Course

The highly intensive Business Communication course is designed for executives, company personal and other adult students. The aim is to improve the command of Professional English & Business Communication Skills via wide spectrum of language in a business context.

A lively, problem-solving approach to business situations adopted, combining the study of textual, audio and vide materials with stimulating role-play based on realistic case studies. The teaching emphasis is established at course commencement according to individual & group needs.

Courses include the following areas studied within a general businesses context:

Management Procedures	Language of Intentional Trade: Export and Import
Negotiation Skills	Telephone Calls
Business Meetings	Presentations
International Marketing & Finance	Practical Writing
Socializing In English	Recruitment and Job Applications Business
Describing Trends	Correspondence: Report, Memos & Faxes

## Timetable

Lessons	Time
1&2	9.15 -10.45
3&4	11.05 -12.35
5&6	14.00 – 15.30
7	15.45 – 16.30



## Homestay Accommodation

Accommodation will be with one of our experienced British host families. Staying with a host family gives the opportunity to practise what has been learned during the day and absorb English expressions, which only occur in the home or family. Accommodation will provide a single room with half board during the week and full board at the weekend.