

# GENERAL INFORMATION

## 1. Location

Alpha College of English is located in Dublin's city centre within a short walking distance from bus/train stops, shops, museums, galleries, theatres, cinemas, restaurants/cafes and pubs.

## 2. Registration

- To register for any course you should complete and return our application form with the appropriate, non-refundable administration fee and bank draft supplement, if applicable, at least 4 weeks before course commencement dates.
- All fees must be paid in full by the course commencement date.
- New students may only join classes on a Monday.

## 3. Age Requirement

Students must be 16 years of age or over to attend a course in our adult school.

## 4. Visas

- Visas are not required of EU nationals.
- If you are coming from a non-EU country you should apply to your nearest Irish Embassy in order to obtain a student visa or visit [www.inis.gov.ie](http://www.inis.gov.ie).
- Visa applications for Non EU students should contain a copy of an Electronic Transfer of Funds from the applicant to the Alpha College bank account, showing the name, address and bank details of the college, as well as the bank details of the applicant.
- Non EU students must take out medical insurance. Alpha College can, if required, arrange medical insurance cover for non-EU students staying longer than 12 weeks. The cost of this insurance cover will be charged on our invoice.
- On receipt of payment we will send you a letter of confirmation for one of our courses which you may submit to the Irish Embassy along with your other documentation.
- Letters of confirmation are only issued on receipt of payment of total fees.
- In the event of a visa to enter Ireland being refused all fees will be refunded less any bank charges incurred.
- Students from non-EU countries who wish to stay in Dublin for more than 12 weeks must register with the Immigration Authorities.
- Students taking a course of more than 25 weeks are obliged to take an external examination as part of their programme of study.

## 5. College Holidays

The College will be closed on: 01-05/01/09; 17/03/09; 10/04/09; 13/04/09; 04/05/09; 01/06/09; 03/08/09; 26/10/09; 18/12/09-04/01/10

## 6. Insurance

- Students are advised to take out full travel, health, money, baggage and personal effects insurance cover prior to travelling to Ireland.
- Students from EU countries should bring a European Health Insurance Card to cover medical expenses. This can be obtained from your local social security or sickness insurance office before you travel.
- Non EU students must take out medical insurance. Alpha College can, if required, arrange medical insurance cover for non-EU students staying longer than 12 weeks. The cost of this insurance cover will be charged on our invoice.
- Alpha College and our host families do not insure against theft or loss of personal effects during any programme.
- The college will not cover costs which may arise as a result of the need for repatriation of a student.
- Students are advised to insure against loss of fees and/or other expenses which may be incurred due to cancellation or sudden, early departure from a course.

## 7. Accommodation

- Homestay accommodation is arranged with carefully selected hosts who provide single room accommodation, breakfast and evening dinner Monday to Friday: all meals at week-ends and light laundry service.
- Most homestays are situated in the suburbs and students travel to and from the college by bus or local train.
- Only one student of each mother-tongue is placed in a homestay unless specifically requested otherwise.
- Students with special dietary requirements may be asked to pay an extra supplement.
- Students who wish to vacate their room for 5 days or more will be charged a fee to hold the room.
- There is no refund if students vacate their room for week-ends.
- The summer supplement price applies to students staying in a homestay over Christmas.
- A limited number of hosts can provide a private bathroom for students. This facility must be specifically requested at least 2 months in advance and incurs an extra supplement. However this facility cannot always be guaranteed.
- Hotel, hostel or guest house accommodation can be arranged if required.
- Residence (self-catering) accommodation can be arranged during July and August.

## 8. Airport Transfers

- Airport transfers are available for a fee to students in homestay accommodation and who would like to be met on their arrival in Dublin airport and/or accompanied to the airport on completion of their course.
- Please note that arrival to the airport must be between 08.00 and 22.00, and departure from the airport between 10.30 and 23.00 to avail of this service. Adult students arriving or departing outside these times should take a taxi from the airport.
- We do not arrange transfers for students staying in hotel or residence accommodation. Such students are advised to take a taxi or bus from the airport.
- Flight arrival details must be communicated in writing to Alpha College at least 5 days prior to arrival. This applies even when not booking a transfer.
- Students who are staying in homestay accommodation but who have not requested or paid for transfers should not telephone their host on their arrival asking to be collected from the airport.
- We ask students staying in homestay accommodation to contact either their host or the Alpha College emergency number if their flight is delayed or cancelled or if they have missed a connecting flight.

## 9. Payment

- Payment must be made in full, not later than the first day of the course, as follows:
  - i) by bank transfer in Euro to:  
Bank: Bank of Ireland  
Branch: Lower Baggot Street, Dublin 2  
Sort-Code: 90 - 14 - 90  
Account Name: ALPHA College  
Account Number: 18 36 74 25  
Swift/BIC: BOFI IE 2D  
IBAN Number: IE 49 BOFI 901490 18 36 74 25
  - ii) by bank draft denominated in Euro.

### Please note:

- If payment is being made by bank transfer a supplement of €10.00 must be added to each transaction to cover Irish bank charges.
- Bank charges incurred at the student's bank are the responsibility of the student.
- Bank Transfers must be in Euro and must include the student's name and relevant invoice reference number to

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ensure prompt processing of payments.

- If payment has been made by transfer the student should send a copy of all transfer details with the completed registration form or hand the copy to a member of Alpha College Administration team on arrival.
- It is the responsibility of each student to ensure that all payments are correctly referenced and that all documentation related to payments is provided to Alpha College.
- In the event of delayed payment Alpha College reserves the right to cancel or suspend a student's course.

## 10. Refunds

- The Administration fee is not refunded under any circumstances.
- No tuition refunds are given for late arrivals, early departures or absences, for whatever reason, from classes during any course.
- In some cases homestay accommodation costs may be refunded but only for full weeks which have not been used up.
- Accommodation costs are never refunded for a portion of a week.

## 11. Cancellation Policy

The administration fee is not refunded under any circumstances.

A cancellation fee of €250 applies when a course is cancelled less than 1 week before course commencement date.

## 12. Course Books

The use of a text book and course materials is included in tuition fees. Students wishing to purchase their own text book may do so at the time of booking their course or while in Dublin.

## 13. Examination Fees

- Examination fees are not included in the course cost and must be paid separately when registering for the examination.
- Please note that non-EU students taking a course of 25 weeks or more are obliged to take an approved, external Examination during this period.

## 14. Local Travel

- We provide the necessary documentation for students who wish to purchase bus and rail tickets which facilitate unlimited travel on Dublin's public transport system.
- Tickets for late night buses must be purchased separately at time of travel.

## 15. College Hours

- Classes last from 09.00 - 13.00 (with a 20-minute coffee break from 10.50 - 11.10) Monday to Friday and 14.00 - 16.05 daily, Monday to Thursday.
- Students may use the recreation room, library, classrooms or computer room for private study up to 17.00 daily.
- Evening and Saturday classes are available on request.
- Computer assisted learning packages are available to students for self-study in the afternoons.
- Morning lessons - 55mins. Afternoon lessons - 50mins.

## 16. Public Holidays

- There are no classes on Public Holidays; instead we provide a full-day excursion outside Dublin at no extra cost to the student.
- There is no reduction in fees when a course includes a public holiday.
- When students have paid for a course which includes the Christmas holidays the equivalent period will be added to the end of their course.

## 17. First Day in Alpha College

- Students in homestay accommodation will be informed by their hosts as to how to get to and from Alpha College and many hosts either bring their student to the college on his/her first morning or arrange to have him/her brought by a current student. If, however, students are unsure about their transport details Alpha College staff are always available to provide help, guidance and direction.
- On the first morning in Alpha College students are given explanations and information to help them settle in to Alpha and Dublin. They also receive a student handbook, information on places of interest in Dublin and a map of the city centre. Included in the student handbook are out-of-hours emergency contact telephone numbers for key Alpha personnel.
- On completion of their induction students take a written placement test and are interviewed to determine their level of English.
- While these tests are being scored students may go to the bus office to purchase their bus/rail tickets.
- New students are placed in classes at an appropriate level at the beginning of the 2nd Class period.

## 18. Certificates

- Certificates of attendance are awarded to all participants on completion of their course.
- Certificates specify the duration of the course, the number of hours per week and the level studied.

## 19. Reports

Progress reports are available on request on completion of each course of 2 weeks' duration or more. Students requiring a report are asked to contact the Academic Manager one week before departure.

## 20. Study Facilities

- Included in tuition fees for all classes is the use of the library, study room, self study material and reference books, students' room, internet and e-mail facilities.
- Alpha College has a strict policy on inappropriate use of e-mail and internet facilities and students found to be in breach of this policy are liable for disciplinary procedures. Further information in this regard is included in the student handbook given to each student on his/her first day in Alpha College.
- The college is Wifi enabled so students are welcome to use their laptops.

## 21. Student Support/Monitoring

- All students are interviewed by a senior member of our Alpha College staff on their first day; before the end of their first week and again at least once every four weeks (for those on longer courses) to ensure that there are no problems with either their academic programme or their accommodation.
- Weekly meetings take place between teachers and the Academic Manager at which students' progress is evaluated and discussed and appropriate action agreed.
- Our Academic Support Team is available daily to provide advice regarding after-class study or specific language-learning problems.
- On one afternoon per week we offer a free advice and guidance session to students wishing to find work in Dublin. This session covers CV preparation, interview preparation and job search information.
- 30-minute private tutorials are available (for a fee) to students who need to address specific areas of language development for example speaking, pronunciation etc.
- Students may choose, either during their stay in Alpha or on completion of their course, to take extra on-line writing classes (for a fee) with one of their class teachers. In these courses students get the opportunity to practise their written English and have a tutor work on specific areas of their written output.

- Our accommodation officer is always available to advise on problems regarding accommodation, settling in to life in Dublin, finding apartments – or just to chat about life in general!

## 22. Testing

- Students who take a course of 4 weeks or more have the option of taking an end-of-course test.
- A test is administered to students who may be deemed ready to move to a higher level during their programme.

## 23. Homework

- Homework is given on a regular basis and corrected in class the day after it is completed.

## 24. Social/Cultural Activities

- Alpha College organises Saturday excursions all year except during the Christmas holiday period.
- We offer excursions or visits on 1-3 afternoons per week depending on the time of year and on one evening per week.
- Our excursions provide a unique opportunity for students to practise their English in authentic settings. Our guides are experienced and knowledgeable and know Dublin's most interesting places. This guide service is completely free of charge. Students may have to pay admission charges on some excursions. The average cost in such cases is €4.00.
- When out-of-Dublin coach tours are organised students pay a fee to cover the cost of coach hire and any entrance charges required.
- Alpha College organises a range of interactive in-house activities throughout the year. Students love these community-focused activities as they provide a multinational community environment in which to improve their English communication skills.
- We also make available to students information on many more visits, excursions, non English-language courses and sporting fixtures which they may enjoy on their own or with other students.

## 25. Coffee Shop

Tea, coffee, drinks, sandwiches and snacks are available daily in our coffee room.

## 26. Medical Health

The college must be notified in advance of any special dietary or medical requirements or any medical health problems. In the event of a student having a health problem requiring specific medication the college cannot accept responsibility for the student's failure to adhere to the required medical regime. Alpha College reserves the right to terminate a student's programme for non disclosure of prior medical or psychiatric problems which impinge on the running of the school.

## 27. Disciplinary Action

- Alpha College of English reserves the right to expel a student who has been involved in anti-social behaviour, bullying or violence towards a student or staff member, alcohol or drug abuse, misuse of internet/e-mail facilities, shop-lifting, damaging of college or host family property, non payment of fees.
- No refunds are given in the case of expulsion for whatever reason.
- All repatriation expenses in such instances are the responsibility of the student.
- If we expel a non-EU passport holder we inform the Immigration authorities accordingly.

## 28. Student Complaints

- Students experiencing problems are encouraged to inform Alpha personnel about them. It is the policy of Alpha College to deal quickly and sensitively with any problems which may arise.

# Section 1 Scheduled Courses

## GENERAL ENGLISH

**STANDARD COURSE - REF. GE01**

**INTENSIVE COURSE - REF. GE02**

**SUPER INTENSIVE COURSE - REF. GE03**

### 1. Commencement Dates

- **Beginners** may start a General English Course on the following dates only: 05/01/09, 06/04/09; 29/06/09; 21/09/09
- Students at all other levels may commence a General English Course on any Monday throughout the year (except when a public holiday occurs on a Monday. In such cases we provide an excursion on the Monday and classes commence on the following day).

### 2. Format

#### **Standard Course**

Standard courses consist of 20 lessons tuition per week (with a coffee break of 20 minutes each day) from 09.00 - 13.00, Monday to Friday inclusive.

#### **Intensive Course**

The Intensive course consists of 20 lessons tuition per week (with a coffee break of 20 minutes each day) from 09.00 - 13.00, Monday to Friday inclusive and 5 lessons per week, 14.00 - 16.05, Monday and Tuesday or Wednesday and Thursday.

#### **Super Intensive Course**

The Super-Intensive course consists of 20 lessons tuition per week (with a coffee break of 20 minutes each day) from 09.00 - 13.00, Monday to Friday inclusive and 10 lessons per week, 14.00 - 16.05, Monday to Thursday.

### 3. Level of English required for Intensive and Super Intensive course

Minimum of Pre Intermediate/A2

### 4. Maximum class size: 14 students

Average class size: 8/9 students

### 5. Course Duration

Participants may join the General English course for a minimum of 1 week. There is no maximum period.

### 6. Content

#### **General English Standard Course**

There is a syllabus for each level and a course book and supplementary material are used in conjunction with the syllabus. The syllabus covers the 4 skills of speaking, listening, reading and writing as well as pronunciation, vocabulary and grammar activities. Classes are task-based and interactive with students and teachers continually working together to improve language output. Class work includes pair and group work, teacher-led discussions, debates, presentations and written tasks.

At the beginning of each week an outline of the programme for that week is posted in each classroom and discussed at the beginning of the first class on Monday morning. Students are tested at the end of each week on aspects of the week's work.

The pedagogical approaches employed in Alpha College integrate a primarily communicative approach with elements of other approaches to take into account different learners' needs, attitudes and objectives in learning English.

The overall approach is learner-centred and aims to equip the student with all the tools essential to becoming an autonomous learner.

#### **General English Intensive and Super Intensive Course**

The morning classes are the same as those of the Standard

Courses. The afternoon classes are fluency development classes provided to give students further opportunities to practise listening and speaking in English. There is a syllabus at each level and a course book and supplementary material are used in conjunction with that syllabus. Class time is divided between speaking and listening exercises using role play, discussion, debate, audio-visual and taped materials. Students taking this class may also prepare for the TIE (Test of Interactive English) examination as an assisted self-study option.

## 7. Extra Options

### FREE JOB SEARCH AND GUIDANCE SESSIONS

On one afternoon per week we offer a free guidance session for students wishing to find work in Dublin. This session includes CV preparation, interview preparation and job search information.

### PRIVATE TUTORIALS - REF. GE04

30-minute private tutorials are available (for a fee) to students who need to address specific areas of language development for example speaking, pronunciation etc.

### ONLINE WRITING CLASSES - REF. GE05

Students may choose, either during their stay in Alpha or on completion of their course, to take extra on-line writing classes (for a fee) with one of their class teachers. In these courses students get the opportunity to practise their written English and have a tutor work on specific areas of their written output.

## GENERAL BUSINESS ENGLISH - REF. GBE03

### 1. Format

- Group classes are provided in the afternoons for 10 lessons per week.
- Students may take a combination format of 20 morning lessons + 5 afternoons of 45 minute one-to-one lessons focusing on specific aspects such as presentation skills; dealing with clients; telephone English; negotiating skills; writing e-mails; participating in meetings; giving technical explanations; inter-cultural differences.

### 2. Level of English required

Minimum of Intermediate/B1.

### 3. Commencement Dates

Students may commence a General Business English module on any Monday throughout the year (except when a public holiday occurs on a Monday. In such cases we provide an excursion on the Monday and classes commence on the following day).

### 4. Content

There is a prescribed syllabus for this course and a course book and supplementary material are used in conjunction with the syllabus. The approach follows that of the Standard General English course. The areas covered include integrated skills (reading, writing, listening and speaking) for business; grammar and functional English necessary for effective business communication through English. Pronunciation and intensive work on connected speech help students to understand and be understood in a business context. The English of presentations, finance, meetings, travel, marketing, negotiating, telephoning, trade and entertaining is also covered. Students are encouraged to make presentations based on class materials and their own experiences.

### 5. Extra Options

#### PRIVATE TUTORIALS - REF. GE04

30-minute private tutorials are available (for a fee) to students who need to address specific areas of language

development for example speaking, pronunciation etc.

### ONLINE WRITING CLASSES - REF. GE05

Students may choose, either during their stay in Alpha or on completion of their course, to take extra on-line writing classes (for a fee) with one of their class teachers. In these courses students get the opportunity to practise their English in a business context.

## ENGLISH AND PROFESSIONAL WORK EXPERIENCE PROGRAMME - REF. WE01

1. The English and Work Experience Programme provides participants with an excellent method of learning and using English in a practical way. Students are placed, where possible, in an Irish enterprise appropriate to their qualifications and experience. Here they join the workforce of the company and gain valuable experience of a business environment. They are given tasks of varying complexity to complete, depending on their ability, motivation and qualifications. In addition to the exposure they get to the activities of a modern company, course participants have the opportunity of practising their English skills in an authentic work environment. This programme provides them with an excellent opportunity to enhance their employment prospects on their return home.

### 2. Commencement Dates

- The English language training element of this programme begins every Monday throughout the year (except when a public holiday occurs on a Monday. In such cases we provide an excursion on the Monday and classes commence on the following day).
- The work experience element may only be started from October to June inclusive.

### 3. Format

- Students take a combination of English classes and Work Experience with a minimum total of 4 weeks English classes and 4 weeks Work Experience.
- They may take the General English Standard or Super-Intensive course or the General & Business English course or a combination of these courses by arrangement.
- They then undertake the unpaid work experience element of the programme. Every effort is made to try to place the student in the area of his/her first choice but this cannot always be guaranteed.
- The work experience module lasts a minimum of 4 weeks and a maximum of 12 weeks.
- Before commencing the work experience element of this programme students are given guidelines on compiling their CV and preparing for interview.
- While they are on work experience they are monitored by our Corporate Programmes Manager who liaises with the company to monitor progress and deal with any queries or problems.

### 4. Level of English required: Upper Intermediate/Pre B2

### 5. Minimum Age: 20 years of age

### 6. Conditions

- Students must have reached at least Upper Intermediate level of English before commencing the work experience element.
- Students must take a minimum total of 4 weeks English classes and 4 weeks Work Experience
- Participants must sign a form stating that they understand the objectives of the work experience programme before the booking can be confirmed.
- Students must be 20 years of age or over before being accepted on this programme.
- This programme is available to EU Students only

## ACADEMIC YEAR PROGRAMME

- REF. AYP01, AYP03 (EU students only)

This extended programme offers a superb opportunity to enhance English language skills in a variety of settings. Through a combination of General English Classes, Examination Preparation Classes and a Professional Work Experience Programme students are in a unique position to learn English, practise it in the workplace, gain an internationally-recognised Certificate and return to their home country with skills that will greatly improve their future career prospects.

### 1. Format

- This programme consists of 3 x 12 week modules .
- The first module must be a General English module – either Standard or Super-Intensive format.
- The sequence of the 2nd module (Examination Preparation Classes) and the 3rd module (Professional Work Experience) may vary depending on the examination dates.

### 2. Commencement Dates

General English Module 05/01/09; 22/06/09; 28/09/09

### 3. Conditions

- 1 Students may only commence this programme on the dates specified above
- 2 Students must be 20 years of age or over
- 3 The first module must be General English
- 4 At the beginning of the General English module students must have an Intermediate/Pre B1 level of English or higher
- 5 All modules must be of 12 weeks duration.
- 6 Students must sign a form stating that they understand the format of the Professional Work Experience module before bookings can be confirmed.

## EXAMINATION PREPARATION COURSES -

REF. FCE01, FCE03

Alpha College of English prepares students for Cambridge First Certificate, TOEIC, Trinity and TIE examinations.

### 1. Minimum Number - 5 students.

### 2. Cambridge First Certificate

This course lasts for 9 - 12 weeks and focuses on helping students pass the examination. The examinations are held 3 times a year – in early March, June and December.

Students may take this course as a standard option of 20 morning group lessons per week or a Super-Intensive course which consists of 30 lessons per week - 20 morning group lessons Monday to Friday inclusive and 10 lessons per week, 14.00 - 16.05, Monday to Thursday.

The afternoon classes focus on fluency development skills necessary for the interview section of the examination.

<b>Level of English required:</b>	Minimum - Upper Intermediate/Pre B2
<b>Course Duration:</b>	9/12 weeks
<b>Commencement Dates:</b>	05/01/09; 16/03/09; 14/09/09

### 3. IELTS, TOEFL, TOEIC, TIE (Test of Interactive English), Trinity.

Preparation for these examinations is as an assisted self-study option.

## Section 2:- Customised Courses

### OVERSEAS TEACHERS' COURSES -

Alpha College is an approved training centre for the ACELS Certificate in English Language Teaching (CELTA) and has a staff of highly qualified, experienced and motivated teacher trainers who train prospective ELT teachers year-round. They are also practising teachers of English, experienced in using up-to-date methods with learners at all levels of language learning

Teachers from an EU (or associated) country may obtain a grant to attend one of the Alpha College courses for teachers. For details of National Agencies for Comenius programmes please visit

[www.ec.europa.eu/education/programmes/socrates/comenius/natagenc\\_en.html](http://www.ec.europa.eu/education/programmes/socrates/comenius/natagenc_en.html)

### REF. OTC01

#### 1. Aims

To provide an opportunity for overseas teachers of English to develop their English language skills, enhance their language teaching skills and gain knowledge of the contemporary social, artistic, literary, cultural and historical environment in Ireland.

#### 2. Format

This is a two-week course consisting of 40 contact hours plus an extensive cultural and social programme. The course is designed to be a fun way of refreshing and expanding teaching ideas and to provide an opportunity for teachers of English to upgrade their language teaching skills and develop their own language skills while also gaining knowledge of the contemporary social and cultural scene in Ireland.

Morning sessions are divided into two main areas. The first area covers current theory and methodology in language learning and teaching and offers practical and fun ideas for use in the classroom in teaching the four skills, vocabulary and pronunciation. Uses of new technologies in language teaching are also included.

The second area covers cultural and social aspects of modern Ireland such as history, politics and the arts. These sessions are presented in a manner that complements the theory and methodology component of the course.

The morning cultural input sessions are further reinforced by the afternoon visits to places of interest which are directly related.

#### 3. Course Dates

06/04/09; 13/07/09

or by arrangement for closed groups

### REF. OTC02 (for overseas teachers of English literature)

#### 1. Aims

This course has been developed for teachers of English who have an advanced level of English and a keen interest in literature and in teaching it. The course aims to refresh and expand the participants' knowledge of literature in the English language while giving practical ideas for its teaching in the classroom and developing their general language skills. The course comprises 40 hours input sessions, complemented by an extensive programme of literature related afternoon activities.

#### 2. Format

The morning input sessions include sessions on the following areas:

- A review of Irish, British and American literature

- Examination of materials available for teaching literature as part of foreign language studies
- Teaching vocabulary in the context of literature
- Developing the key skills of reading and writing in the context of literature
- Special focus on teaching Shakespeare's works
- Using drama in the classroom
- Using film to teach literature

The afternoon programme provides participants with an opportunity to further deepen their knowledge with visits to the major literature related destinations such as the Dublin Writer's Museum and the Joyce Centre

### 3. Course Dates

06/04/09; 27/07/09

or by arrangement for closed groups

## ENGLISH FOR SPECIAL PURPOSES - REF. ESP01

### 1. Group or one-to-one ESP classes are available, by arrangement, in the following areas:

#### The English of:

- Aviation and Air Traffic Control
- Banking/Finance/Foreign Exchange
- Business
- Law
- Medicine
- Military Organisation and Operations
- Sales and Marketing
- Travel and Tourism

A popular option among students is to combine 20 lessons group General English, standard format with 5 lessons one-to-one ESP classes in the afternoons.

Quotations and proposals are available on request.

## EXECUTIVE ENGLISH WITH OPTIONS

### - REF. EXE01

Executives and Managers derive enormous satisfaction from this programme which combines tailored English tuition, interesting meetings with their peers in Irish business, financial, industrial, commercial and political life and a range of cultural, social and sports activities common to the English-speaking world.

### 1. Commencement Dates

Every Monday throughout the year (except when a public holiday occurs on a Monday. In such cases we provide an excursion on the Monday and classes commence on the following day).

### 2. Duration

1 week or more.

### 3. Format

One teacher to one client or One teacher to two clients

### 4. Sample Schedule

Mornings: 4 hours per day customised English tuition.

Afternoons: A combination of the following:

Corporate visits; Tours of Dublin; Golf lesson

Evenings: A combination of the following:

Theatre; Traditional Irish pub night;

Musical entertainment

(Quotations for any combination of the above are available on request).

### 5. Content

The content of this course is customised to meet the participant's needs. To ensure that this objective is met we like to

get, in advance of the student's arrival, as much detail as possible regarding the particular aspects of English language training which the student feels need most attention. On the student's arrival we will conduct a Needs Analysis to further fine tune the programme.

## WEEK-END INTENSIVE BUSINESS ENGLISH COURSE - REF WBE01

This course has been developed in response to the demand from busy Executives, Managers, Technocrats and professional people for intensive tuition in English in an English speaking environment that they can fit in to their already crowded schedule which precludes them from attending courses during their working week.

To meet this requirement Alpha College of English provides, every weekend except Irish Public Holiday weekends, an intensive course in Business English. (Irish public holidays are 17/03/09; 10/04/09; 13/04/09; 04/05/09; 01/06/09; 03/08/09; 26/10/09.)

Participants take classes from 09.00 – 13.00 and from 14.00 – 18.00 on Saturday and from 09.00 – 13.00 on Sunday. Participants must take a placement test prior to being confirmed on the course to ensure that everybody in the group has the same level of English.

These are small class groups – minimum size 3; maximum 5 and are ideal for highly motivated, focused and ambitious people who are aware of the requirement of fluency in English for career advancement in today's global environment.

Extra classes may be arranged on request for Friday afternoons.

## Notes