



LSBF School of English Prospectus 2011

www.schoolofenglish.org.uk

LSBF School of English memberships and accreditation bodies





LSBF SCHOOL OF ENGLISH

In today's ever changing global community, the ability to communicate in the English language opens up a whole new world of study and career opportunities. Communicating confidently and effectively provides individuals with a skill that will open doors anywhere in the world, whether it be in the boardroom of a Fortune 500 firm, in a volunteering mission in one of the world's developing countries, or when simply meeting friends and business associates. LSBF School of English provides individuals not only with the English language skills needed for today's global economy but also with the leadership and confidence to become a global leader and innovator.

5 reasons to choose LSBF School of English:

1. **SUPERB LOCATION:**

Situated in the heart of London, our Marble Arch School campus is within close proximity to all London's major landmarks, including Hyde Park, Piccadilly Circus and it's just a short bus ride from the financial and business district, the City.

(We have two locations in the UK - London and Birmingham.)

Our Facilities:

- comfortable and spacious classrooms
- student lounge with internet access
- library & self-access study centre
- one-to-one pods for specialised programmes

2. **CREATING SOLID FOUNDATIONS:**

The school's teaching approach focuses on creating solid foundations in all aspects of the English Language (speaking, listening, writing and reading) while complementing learning with group activities and classroom discussions. This allows you to use your newly acquired skills with confidence. As a part of London School of Business & Finance, we at LSBF School of English understand the value of strong communication and leadership skills and encourage these among our students.

3. **UNPARALLELED FLEXIBLE STUDY OPTIONS:**

No other language school gives you more flexible study options. You can choose your course of study by hours or by weeks. You can move from one class to another. We offer all levels of English language proficiency and run flexible morning, midday and afternoon classes.

4. **QUALITY GUARANTEED:**

We meet the highest standards in quality teaching. All our teachers combine first-hand industry expertise supported by continuous professional development and use the latest teaching methodologies and materials so that our classes remain relevant. Our quality assurance is guaranteed by British Council accreditation and membership of English UK and Business English UK.

5. **OUTSTANDING IELTS TEST RESULTS:**

LSBF is the only school in London that offers invaluable opportunities to those who wish to boost their confidence in specific skills by offering different levels of IELTS and IELTS Elective classes. Alternatively, our Postgraduate Preparation Programme offers students the option of taking an internal assessment as entry requirement for their University of Wales Masters programmes, in place of taking IELTS.



LSBF SCHOOL OF ENGLISH - FACTS

Fees include: all tuition, reports, certificates, student card, welcome pack, use of the library, student lounge, internet services & Wi-Fi facilities and some social events.

Not included: textbooks, examination fees, full-day excursions and paid social events.

Student book rental: Students are able to rent course books from the school. Students pay a deposit of £25, refundable upon return of book in excellent condition (minus a £10 Rental Fee). Students can choose to keep the books but will forfeit their deposit.

A Registration fee of £40.00 is payable which covers full placement testing.

An airport transfer fee of £25.00 is payable for all transfers arranged by the school.

Start on any Monday (Tuesday when Monday is a public holiday) on most courses except where specified.

Minimum age: 18

One academic hour = 60 minutes.

Maximum students per class = 16

Holiday policy

The holiday allowances are as follows:

- ▶ If you are studying between 1 and 6 weeks, you are allowed 0 weeks' holiday
- ▶ If you are studying between 7 and 12 weeks, you are allowed a total of 1 week's holiday
- ▶ If you are studying between 13 and 24 weeks, you are allowed a total of 2 weeks' holiday
- ▶ If you are studying between 25 and 36 weeks, you are allowed a total of 3 weeks' holiday
- ▶ If you are studying between 37 and 52 weeks, you are allowed a total of 4 weeks' holiday

UK Holidays 2010

The school will be closed from Monday December 27th 2010 and will re-open on Tuesday January 4th 2011.

UK Holidays 2011

January 3rd / April 22nd / April 25th / April 29th / May 2nd / May 30th / August 29th

The school will be closed from Monday December 26th 2011 and will re-open on Tuesday January 3rd 2012.



COURSES

GENERAL ENGLISH

Our General English courses are designed for students who wish to improve their ability to communicate effectively in real-life, everyday situations in English

- Levels available: Elementary, Pre-Intermediate, Intermediate, Upper Intermediate & Advanced
- Maximum number of students per class: 16

IELTS EXAM PREPARATION

IELTS is one of the world's most recognized English proficiency examinations, and is required by most universities in the UK for admission into their programmes. Prices do not include IELTS test fee (approx. £110)

- Levels available: Intermediate, Upper Intermediate & Advanced
- Students must have a minimum of B1 Higher (CEF) or IELTS 4.5 to start. If their level is below this, they will need to attend a General English class before they can progress
- Maximum number of students per class: 16

ACADEMIC ENGLISH

Designed to train students in the skills required for undergraduate and postgraduate degrees.

- Levels available: Intermediate & Advanced
- Students must have a minimum of B2 (CEF) or IELTS 5.0 to start. If their level is below this, they will need to attend a General English class before they can progress
- Maximum number of students per class: 16

BUSINESS ENGLISH

Our **Business English** courses are designed for students who wish to develop their language skills in an international business context.

- Levels available: Intermediate, Upper-Intermediate & Advanced levels
- Students must have a minimum level B2 (CEF) or IELTS 5.0 to start. If their level is below this, they will need to attend a General English class before they can progress
- Maximum number of students per class: 16

CONVERSATION ENGLISH

The conversation classes are one academic hour classes that complement any of the above courses, apart from Business English.

- Levels available: Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate, Advanced
- Maximum number of students per class: 16

ONE-TO-ONE CLASSES

These courses are a unique opportunity to practise English on a one-to-one basis in a comfortable and uninterrupted environment.



POSTGRADUATE PREPARATION PROGRAMMES (PGPP)

This intensive academic programme focuses on study skills, written and oral presentation skills and critical thinking in an international business and finance context. Students who pass the assessment at the end of the programme will be considered to have met the English language requirements for acceptance onto LSBF UoW Postgraduate degrees.

- 12 weeks for advanced students (entry on submission of an English-language examination certificate at CEF B2 Higher) & 24 weeks for upper-intermediate students (entry on submission of an English-language examination certificate at CEF B2 Mid)
- No requirement to achieve an external examination, such as IELTS at the end of the course.
- 2011 start dates: 4th January, 4th April, 4th July, 3rd October

INTERNATIONAL CERTIFICATE IN FINANCIAL ENGLISH (ICFE)

ICFE is an advanced language qualification that has been developed by Cambridge University & ACCA for accountants and finance professionals. The course is designed for students who want to develop their English language skills in a financial context, and for students who are starting out on an ACCA or financial studies course. LSBF School of English offers 2 ICFE courses: Full-time (day) and Part-time (evening)

- B2 (CEF) required to start
- The exam costs approximately £115.
- Maximum number of students per class: 16

ICFE Daytime / Full-time course

Studying 15 hours per week, you can study a minimum of 4 weeks and a maximum of 10 weeks.

- Start dates in 2011 every two weeks from 3rd January, 14th March, 23rd May, 1st August
- Students who are planning to progress onto ACCA with LSBF must take the ICFE exam within one month of finishing the ICFE course and present evidence to LSBF

ICFE Evening / Part-time course

This is a 10-week course split into two 5-week modules. Students may start week 1 or week 6 of the course. If starting in week 6 students must take the first module (week1-5) of the following course.

- 4 hours per week study, Tuesday & Thursday evenings (1830-2030)
- 2011 start dates are: 4th January / 8th February / 15th March / 19th April / 24th May / 28th June / 2nd August / 6th September



SUMMER PROGRAMMES 2011

ENGLISH PLUS

New for Summer 2011!

Combine your English programme with a variety of exciting 2-week content courses looking at some of the world's fastest-moving industries.

- **Financial Markets and Institutions** – the theory and practice of how financial markets work
 - **International Marketing** – how to market an international organisation
 - **International Relations** – how countries interact in the 21st century
 - **Entrepreneurship** – what it takes to start up a new enterprise
 - **Climate Change** – how to make the environment a better place
 - **Public Speaking** – the rules of performance & public appearance
 - **Art, Museums & Auction Management** – an introduction to the dynamic world of art and culture
 - **Luxury Goods management** – the inside workings of the world of luxury goods
 - **Personal Shopper** – how to create a personal brand and wardrobe
 - **The London Look** – from Carnaby Street to Savile Row, we explore the impact of London's fashion & attitude
 - **Sex & the City** – the relationship between the individual and living in the London metropolis
 - **Radio Broadcast** – from idea to production, an A to Z of radio broadcasting
- Start dates in 2011: 20th June, 4th July, 18th July, 1st Aug, 15th Aug, 29th Aug
 - 4 hours study per week for two weeks

ENGLISH FOR SPECIFIC PURPOSES (ESP) SUMMER 2011

Study the following intensive programmes and immerse yourself in the language of these industry-specific subjects.

- English for Fashion (design, production, purchasing, textiles)
 - Media & English (Journalism, TV, cinema, publishing)
 - Resort Management & Tourism (Customer service, professional communication, industry hierarchies)
 - Oil & Gas English (Technical language, industry trends, project management)
- B2 (CEF) entry requirement
 - 2 or 4 week options
 - Maximum number of students per class: 16
 - Start dates: 27th June/ 4th July/ 18th July/ 1st Aug/ 15th Aug/ 29th Aug



TIMETABLES

MORNING AND MIDDAY CLASSES TIMETABLE

Class options	Morning classes (8.45-12)	Midday classes (12.30-15.45)
15 Hours per week		
Option 1	Academic English	
Option 2	General English	
Option 3	IELTS	
Option 4		Business English
Option 5		IELTS
20 Hours per week		
Option 6	Academic English	PLUS Conversation (1 hour)
Option 7	General English	PLUS Conversation (1 hour)
Option 8	IELTS	PLUS Conversation (1 hour)
Option 9	IELTS (1 hour)	PLUS Business English
Option 10	IELTS (1 hour)	PLUS IELTS
25 Hours per week		
Option 11	IELTS (2 hours)	PLUS Business English
Option 12	IELTS (2 hours)	PLUS IELTS
30 Hours per week		
Option 13	Academic English	PLUS Business English
Option 14	Academic English	PLUS IELTS
Option 15	General English	PLUS Business English
Option 16	General English	PLUS IELTS
Option 17	IELTS	PLUS Business English
Option 18	IELTS	PLUS IELTS
15 Hours per week - Afternoon only 14.45 – 18.00		
Option 19 (afternoon only)	IELTS	
Option 20 (afternoon only)	General English	

ICFE: FULL-TIME AND PART-TIME EVENING CLASSES TIMETABLE

Duration	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Full-time 4 / 6 / 8 / 10 weeks	12.30 – 15.45	✓	✓	✓	✓	✓
Part-time 4 hours per week	18.30 – 20.30		✓		✓	

POSTGRADUATE PREPARATION PROGRAMME TIMETABLE

Hours per week	Time	Monday	Tuesday	Wednesday	Thursday	Friday
15 hours per week	08.45-12.00	✓	✓	✓	✓	✓

SUMMER SHORT COURSE TIMETABLE*

Part-time 4 hours per week	Afternoon	TBC	TBC	TBC	TBC	TBC

- Short courses must be combined with an English Language course

ENGLISH FOR SPECIFIC PURPOSES (ESP) TIMETABLE

Hours per week	Time	Monday	Tuesday	Wednesday	Thursday	Friday
15 hours per week	08.45-1200	✓	✓	✓	✓	✓



FEES

Fees for General English / Business English / IELTS Preparation / Academic English

All prices in UK£

Weeks	15 Hours	20 Hours	25 hours	30 Hours	15 hours	Holiday allowance
	Morning & Midday only	Morning & Midday only	Morning & Midday only	Morning & Midday only	Afternoon ONLY	
1	180	235	280	315	135	0
2	355	465	550	620	266	0
3	525	685	815	915	394	0
4	690	900	1,070	1,205	518	0
5	850	1,100	1,300	1,500	638	0
6	995	1,310	1,555	1,750	746	0
7	1,150	1,500	1,800	2,000	863	1
8	1,290	1,690	2,005	2,255	968	1
9	1,420	1,850	2,200	2,500	1,065	1
10	1,560	2,040	2,420	2,725	1,170	1
11	1,700	2,190	2,600	2,940	1,275	1
12	1,805	2,365	2,805	3,155	1,354	1
14	2,050	2,700	3,180	3,580	1,538	2
16	2,290	3,000	3,560	4,005	1,718	2
18	2,505	3,280	3,895	4,380	1,879	2
20	2,720	3,560	4,230	4,755	2,040	2
22	2,860	3,805	4,520	5,085	2,145	2
24	2,995	4,050	4,805	5,410	2,246	2
26	3,180	4,220	5,050	5,700	2,385	3
28	3,350	4,460	5,300	6,000	2,513	3
30	3,525	4,680	5,555	6,250	2,644	3
32	3,680	4,800	5,850	6,500	2,760	3
34	3,800	5,050	6,050	6,750	2,850	3
36	4,050	5,310	6,300	7,090	3,038	3
38	4,180	5,490	6,475	7,250	3,135	4
40	4,300	5,620	6,700	7,500	3,225	4
42	4,465	5,855	6,950	7,695	3,349	4
44	4,610	6,050	7,180	7,900	3,458	4
46	4,750	6,200	7,380	8,100	3,563	4
48	4,880	6,400	7,595	8,300	3,660	4



Price list for One-to-One English

Individual One-to-One classes			
No of hours	1-10	£70	
No of hours	11-20	£60	
No of hours	20+	£50	

Price list for ICFE

ICFE daytime programme					
4-10 weeks	15 hours per week	Minimum 60 hours' tuition / maximum 150 hours	£150 per week	Minimum registration of 4 weeks	Exam fee not included (approximately £115)
ICFE evening programme					
10 weeks	4 hours per week	Total 40 hours	£495	Plus £40 Registration fee	Exam fee not included (approximately £115)

Price list for Postgraduate Preparation Programme

PGPP				
12 weeks	15 hours per week	Total 180 hours	£2500 for 12 weeks £3500 for 24 weeks	

Price list for English Plus Modules

English Plus				
2 weeks	4 hours per week per module	8 hours (1 module) 16 hours (2 modules)	£120 £240	

Price list for English for Specific Purposes

ESP programmes			
2 weeks	30 hours	£355 (2 weeks)	
4 weeks	60 hours	£690 (4 weeks)	

Basic payment terms

- No installment plans are available to English School students. Payments must be made in full.
- No CAS letters will be issued to students on English School courses unless they have paid their fees in full.
- For English School students who do not need CAS letters, payments should be made in full no later than 2 weeks prior to the start of the course.



ACCOMMODATION AND OTHER SERVICES*

ACCOMMODATION OPTIONS

Accommodation options are provided by **Britannia Student Services** and **Hosts International**.

Both agencies meet the standards for registration with the British Council as a provider of homestay, private home, residential, hostel and independent self-catering accommodation for adults for accredited providers.

Britannia Student Services and **Hosts International** are not connected in any way to the LSBF School of English and act as independent third party providers.

Homestay Accommodation

Homestay (and House Share) accommodation and airport transfers are provided in partnership with Host International Ltd.

Visit these links to book your accommodation directly with Host International.

Visit this link to view prices: <http://www.hosts-international.com/Prices.html>

Visit this link to make a booking: <http://www.hosts-international.com/HowToBook.html>

Flat share / Residences / Hostels / Studio apartments

The school also works with London's leading student residence accommodation agency, Britannia Student Services. They provide flat share, residence, hostels and studio apartments.

Visit the links below to book directly with Britannia Student Services.

Visit this link to view prices: <http://www.britanniatravel.com/halls.html>

Visit this link to make a booking: <https://clarahost.clara.net/www.britanniatravel.com/scripts/booking1.php>

Airport Transfer and Other Services

London Airport	Each Way	Booking Fee
London Gatwick	£75	£25
London Heathrow	£55	£25
London Luton	£75	£25
London Stansted	£40	£25
London City	£45	£25
London St Pancras	£75	£25

*Accommodation options are at present only available for our London Campus students