

## 2021 Course Options

EXECUTIVE COMBINATION: 1:1 + minigroup	Fees and teaching hours per week
<p>This option combines 50% 1:1 lessons with 50% small group (maximum 4 participants) and offers the advantages of both individual and group tuition: the 1:1 mornings concentrate on the individual's specific language difficulties and specialist vocational vocabulary; the afternoons focus on communication and intercultural exchange with participants of different nationalities and commercial backgrounds in the context of professional situations – presentations, meetings, negotiating, leading an international team, intercultural awareness in working environments.</p> <p><b>Who's this for?</b></p> <ul style="list-style-type: none"> <li>• This programme is for those who want to improve communicative performance in a wide range of professional, business and commercial contexts.</li> <li>• Trainees with a lower-intermediate level or above.</li> </ul>	<p><b>25 hrs</b> <b>£1,295</b> plus £80 registration fee per student</p>
<p><b>EXECUTIVE COMBINATION PLUS: 1:1 + minigroup</b></p> <p>As above but with 5 extra 1:1 hours. Total 17.5 hours 1:1 + 12.5 hours small group.</p>	<p><b>30 hrs</b> <b>£1,620</b> plus £80 registration fee per student</p>
<b>ALL-DAY 1:1 'INDIVIDUAL COACHING'</b>	
<p>This is a focused and highly-individualised programme, based on a detailed needs analysis of the professional and social needs of the participants.</p> <p><b>Who's this for?</b></p> <ul style="list-style-type: none"> <li>• Participants who have a very specialist agenda for their course.</li> <li>• Trainees who may wish to only have lessons in the morning or outside our normal timetable hours.</li> <li>• Students of a low level (lower intermediate or below/A1 &amp; A2) who do not have the communicative competence/ability to participate in the open groups.</li> </ul>	<p><b>25 hrs</b> <b>£1,625</b> plus £80 registration fee per student</p> <p>More / less intensive options are available: Semi-intensive – 15 hours per week <b>£975</b> Intensive – 20 hours per week <b>£1,300</b> Intensive plus – 30 hours per week <b>£1,950</b></p>
<b>CLOSED GROUP: Maximum 6</b>	
<p>A 'Closed Group' consists of participants from the same company or organisation with compatible language levels and training needs. This option allows us to concentrate on the specific professional and linguistic needs which are particular to the group, and to introduce authentic materials from the client company. The maximum number of participants per group is six.</p> <p><b>Who's this for?</b></p> <ul style="list-style-type: none"> <li>• Trainees from the same company with a similar level and training needs.</li> <li>• Companies who want to encourage team-building and bonding.</li> <li>• Groups who may wish to only have lessons in the morning or outside our normal timetable.</li> </ul>	<p><b>25 hrs</b> <b>£2,480</b> plus £80 registration fee per student</p> <p>Prices per group of maximum 6 students: Students can choose more / less intensive timetables. Semi-intensive – 15 hours per week <b>£1,480</b> Intensive – 20 hours per week <b>£1,980</b> Intensive plus – 30 hours per week <b>£2,980</b></p>
<b>30+ BUSINESS COMMUNICATION</b>	
<p>Morning classes of maximum 8 students, with focus on communication in the context of General English. The afternoons are in our executive minigroups (maximum 4), improving communicative performance in a wide range of professional, business and commercial contexts.</p> <p><b>Who's this for?</b></p> <ul style="list-style-type: none"> <li>• Participants interested in improving both General and Business English skills.</li> <li>• Trainees with a lower-intermediate level or above.</li> </ul>	<p><b>27.5 hrs</b> <b>£870</b> plus £80 registration fee per student</p>

**Remember we are very flexible, if you have a special request for a group or individual just ask!**

Registration fee	This is non-refundable and for all courses. <b>£80</b>
Extra 5 hour 1:1 block	This can be added to any of our courses for those wanting an even more intensive course. Timetable can be arranged upon booking. <b>£325</b>
Weekend 1:1 or closed group	This is an add-on option for those without much time and wanting to make the most out of their time. Timetable can be arranged upon booking and is subject to teacher availability. <b>5 hours per day £520, 6 hours per day £624</b>
Trainer-accompanied lunch	Improve your socialising skills in English: participants take their lunch at a local restaurant accompanied by other participants and a member of staff. This is an opportunity to practise your 'small talk' with colleagues from different countries and varied levels. <b>£100 per week Monday to Friday – including main course, drinks, coffee</b>
Homestay accommodation	To enhance the social, cultural and intensive language experience, we encourage participants to stay with one of our carefully-selected Executive homestays. Our families are educated, hospitable retired people or professionals who love welcoming international students. Feedback over the years has demonstrated outstanding satisfaction levels. Half-board basis: breakfast and dinner on weekdays – all meals at the weekend. <b>£260 per week – Sunday to Saturday; £40 per extra night</b> Special dietary requirement supplement (coeliac/gluten-free, vegan, nut allergy etc) £20 per week.
Hotels	There are a variety of hotels in Portsmouth which can be booked by LSI. However, the charges must be paid directly to the hotel.
Holiday Inn (4 star)	Prices from <b>£89 per night</b> , incl. breakfast – conventional, modern, close to LSI Portsmouth.
Airport taxi transfers	Heathrow or Gatwick Airport: <b>£135</b> on arrival/ <b>£210</b> on arrival and departure. Southampton Eastleigh Airport: <b>£70</b> on arrival/ <b>£120</b> on arrival and departure.

**Terms & Conditions**

**Cancellation charges for Executive Business students**

Cancellation 3 – 5 working days before commencement date: 50% of first week tuition fees plus registration fee.

2 working days or less: 100% of first week tuition fees plus registration fee. Non-appearance on first day of course: 100% of first week tuition, registration, accommodation and arrival taxi (if booked).

**How to book**

- In booking with us, you agree to accept LSI's terms & conditions. (<https://www.lsi-portsmouth.co.uk/terms-conditions/>)
- If you book via a representative, their terms & conditions may apply.
- When you want to book/confirm the course, please fill in and return the COURSE REGISTRATION FORM to us as soon as possible. We shall then e-mail you the first BOOKING CONFIRMATION form; please check the information on this form carefully and let us know immediately if you have any doubts or questions.
- We shall also send you the FORMAL INVOICE; please do not pay the fees before you receive this invoice. As soon as you receive LSI's formal invoice, please follow the payment instructions on the invoice.
- Once you send us your arrival details, we shall then send you the FINAL CONFIRMATION form which will also include the name, address & telephone number of the host family (or hotel), together with the arrival instructions and an emergency telephone number.
- PLEASE ENSURE that you receive a copy of the FINAL CONFIRMATION form, or, at the very least, the key information which it contains and have it with you when you arrive in Portsmouth.

**General information**

- The minimum age for all executive courses is 25. For 30+ Business Communication, the minimum age is 30.
- The minimum duration is 1 week for all Executive courses
- Courses start every Monday, including Bank Holidays
- LSI Portsmouth is open from Monday 4th January to Friday 17th December 2021. We reopen on Tuesday 4th January 2022.
- LSI has a 24-hour emergency phone number: 0780 339 2476 (or +44 780 339 2476 if phoning from outside Britain).
- Students are expected to arrive at school at 8:30 on Monday morning.
- All teaching materials are included in the course price.
- LSI may use photographs or short video clips from school social activities for marketing and promotional materials. You will be asked whether you are happy for us to use images that you may feature in at the start of your course.
- We strongly advise you to take out travel and medical insurance before leaving home. This should cover loss or damage to personal possessions and loss of tuition fees if you have to finish your course early for any reason.
- LSI keeps personal information in both electronic and paper format. When requested, this information is passed onto third parties such as the British Council, ISI and UKVI.
- LSI reserves the right to ask students to leave the school without refunding or crediting tuition fees in the event of misconduct, criminal behaviour or serious attendance problems. Please see the school's website for our disciplinary procedures.

**How to pay**

**International Payments via Flywire**

LSI Portsmouth have partnered with Flywire to make your international payments easier. Flywire allows you to pay from almost any country by bank transfer, credit card and other local payment methods. To make an international payment, please go to [ls-portsmouth.flywire.com](https://www.lsi-portsmouth.flywire.com) and follow the simple instructions.

**Bank Transfer**

All fees are payable, in GBP Sterling, at least 3 weeks in advance to: LANGUAGE SPECIALISTS INTERNATIONAL, National Westminster Bank PLC, Commercial Road Branch, Portsmouth, England, PO1 1EJ.

**A/c No.** 89795481  
**Sort Code** 56-00-64  
**SWIFT Code** NWB KGB 2L  
**IBAN Code** GB15 NWBK 5600 6489 7954 82

Please note that you are responsible for covering the cost of bank charges. Please state the INVOICE NUMBER and STUDENT NAME in the details e.g. '34567-Smith'

**Our standard timetable is an intensive programme based on 40 study hours per week: 25 hours contact teaching plus 5 to 10 self-access study hours plus 10 hours social English during coffee breaks and over lunch (at additional cost) with tutor plus evening social activities.**

**English and golf**

We also offer Professional English plus Golf programmes: designed to combine focused Professional Communications training with the practice, language and etiquette of golf. A variety of programme options are designed to suit a range of needs, from the relative beginner to the serious player wanting to improve their social communication skills while playing golf in the beautiful English countryside. More information can be found on our website <https://www.lsi-portsmouth.co.uk/business-english-courses/english-plus-golf/>

**Social and cross-cultural programme**

The course also provides opportunities to practise your social English, enhance your intercultural awareness and network with professionals from all over the world, as real-life work situations include communication with people from all countries with all levels of English and these reflect those situations.

**Accompanied lunches:** participants take their lunch at a local restaurant all together, accompanied by an LSI trainer.

**Executive homestay:** This will give you intensive contact with native speakers and an opportunity to network and build friendships, and will also allow you a unique insight into UK culture.

**Social programme:** The optional evening social programme is full and varied and includes visits to restaurants and pubs, theatres and cinemas, museums and many other activities.

Our teachers will also help you organise a wide range of weekend excursions to places of cultural and historical interest.

**A typical week may include:**

MONDAY	Welcome drinks (free)
TUESDAY	Guided tour of historic Portsmouth / pub (£10 – £15)
WEDNESDAY	At home with the homestay
THURSDAY	Dinner on the waterfront (£25 – £35)
FRIDAY	Farewell drinks (free)
SATURDAY	Trip to the Isle of Wight (£20 – £25)

**Language Specialists International**

1-13 Lord Montgomery Way  
Portsmouth  
Hampshire PO1 2AH  
United Kingdom  
Tel: + 44 2392 291811  
Fax: + 44 2392 750435  
[info@lsi-portsmouth.co.uk](mailto:info@lsi-portsmouth.co.uk)  
[www.lsi-portsmouth.co.uk](http://www.lsi-portsmouth.co.uk)



## Personal Details

Surname: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Male / Female: \_\_\_\_\_  
 Nationality: \_\_\_\_\_  
 Passport Number: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Contact Tel: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

## Employment / Invoice Details

Name of Company / Organisation: \_\_\_\_\_  
 \_\_\_\_\_  
 Company or personal invoice: \_\_\_\_\_  
 Invoice Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 What type of work is your company involved in?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Please write a very brief description of your job:  
 \_\_\_\_\_  
 \_\_\_\_\_

## Course Options

Please tick the programme you require:    Number hours

Combination	<input type="checkbox"/>	-----
Combination Plus	<input type="checkbox"/>	-----
One-to-One	<input type="checkbox"/>	-----
Closed Group	<input type="checkbox"/>	-----
30+ Business Communication	<input type="checkbox"/>	-----
Lunch with Trainer	<input type="checkbox"/>	-----
<b>Course basis</b>	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online	

Course Dates: From: \_\_\_\_\_ to: \_\_\_\_\_  
 How many weeks?: \_\_\_\_\_

## Arrival Details

Date and time: \_\_\_\_\_  
 Flight Number: \_\_\_\_\_  
 Airport: \_\_\_\_\_  
 Do you require a taxi transfer? Please tick:  
 Not required     One-Way     Yes, Return  
 How did you hear about LSI Portsmouth?  
 \_\_\_\_\_  
 \_\_\_\_\_

## LINGUASKILL:

LSI offers Linguaskill tests on Friday mornings. If you would like to take the test while here, which date would you like: \_\_\_\_\_  
 \_\_\_\_\_  
 Please note that we need 7 working days' notice

## Level of English

	Very Good	Good	Inter-mediate	Weak	Very Weak
Speaking					
Listening					
Reading					
Writing					

## Course Objectives

Please summarise briefly what you would like to achieve during your course at LSI, indicating which language skills you would most like to improve?  
 \_\_\_\_\_  
 \_\_\_\_\_

Please number the 4 most important in order of priority:

### Speaking & Understanding

- |  |   |
|--|---|
| <input type="checkbox"/> Meetings      | <input type="checkbox"/> Telephoning                |
| <input type="checkbox"/> Negotiating   | <input type="checkbox"/> Socialising / Entertaining |
| <input type="checkbox"/> Presentations | <input type="checkbox"/> Travelling                 |
| <input type="checkbox"/> Selling       | <input type="checkbox"/> Cultural Awareness:        |

### Reading & Writing

- |  |   |
|--|---|
| <input type="checkbox"/> Emails, faxes and letters | <input type="checkbox"/> Contracts / Agreements |
| <input type="checkbox"/> Reports                   | <input type="checkbox"/> Instruction Manuals    |

## Accommodation

Accommodation is normally available from the Sunday; i.e. the day before the course commences:

Type required - Please tick as appropriate:

- |   |                                |
|---|--------------------------------|
| <input type="checkbox"/> Executive Homestay | <input type="checkbox"/> Hotel |
|---|--------------------------------|

Other: \_\_\_\_\_

Do you smoke? \_\_\_\_\_

Do you have any particular preferences concerning homestay accommodation: e.g. size of family, age, children, pets, hobbies/interests?  
 \_\_\_\_\_

Any allergies? \_\_\_\_\_

Any special dietary needs? \_\_\_\_\_

Note: supplementary fees may apply

Any health problems or disabilities? \_\_\_\_\_

- Please complete this registration form and either post, fax or email it to us. Alternatively use the online registration Form on our website: **www.lsi-portsmouth.co.uk**
- Please remember to send us your £80 Registration Fee at the same time.

I have read and understood the terms and conditions:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Contact in an emergency: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Telephone number: \_\_\_\_\_