

General English & Business English:

1. Our **General English Courses** cater for students from **beginner (A1) to advanced (C1)**.
2. **General English Courses** have a Max 9/10 students per level. We recommend classes in **small closed groups** for employees, i.e. 1:4 an intensive learning and interactive dynamic (*helps clients achieve goals faster*) with students of a similar level.
3. Students will progress to an Integrated Learning programme which includes **English for presentations, networking or problem solving**.
4. We also offer English plus **Business** or **Examination preparation options**, content and modules can be adjusted to the needs and level of your organisation where participants get the opportunity to apply the learned knowledge directly in their field of work.
5. Programme assessment and follow-up needs to be carried out jointly by employer and IELA professional staff. This stage involves a full review of programmes and assessment of participant competence levels as well as measurement of changes in employee and organisational effectiveness in the short, medium and long term.
6. Students can also prepare for **First Certificate or Advanced Cambridge Examinations/ IELTS / Language Cert or TOEIC examinations**.
7. **BULATS** is a **Business Language** testing standard for companies and organisations.
8. Our **Business course** is focused on five key areas: **Business conversations, Meetings, Presentations, Telephone Exchanges and Email**.
9. All course materials and workbooks will be provided.

Questions & Answers:

1. How do you address varying levels of ability?
IELA would carry out a written and verbal test with each participant in order to assess what different the language levels are. We would then recommend either a single class or dividing the participants into two groups.
2. What is the preferred number of hours per week?
Employees who are working full-time during the day we recommend 2 evenings per week x 2 hours per evening.
3. What is the recommended number of students per class?
Class would have a maximum of 10 participants but depending on their levels, we may advise two classes.
4. Are the classes structured towards Business/IT English or general English?
We can offer a tailored course to the specific needs of your company and of the participants in the programme. We will develop the programme

tailored to the needs of each participant and if possible with their line managers also.

5. What is the best learning ratio? Group/Individual or small group tuition?

A small group class is the best learning environment.

6. How is progress measured and what exams can staff choose to take?

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7. What online options are available?

IELA can provide Skype Classes on an one-to-one basis.