

# PRODUCT CATALOG 2016/2017

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## WITH US YOU CAN SPEAK TO THE WORLD

We have been with you for more than 17 years! We enjoy our work, we try to prepare all the courses as carefully as possible, tailor made to your wishes.

The fact that you now hold this catalogue in your hands is an indication that you care about the quality of the development of your employees and yourselves, and we are happy that we can be your supportive and reliable partner.

For the year 2016/2017 we have again prepared a wide range of perfect services for you and also something new - an exclusive service called Premium Language Consulting!

We always want to be one step ahead, just as you are by being our client.



Ondřej Kuchař, Jakub Štefeček company owners and directors







About us	4
Our teachers	
Regular in-company classes If you need to improve all your language skills and have enough time and motivation to learn continuously.	
Premium Language Consulting	
One-day specialised courses If you use a foreign language regularly, but have doubts whether you know everything and want to gain more confidence in specific situations.	23
In-house specialised courses If you share your need to improve a specific area or language skill with other colleagues.	35
Language stays abroad If you need to improve your foreign language skills in an intensive course (for at least 3 weeks) or refresh your knowledge once a year (for 5 days).	39
Language stays at the Svatá Kateřina Resort If you want to do something for your mental and physical health, kick-start your study plans or refresh them.	
Public courses If you are willing to invest in yourself or your loved ones, take advantage of our great price / performance ratio.	
Translation and interpreting If you don't want to struggle with a dictionary on your own, know that we are here and can translate your documents for you.	
Other services If you need help with anything concerning foreign languages, contact us	



We are the market leader specialising in corporate language training. We are a strong and stable partner providing outstanding and comprehensive language services at reasonable prices.



### Consulting services

We share our experience with you and recommend a functional model for language learning.

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### Nationwide coverage

Thanks to our own team of trainers throughout the Czech Republic and Slovakia, we guarantee high quality and uniform methods and administration.



### Teacher stability

We take pride in the low turnover rate among our teachers, the result of the quality care we provide our team and our teacher incentive programme.



### Pro-customer approach

Our clients appreciate our flexibility and our proactive and individual approach.

### Demanding

We demand the very best from ourselves, our teachers and even our students, a shared approach that leads to success.



### Outsourcing

Once you provide us with initial information detailing your specific needs, we work with you to define the required service. We will take care of the rest.



### Online records

We use the unique c.Port information system for transparent and accurate administrative work.



### Methodology

The unique Coach&Practise method focuses on the systematic repetition of material and the correction of mistakes, all while respecting the needs of students.



# 375 CLIENTS 8 000 STUDENTS 110 CITIES (3)

650 TEACHERS ♪» 260 000 HOURS PER YEAR ③ 20 LANGUAGES ➡



PRAGUE Florentinum Na Florenci 2116/15 110 00 Praha 1

BRNO Dům Jakub Jakubské náměstí 127/5 602 00 Brno









# **OUR TEACHERS**

The success of the teaching and satisfaction of our clients primarily depends on our teachers. The quality of our teaching team is guaranteed in particular by the following:



Careful selection of teachers

The selection process consists of two personal interviews, the second of which is a sample lesson with a methodological analysis and subsequent feedback.

### Thorough initial training

Upon their arrival, all of our teachers undergo a compulsory set of seven training sessions to become familiarised with our Coach&Practise method; for native speakers, there is also a training session called Understanding Czech Culture.



## Detailed methodology

Corporate language training is a specific field, especially with respect to the frequency of training, motivation and the self-study options of participants. This is reflected in the Coach&Practise method.



## System of teacher hierarchy

The mentor (Senior Teacher) sits in on the junior teachers' classes and they have methodological and organisational meetings and evaluation sessions to discuss feedback from students.



## Continuous development of teaching skills

Every year we organise about 80 workshops where our teachers can gain further education in the field of foreign language teaching methods.







### Laura Gilbert

#### Teaching Team Manager and teacher of intensive and specialised courses

Laura comes from England and joined our language school when she moved to Prague in 2006. She has a degree in European Studies and Spanish from Nottingham Trent University. As our Teaching Team Manager she leads our Senior Teachers and teachers. Laura also runs teacher training seminars, our Talent Management programme, and holds specialised courses for our clients.

**Šimon Steffal** 

### Trainer, mentor and teacher of specialised courses <

Šimon is an experienced language teacher and a soft skills trainer. He has been working in the field since 2003, for James Cook Languages since 2007. He got his bachelor degree in Psychology from UNYP (Empire State College), and his masters in Diplomacy and International Relations from the Anglo-American University. He created and leads several of the courses including CzEnglish and English Grammar Refresh.





### Carly Davidson

#### Key Teacher and teacher of intensive and specialised courses

Carly comes from Scotland and joined James Cook Languages in 2012. She graduated from the University of Glasgow with a degree in History of Art and moved to Prague shortly after graduating to pursue a career in education. Carly teaches a combination of regular courses and intensive courses focusing on business topics including Presentation Skills, Be Confident in Writing, and Negotiation Skills.

#### Jana Plandorová Regional Coordinator and English teacher <

Jana joined the James Cook Languages teaching team in 2006. She graduated from the Faculty of Arts, University of Ostrava, in British and American Studies. Thanks to her analytical abilities, eagerness to learn, and high flexibility, she soon became the regional coordinator for north Moravia and a trainer of specialised courses.





#### Jana Smichovičová

#### Senior Teacher, English teacher and Czech teacher

Jana has been with us since 2007. She studied English and American studies and she also has a diploma in HR Management. She teaches English and Czech for foreigners, does audits for new and existing clients, as well as teacher recruitment. She leads a team of 60 teachers whom she helps with the adaptation in the company and development of their teaching methodology.

**Tom Jowett** 

### Key Teacher and teacher of intensive and specialised courses <

Tom is from Gloucester, UK and he moved to the Czech Republic in June 2014 a year after graduating from the University of Sheffield to begin training as an EFL teacher. He quickly joined James Cook after completing his training and began to teach regular incompany courses. Since completing the Talent Management programme he has started teaching seminars and intensive / open courses as well.









## **Education concept**

The first step is to identify your goals and expectations. These are then used as the basis for a language training plan.

- We have focused on corporate training for more than seventeen years
- We share our experience
- We consult our education system with our customers
- Based on the goals of the company, we establish:
  - training rules
  - course parameters
  - the method for monitoring effectiveness and satisfaction
  - the form of administrative support

## **Course specialisation**

We respect the specifications of HR and management of your company and analyse the needs of each student on an individual basis:



## **Training effectiveness**

We evaluate the progress of our students with our unique method: SCOPE (System of Complex and Objective Progress Evaluation)

- Language progress = key to motivation
- ▶ We regularly test and report the progress of our students
- ▶ Knowledge is evaluated using the Common European Framework of Reference for Languages
- On-line monitoring of evaluation results



## **Control of quality and satisfaction**

We monitor our students' satisfaction with the course, control the quality of training and work on the development of our teachers. We report the results to you and provide feedback to teachers during their evaluation meetings.

- Verification of satisfaction after three lessons by phone or email
- Electronic satisfaction surveys twice a year
- More than 550 methodological classroom inspections per year



## Thorough and flawless administration

We use the comprehensive information system c.Port (Client Professional Organising and Reporting Tool). We developed the system directly for the needs of corporate language training to ensure that it is clear, simple, intuitive and contains all the necessary outputs.

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- Online access to all language training information
- Courses, students, teachers, timesheets, an overview of teaching and attendance
- Calculating costs for individual students of cost centres
- Results of student satisfaction survey
- Evaluation and long-term monitoring of student progress

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cz 🝉 🛛 📾			Jste spokojen/a s tim, jak s Vámi procvičuje probiranou látku? 36 8 1					
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ABC a.s., Jana Nováková Odhlásit	British Council vypsala termíny zkoušek na jaro/léto 2014.							
<ul> <li>Změnit přihlašovací údaje</li> </ul>	Podrobnosti o terminech a cenách jednotlivých zkoušek naleznete v příloze nebo na http://w							
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Přehled kurzů	- datum narození							
<ul> <li>Hodnocení pokroku</li> </ul>	<ul> <li>požadovaná zkouška</li> <li>forma zkoušky (papir X PC)</li> </ul>							
🕣 Anketa spokojenosti	- místo konání							
④ Přehled výuky	Většina zkoušek se koná ve dvou dnech (písemná část, ústní část). Termíny písemných zkou:							
(1) Fakturace	měnit.							
Dokumenty	Nevyhovujíci termíny na ústní část nahlaste v období registraci (v připadě, že někdo z klientů							
Docházka	kdy se zkoušky konaji dovolenou, služební cestu atd.)							
Studenti	V případě zájmu, prosím, kontaktujte Nikolu Koudelovou (koudelova@jd.cz)							
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## **SELECTED REFERENCES**

James Cook Languages is a reliable supplier who can adjust to our needs and who quickly reacts to what we need in language education. As we are a manufacturing company our language education is quite specific (alternating shifts in even and odd weeks, morning classes and late afternoon/evening classes). We always found a solution. I really appreciate the pleasant and quick communication with JCL staff. I can only recommend them.

#### Michaela Zedníková

ADC (Commscope)

Excellent! I have never had the pleasure of working with a supplier with such a customer-oriented approach.

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#### Hana Blehová

Provident Financial

In planning the training with the Course Manager, I especially appreciated her quick response to my emails and her genuine willingness to resolve any queries as swiftly as possible and organise courses for our students at the highest level.

### Linda Koščová

Cleverlance Slovakia

We value the additional activities the language school offers us, such as their contributions to our company magazine.

### Eva Fišerová

DHL Express

Absolutely reliable and pleasant communication with the JCL staff, highly flexible responses and the satisfaction of all of our needs. An outstanding approach!

Zuzana Indruchová Mondelez Czech Republic

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JCL provides us comprehensive service in their language training, including direct communication with employees to inform them of details concerning their lessons. They also regularly check customer satisfaction, which saves us a great deal of time and administrative work.

#### Barbora Smijová

Raiffeisenbank

Excellent teaching quality. JCL regularly monitors the progress of students (both quantitatively and qualitatively) and recognises the best ones.

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#### Jana Nováková ČD Cargo

We were looking for a company that is able to adapt to our requirements and to respond flexibly to our language training needs, an agency with an advanced teaching method, quality teachers, and one that could prepare the desired outcomes with respect to student progress, attendance and cost control. JCL has satisfied all of our expectations.

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### Kamila Čubanová

American Express

# **OTHER REFERENCES**









## **PREMIUM LANGUAGE CONSULTING**

Premium Language Consulting is a language service for the most demanding clients. Our best teachers will be your consultants for specific situations and they will help you manage them!

## LANGUAGE OF LEADERSHIP

- Motivational speeches
- Crisis communication
- Mentoring and coaching

## **INTERNATIONAL BUSINESS PARTNERS**

- Business meetings
- International meetings
- Acquisitions and purchases

## LANGUAGE PERFORMANCE FEEDBACK

- Live coaching during a meeting or presentation
- Analysis of written communication
- Activities recommended for future development

## **PUBLIC SPEAKING AND PRESENTING**

- International conferences
- Company events
- Product presentations (launch)

## **IN/FORMAL NETWORKING**

- ► VIP hospitality (eg. golf, horse races)
- Business dinners
- Informal meetings

## LANGUAGE NUANCES

- Exact terms
- Strong and weak expressions and phrases
- Cross culture

## What we have already done:

- The director for Central and Eastern Europe of one of the biggest brewery companies in the world prepared for motivational speeches to the individual managers of local companies (in the context of restructuring the company). The preparation took 12 half-day meetings with our language coach during which they practised the specific speeches and prepared for possible reactions.
- The technical director of an international automotive company prepared for a speech for the opening ceremony of a new model on the market at the Geneva Motor Show. Two weekend meetings with our consultant allowed for emphasis on absolute smoothness and elegance of his expressions with regard to the importance of the event.





## **PREMIUM LANGUAGE CONSULTING**

### Who this service is for

- The target students are mainly the top-level management, sales or finance directors or CEOs who don't have time or the need for regular lessons and they just need specific consultations.
- Premium Language Consulting is not a regular class, it is a consultation and individual language mentoring which is tailor-made according to the client's needs.
- Specification of this service is the high professionalism of the mentors, maximum emphasis on meeting the demanding requirements of any client, time customisation and flexibility.



The consulting is in English.

## **PRICE CONDITIONS**

Standard price: 60 minutes

2 899 Kč

The price is without VAT.

### The initial consultation is free.

The price will always be calculated individually according to the requirements (topics, intensity, location, number of consultations, preparation of the mentor etc.)

The exact price will always be calculated specifically for you. For long-term use of the service we can set special price conditions. The price always includes the services, including analysis of client needs and time and overall performance of services.





Topics - English	<b>2016</b> October - December	<b>2017</b> February - June	<b>2017</b> July - August
All About Phrases	13. 10. 2016 7. 12. 2016	28. 2. 2017 29. 3. 2017	26. 7. 2017
Be Confident in Writing	18. 10. 2016 6. 12. 2016	23. 2. 2017 17. 5. 2017	9. 8. 2017
Be Confident on the Phone	12. 10. 2016 22. 11. 2016	16. 2. 2017 5. 4. 2017	25. 7. 2017
Business Meetings	20. 10. 2016	22. 2. 2017 25. 4. 2017	1. 8. 2017
Cross Culture	25. 10. 2016	21. 2. 2017 4. 4. 2017	19. 7. 2017
CzEnglish	8. 11. 2016	22. 3. 2017	12. 7. 2017
Financial and Banking English	9. 11. 2016	15. 3. 2017	18. 7. 2017
Grammar Refresh	11. 10. 2016 29. 11. 2016	1. 3. 2017 26. 4. 2017	8. 8. 2017
HR English Expert	15. 11. 2016	28. 3. 2017	2. 8. 2017
Introduction to HR English	26. 10. 2016	7. 3. 2017	11. 7. 2017
Marketing English	3. 11. 2016	14. 3. 2017	
Negotiation and Argumentation	19. 10. 2016 10. 11. 2016	15. 2. 2017 11 .4. 2017	16. 8. 2017
Practise your Presentation Skills	24. 11. 2016	18. 5. 2017	
Theory and Tips on How to Present Effectively	1. 11. 2016	8.3.2017	15. 8. 2017

### **Topics - German**

Presenting in German	23. 11. 2016	16. 5. 2017
Telephone and Email Communication in German	2. 11. 2016	2. 3. 2017

## **Organisation of courses**

- At the premises of James Cook Languages, Florentinum, Na Florenci 15, Praha 1.
- ► All the courses are run by qualified and experienced native speakers and Czech teachers.
- The teachers not only have experience in teaching foreign languages, but also have expertise in the discipline they teach.
- You will receive excellent materials that you can make further use of directly in your work environment.
- Courses are always from 9am till 4pm.
- Courses are always in a small groups of 3 8 students.

PRICE	CONDITIONS	

1 – 5 registered	3 250 Kč
6 – 15 registered	2 275 Kč
16 and more registered	1 300 Kč



All prices are per person, do not include VAT, and are valid when registering the set number of students for any course.

Register and get more info at **www.jcl.cz.** 

## Why choose one-day specialised open courses?

## Specialisation

You are a specialist, business person or manager, you use the foreign language as a working tool and your job calls for specialised terminology and competences.

## International environment

You want to be able to communicate professionally and with confidence with your clients and colleagues in an international environment.

## Intensity

You need to gain skills quickly and immediately apply them in practice.

### Extension

You have regular classes, but need to improve a specialised or specific area of language.

### ► Refresher

You use the foreign language regularly, but sometimes feel you need to revise or expand your knowledge.

### Sharing

You want to use the opportunity to meet with professionals from other companies and share your expertise.

## Form of teaching

### Combination

Training of professional and language skills.

### Teaching only in the foreign language The courses are conducted chiefly by native speak-

ers = a faster and more accurate interpretation of ideas, attitudes, and views in the foreign language.

## Courses outside the working environment

Allows students to fully concentrate on the topic under discussion (you do not leave in the middle of a task).

### Interactivity of lessons

A lot of time for your own presentation and for sufficiently practising new material.

### Variety and fun

A wide range of activities (role play, panel discussions, model situations, reading, listening, video demonstrations, exercises focusing on vocabulary development...).





One of the best and most beneficial trainings I've been to lately. Our teacher Laura was perfect.

#### Simona Holečková

NET4GAS Introduction to HR English

The training was beneficial. Great teacher, whom we understood very well, she was able to explain everything and keep our attention.

### Pavla Kružíková

SAP BSCE Be Confident on the Phone

Mr Šimon Steffal once again demonstrated his professionalism, excellent English and an understanding approach to his students. Thank you!

## Marie Odehnalová ABB Negotiation and Argumentation

The teacher doesn't have much to improve. Perfectly prepared, he explained everything he was asked about and more.

## Kristýna Popelková BDO Describing Graphs & Charts

I highly appreciated the structure of the course, in particular the interactivity and inclusion of current topics in HR. The teacher had a very interesting approach to the class.

#### Barbora Chalupníková

International Study Programmes HR English Expert

The topic was fully covered and I am satisfied. The teacher was very friendly and had a pleasant demeanour; she was able to captivate her audience and keep their attention.

#### Michaela Kuglerová BDO

English Grammar Refresh

The teacher exceeded my expectations; he was the best one I've ever had.

## Petra Boudová

Deutsche Bank CzEnglish





















I really enjoyed the training; the teacher was well prepared. We had a variety of tasks – listening, video, dialogues.... It was most valuable to compare ourselves with the HR departments of other companies.

Alisa Komarová LukOil HR English Expert

Perfect preparation, corresponding materials, very good orientation of the teacher in the business field (technical terms). I have nothing to complain about.

Kristýna Ochmanová DHL HR English Expert

The teacher was excellent, her speech was flawless, structured and professional. The training was dynamic. Overall a very interesting and quality course.

Jitka Frýblová SAP BSCE Practise your Presentation Skills

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### ALL ABOUT PHRASES

### (B1 and above)

Learn phrases, idioms and collocations typical for English that cannot be directly translated into Czech.

- Practise the most common phrasal verbs in English.
- Learn useful phrases for various social situations at work and outside of work.
- Learn what collocations are words do not necessarily fit all contexts, even though they have a similar meaning in Czech.
- Learn how to write and speak in English rather than translate from Czech.

### **BE CONFIDENT ON THE PHONE** (B1 and above)

The course is designed for everyone who needs to communicate in English at work by telephone, whether it's internally or with a client.

- Master the principles and skills related to business phone calls.
- Overcome your fear of communicating over the phone in a foreign language.
- Correct phrases and expressions that will make your communication natural and elegant.

### **BE CONFIDENT IN WRITING**

(B1 and above)

The course is designed for everyone who needs to communicate in English at work by email, whether it's internally or with a client.

- Master the principles and skills related to business emails.
- Learn correct phrases and expressions that will make your communication natural.
- Practise writing different kinds of emails.

## Course content

- Common errors of Czech students
- The most common phrases in the English language
- Collocations and idioms
- How (not) to translate into English
- Tips on learning phrases and idioms

## Course content

Key telephone phrases

- Sounding friendly and polite formal and informal expressions
- Making appointments and arrangements by phone
- Conference calls
- Dealing with telephone problems
- Practising and obtaining feedback from the teacher

## Course content

- ▶ Key email phrases
- Being formal and informal
- Being polite and diplomatic
- Writing simply and briefly
- Linking ideas
- Analysing common mistakes
- Practising and obtaining feedback from the teacher

### **BUSINESS MEETINGS**

(B1 and above)

Do you often conduct internal and external meetings and conferences in English, or take an active part in them? Then this course is for you.

- Learn phrases and vocabulary required to conduct a formal meeting and discussion.
- Be able to moderate meetings and keep them going.
- Learn how to summarise contributions and output from meetings.



- Open a meeting
- Outline the agenda
- Justify and explain your views
- Give the floor
- Raise questions
- Summarise and close a meeting

### **CROSS CULTURE**

#### (B1 and above)

The course is intended for business people who are in constant contact with foreign colleagues, partners or employees and for those who have an interest in crosscultural interactions in English.

- Interactive teaching and role plays.
- Focus on various aspects of culture and communication.
- Use of idiomatic proverbs and expressions, cross cultural business communication.



- Describing culture
- Small talk
- Describing communication styles
- Polite social English
- Using idiomatic expressions and proverbs

### CZENGLISH

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(A2-B1)

The course is designed for those who are interested in improving their English and in better understanding what mistakes Czechs make most often and how to avoid them.

- Identify the basic categories of typical "Czech" mistakes.
- What the reasons leading to the mistakes are and be able to work on their elimination.
- Be able to discuss anything with the teacher that gives you trouble in English.
- Actively practise English in the form of pair and group work activities.



- Brief review of grammar
- Prepositions and articles
- Conditions and temporal sentences
- ► False friends and idiomatic phrases
- Pronunciation
- Needs analysis



ENGLISH GRAMMAR REFRESH

(B1 - B2)

The course is designed for all people who use English but feel the need to revise and refresh their grammar knowledge.

- Master grammar at the intermediate level.
- Learn to use common tenses quickly and confidently.
- Pick up useful phrases and vocabulary.

## Course content

- Revision of Present perfect
- Explanation of Past perfect
- First, second and third conditional
- Modal verbs
- Most common phrasal verbs
- Prepositions

### FINANCIAL AND BANKING ENGLISH (B1 and above)

For employees of banking and financial institutions or for workers who use English for communication in a banking or financial environment.

- Learn the terminology and phraseology related to the presentation of banking and financial institutions and their products, and to communicate with the client.
- Improve your competence of processing a client's requirements in English.
- Practise the presentation and interpretation of financial analyses.

## **Course content**

## Presentation of banking and financial products and

- Presentation of banking and financial products as services to clients
- Retail banking
- Description and explanation of graphs and charts
- The structure of the financial sector
- Explanation of the economic cycle and description of current trends

#### recommended by



### HR ENGLISH EXPERT (B1 and above)

This course is a follow-up to INTRODUCTION TO HR ENGLISH, but can also be taken independently. The course is designed for HR managers and specialists who communicate with foreign employees on a regular basis and need to submit documents and reports to their superiors in English.

- You will learn to discuss HR strategies and projects in English.
- ► Your communication with English-speaking colleagues and superiors will be self-confident and fluent.
- You will be able to discuss various options of remunera ting employees and providing company benefits.

## Course content

- Recruitment assessment centre
- ► Talent search development centre
- Staff evaluation
- Development and education
- Employee benefits
- Trends in HR

#### recommended by



### INTRODUCTION TO HR ENGLISH

(B1 and above)

The course is attended by HR managers and specialists who regularly communicate with their colleagues in English.

- Learn to communicate with managers about recruitment.
- Know how to deal with administrative processes related to employment.
- Gain the confidence to conduct recruitment interviews in English.

## **Course content**

- Selecting and recruiting new employees
- How to read an employee's CV
- Starting the work process of new employees, trial period
- Contract / benefits / job description
- Termination of an employment relationship

### MARKETING ENGLISH

(B1 and above)

The course is intended for employees working in the commercial sector, marketing agencies or marketing departments of companies.

- Practise your ability to fluently communicate about the needs of your clients.
- Be able to describe and present marketing strategies and campaigns.
- Learn the most common phrases and vocabulary of the marketing environment.

## **Course content**

- Customer needs and behaviour
- Market segmentation
- Marketing mix
- Development of a new product ►
- Types of products and services / Product life cycle
- Product and service sale

#### recommended by



## **NEGOTIATION AND ARGUMENTATION**

(B1 and above)

The course is intended for managers or businesspeople who take part in meetings conducted in English and need to gain confidence in dealing with their colleagues, employees or clients.

- Learn phrases and expressions used in negotiations.
- Learn how to be assertive in English.
- Practise various situations that you encounter in which ► you need to be very confident in your English.



### **Course content**

- Difficult situations in communication
- Negotiating tactics
- Proper argumentation
- Assertiveness and polite conduct
- Practical training with real situations

# PRACTISE YOUR PRESENTATION SKILLS

(B1 and above)

A course in which you can try out various parts of your presentation in practice to ensure that each step is professionally prepared.

- Gain advanced vocabulary appropriate for each stage of your presentation.
- Learn how to elegantly open and close your presentation.
- > Try out responding to your audience in English.
- You will give a presentation and receive feedback on your skills.



- Opening and closing a presentation
- > Asking questions, rhetorical questions and paraphrasing
- Solving difficult situations when giving a presentation
- Giving a presentation
- Analysis of the participants' presentations

## THEORY AND TIPS ON HOW TO PRESENT EFFECTIVELY

(B1 and above)

Everyone who needs to thoroughly prepare for a presentation in English should take our course and gain the necessary vocabulary to give a professional and complex presentation in English.

- Practise advanced vocabulary appropriate for each stage of your presentation.
- Learn how to organise your presentation.
- You will be able to describe slides, pictures and charts in your presentation.



### Course content

- The key to a successful presentation
- Organisation of a presentation
- How to describe charts and tables
- Visualisation
- Summary of ideas

#### recommended by



# HOW TO PRESENT EFFECTIVELY IN GERMAN

(B1 and above)

#### For everyone who is working in a German-speaking environment and who gives presentations in German or takes an active part in them.

► Learn the principles of clear, concise, and effective use of language when giving a presentation in German.

- ► Try out elegant and original openings of your presentation.
- Learn how to actively involve participants and ask questions.
- Practise your ability to respond promptly.

Increase your self-confidence in your speaking skills

## and get over your fears of giving a presentation in German.

## Course content

- Welcoming participants and introducing the topic
- Presentation
- Describing charts and graphs
- Asking questions, rhetorical questions and paraphrasing
- Solving difficult situations when giving a presentation
- Giving a presentation, feedback, and subsequent recommendation from the teacher

### **TELEPHONE AND EMAIL COMMUNICATION IN GERMAN** (B1 and above)

#### The course is designed for everyone who needs to communicate in German at work, in writing or by telephone, whether it's internally or with a client.

- You will master the principles and skills related to business correspondence.
- You will overcome your fear of communicating over the phone in a foreign language.
- You will practise the correct phrases and expressions that will make your communication natural and elegant.

## **Course content**

- ▶ Types of business correspondence
- General structure of business letters and e-mails
- Thanking, complaining, and apologising in writing
- Effective listening
- ► Teleconference
- Formal and informal expressions
- Analysis of the most frequent phone conversations
- Practising and obtaining feedback from the trainer




## **IN-HOUSE SPECIALISED COURSES**

In-house professional and skill courses combine the training of language and specialised skills or topics and focus on professional, effective and self-confident conduct in communication with customers and colleagues in a foreign environment.

#### Why choose in-house courses?

#### Specific needs

You can either select a topic from our offer or have a course tailored to your company. Our methodologists will always consult specific requirements for teaching content with a representative of your company.

#### Excellent teachers

The best teachers who not only have considerable experience in teaching foreign languages, but also have expertise in the discipline they teach.

#### Interesting format

A wide range of activities that ensure you will truly remember the acquired knowledge (roleplays, panel discussions, case studies, video demonstrations, training presentations...)

### How are the courses organised?

- Selection of topic and nomination of participants (we recommend 4–8 persons/course).
- Analysis of needs consultation with HR, the individual participants or their managers.
- Intensity we recommend 4 x 90 minutes per day, typically for 1 or 2 days.
- > Dates set according to your company's needs.
- Location teaching directly at your company or premises provided by our language school.
- After the course, we determine the satisfaction of the participants and gather feedback.
- Testing language skills of the participants after the course by the teacher or through mystery shopping / calling.

#### Immediate effect

You do not have to wait a year, month or even a week – a day is enough to learn and try out many new language skills that you can then immediately use in practice.

#### Flexible organisation

Topic, place, date, intensity – all of that you can influence to make sure the course meets all of your expectations.

### Authentic materials

We like to use authentic documents in our courses, the same as those our participants are actually encountering in their work. As output from the course, we also prepare materials that help you apply the gained knowledge in practice.



## **IN-HOUSE SPECIALISED COURSES**

**Popular topics:** 

- Business Conversation
- Business Meetings
- Business Trips
- Business Writing
- Czech for Slovaks
- Describing Graphs
- Financial English
- Grammar Refresh
- How to Present Effectively
- HR English
- Introduction to Accounting English
- Legal English
- Marketing
- Negotiating and Argumentation
- Most Common Mistakes in English
- Office English
- Practise Your Presentation Skills
- Telephoning and Emails

#### **Other possible topics:**

- Automotive
- Banking retail, private
- Engineering & Construction
- Financial Instruments Insurance
- IT & Telecommunications
- Logistics
- Pharmaceutical English
- Power Engineering
- Procurement



We are happy to prepare other topics in any language according to your needs.

### **PRICE CONDITIONS**

#### 1 course day (4 x 90 minutes) 12 000 – 17 000 Kč

The price of a specific course is determined by an individual calculation based on required parameters (topic, intensity, location, number of courses, etc.).

The price always includes management of the course, including needs analysis, employee testing, the course itself, materials for participants and course evaluation.

Prices do not include VAT.



## SELECTED REFERENCES

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Our company chose James Cook Languages to provide training of presentation skills in English to our salespeople. We were fully satisfied with the courses themselves and their output, i.e. the individual presentations of the participants. Most students have made noticeable progress, which was our key requirement.

#### Věra Tomanová OEZ

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For Net4Gas, we prepared a concept of a series of four full-day trainings aiming to prepare participants for handling the most common situations in which they use the English language at work. All parts of the How to Present Effectively course were perfectly prepared. The leadership of the teacher was excellent – I give it 100%, and maybe even more...

Jakub Ryvola Net4Gas

The course of Negotiation and Argumentation exceeded my expectations. I thought it would be only theory, but a large part of the course was devoted to practical exercises with feedback from the teacher, which I found very useful. The teacher was friendly, experienced and constructive.

#### Milona Lambrini

International SOS Asistance CZ

For our employees, we prepared an academy of in-house trainings in English consisting of seven topics (CzEnglish, English Grammar Refresh, How to Give an Effective Presentation, Telephone and E-mail Communication. Business Negotiations and Meetings, Negotiations and Argumentation, Time Management). The individual courses were spread over the school year and took the form of two and a half hour workshops. The academy concept received very positive feedback and will be repeated this year.

#### Eva Czaderová Sanofi

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### Why choose a language stay abroad with us?

#### Specialist in courses for managers

The schools that we work with know how to prepare courses for managers and employ great teachers who not only have excellent knowledge of the language, but often specialised knowledge as well.

#### Overcoming barriers

In any activity, the key motivator is knowing "that it was worth it", and that the gained knowledge can be used in practice. A language stay abroad gives you very strong evidence of that.

#### Maximum concentration

No meetings, no colleagues, reports, superiors or clients, a minimum of phone calls and e-mails. Everyone there is trying to do one thing – teach you a foreign language.

#### Rapid progress

Your learning is truly intensive. The courses typically have 5 or more hours of teaching per day and all additional communication is also in the target language.

#### Supporting motivation

If you decide to study abroad, the decision itself increases your motivation to study. The course will encourage your enthusiasm even more!

#### Immediate use

Consider whether it's more efficient for you to take an intensive course and apply the new knowledge directly in practice, or to keep developing your language skills continuously with small steps.

#### Great benefit

A language course abroad is a great combination of work and fun. Use it as a motivational tool for your best employees.

#### Trusted partner

We are a proven provider of language services with more than 15 years of experience. We emphasise an individual approach and can satisfy your specific requirements.

#### Guarantee of school quality

Key features for us are membership in associations, references, feedback from our students, long-term cooperation, a personal visit and knowledge of the school's personnel.



# LANGUAGE STAYS ABROAD

### How are the courses organised?

## 

#### Language and location

#### English

Australia, Ireland, South Africa, Canada, Malta, New Zealand, USA, UK, Cyprus, Barbados

#### Spanish

Argentina, Ecuador, Guatemala, Chile, Cuba, Columbia, Costa Rica, Mexico, Spain, Venezuela

#### French

France, Canada, Switzerland, Guadeloupe

German

Germany, Austria, Switzerland

 Italian, Russian, Chinese, Hungarian, Greek, Dutch, Portuguese

## 

### **Target group**

- managers
- adults
- ▶ youth
- children

## 

### **Course type**

- Individual
- ▶ Small group course (2-6 students)
- Group course
- Combined (group teaching in the morning sessions, individual lessons in the afternoon)

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## **Teaching focus**

- general language
- business
- specific requirements (finance, HR, law, technology, IT...)

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### **Intensity of teaching**

▶ 20-40 hours / week

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### **Transportation**

 plane, train or bus, taxi or another connecting service from the airport

#### Accommodation

with a family or in a hotel or apartment

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### Insurance

travel insurance and cancellation insurance

#### Visa

 for countries where a visa is required, we will help you with the paperwork

# LANGUAGE STAYS ABROAD

## **Preparation of the course**









## SELECTED REFERENCES

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I was very satisfied with the course. The teachers were professional and the course was structured. It was really beneficial that after a week the teachers changed and we had the possiblity to try a different approach. The accomodation and the meals were great - I stayed with a pleasant older couple.

#### Jiří Kraus

Český Aeroholding

The course was really beneficial for me. The staff were friendy, they always reacted quickly and tried to solve everything. I experienced a new level of teaching, incomparable to what I had known till then. The difference was not only the preparation for the class (e.g. all the lessons were connected somehow even if the teacher changed) but also the review of what we did. The organisation was fine, the teachers were prepared for me and my level, as they knew I was coming.

#### Zdeněk Čapek

Wunderman

I was very satisfied with the course. The lessons, teachers, organisation and approach were perfect. They used state-of-the-art technologies and teaching approaches. I really recommmed going for the Platinum version, there is a difference with the General one.

AVEBN

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Denisa Řezníčková

#### RWE

This was my third course abroad and it was the best one. I tailored the contents to some extent myself - grammar, business and general language. The teachers were great, even teaching at the weekends when we were out somewhere. Regarding the accommodation - if you want to please someone; send him to the host where I was. Completely luxurious service, again the best out of my three stays.

#### Milan Ciberej

PepsiCo

Regarding the school itself, I was really excited. The level of teaching was excellent, the teachers were always very precisely prepared for individual blocks, they were very friendly and lessons with them were super interesting. They advised us where and what to see and they gave us great tips on restaurants. Regarding the organisational arrangements for teaching - I have no complaint, everything was excellently organised!

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#### Martina Kubátová

RWE

Accommodation - in one word, perfect - the place was close to the school and the city centre, and the family - well educated, friendly, helpful and communicative.

> ČESKÝ AEROHOLDING

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Václav Horák



The accommodation was fantastic, the family suited me perfectly and was really an excellent choice.

#### Miloslava Kavalírková LBBW

Overall, I was very satisfied. The content of the course suited me, the benefits can be great if I keep working and the teacher was excellent. I must say that the teacher Francis Duncan was really number one. I've never seen anyone who is constantly trying to adapt the course contents so much and teaching to maximise the benefits for all the students. The advantage was as well that out of 6 expected participants there were only three in the end, increasing the interactivity of the course.

#### Jan Chudoba

Mondelez

The course and the stay were definitely very educational. The teachers were excellent and the content of the course was exactly as we wished. The accommodation was good and well-located, near public transportation.

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Helena Kopřivová DHL

vodafone





**ČSOB** Leasing









PEPSICO







## LANGUAGE STAYS AT THE SV. KATEŘINA RESORT

Combine work and play and improve your business and working English skills in complete peace and quiet...

# Why choose a language stay at the Svatá Kateřina Resort?

#### English & relax

The peace and quiet of the local nature, relaxation, and qualified teachers. That is all you need to effectively improve your English.

#### Intensity

30 lessons in 5 days will help you refresh your knowledge of English; the course may also motivate you for the further regular development of your language skills.

#### Great price

For the price that you would normally pay only for accommodation at the resort, we offer you all the facilities for guests but, most importantly, a language course led by our best teachers.

### How is the course organised?

- 30 English lessons
- Groups for beginners as well as advanced students
- Intensive training for 5-8 students
- Combination of general and business language
- Focus on the practical use of the language in the working environment and in conversations
- The deadline for submitting applications is approximately 3 weeks before the course starts
- We will gladly adjust the stay according to your needs

### DATES

3. – 7. October 2016 13. – 17. March 2017 15. – 19. May 2017 10. – 14. July 2017 4. – 8. September 2017

## **PRICE CONDITIONS**

**10 980 Kč** (30 x 45 minutes of teaching, double room)

**11 950 Kč** (30 x 45 minutes of teaching, single room)

Prices are per person and do not include VAT.



## LANGUAGE STAYS AT THE SV. KATEŘINA RESORT

## The price includes

- An intensive English language course
- 4 nights in a Shiraz double or single room
- Full board (from lunch on Monday until lunch on Friday)
- Unlimited access to the wellness / fitness facilities for the entire duration of your stay
- Unlimited rental of sports equipment for the entire duration of your stay
- 2 stretching classes during the course
- Transfer from Počátky (non-supervised fenced car park) to the resort and back
- 10% discount on all treatments and massages (does not apply to already discounted packages of recommended treatment combinations or massages for two)

For more information about the resort visit **www.katerinaresort.cz** 

The course was excellent! The teacher was great, she could easily prepare real-life situations and get us to the point using very visual and pleasant methods, 'removing' all our shyness or fear. Certainly a language course like this made me so enthused that I would definitely like to attend such courses again!

Lenka Procházková private individual











#### Why choose regular open courses with us?

#### Top quality

As the largest provider of corporate language teaching, we now also bring our more than 15 years of experience to Regular Open Courses.

#### Excellent availability

Classrooms in the centre of Prague, also in Brno.

#### Small number of students in classes

For the most efficient teaching, lessons are only open to 5–8 students.

#### Highly professional teachers

Specialised education as teachers of the appropriate language and at least 3 years of experience.

#### The Coach&Practise methodology The lessons reflect the needs and wishes of stu-

dents: the teacher coaches and corrects mistakes, students speak 80% of the teaching time and everything learned is regularly practised.

### Students from the business environment

We target our current and potential company clients, which means that you will be meeting people with similar needs, objectives and experience.

### **PRICE CONDITIONS**

**3 339 Kč** payment for I. or II. semester (16 x 90 min.)

#### 5999 Kč

payment for both semesters at once (32 x 90 min.)

#### 6 199 Kč

mini-group (2-3 students) it's possible to choose day and time from all the courses Apply or ask for more information at **WWW.jcl.cz** (16 x 90 min.)

#### 1 669 Kč summer semester (8 x 90 min.)

**3 099 Kč** summer semester mini-group (8 x 90 min.)

#### Prices are per person and include VAT.

# Option to pay with your benefit system

Benefity a.s. – www.benefity.cz Benefit Management – www.benefit-plus.cz Cafeteria Systems – www.cafeteriasystems.cz Sodexo – www.mojebenefity.cz Edenred – www.benefitycafe.cz Chèque Déjeuner - www.seky.cz



AUTUMN 2016

PRAGL	JE ENGLISH	2		()	*
GENERA	L	Teacher	Day	Time	Date
AO	beginner	СТ	Мо	18:50 - 20:20	3. 10. 2016 - 30. 1. 2017
AO	beginner	СТ	Th	07:15 - 08:45	6. 10. 2016 - 9. 2. 2017
A1	false beginner	СТ	We	07:15 - 08:45	5. 10. 2016 - 1. 2. 2017
A1	false beginner	СТ	Th	17:15 - 18:45	6. 10. 2016 - 9. 2. 2017
A2	pre-intermediate	CT	Tu	17:15 -18:45	4. 10. 2016 - 31. 1. 2017
A2	pre-intermediate	СТ	We	18:50 - 20:20	5. 10. 2016 - 1. 2. 2017
A2	pre-intermediate	СТ	Fr	07:15 - 08:45	7. 10. 2016 - 10. 2. 2017
B1	intermediate	NT	Мо	07:15 - 08:45	3. 10. 2016 - 30. 1. 2017
B1	intermediate	NT	Tu	18:50 - 20:20	4. 10. 2016 - 31. 1. 2017
B1	intermediate	NT	We	17:15 -18:45	5. 10. 2016 - 1. 2. 2017
B2	upper-intermediate	NT	Мо	17:15 -18:45	3. 10. 2016 - 30. 1. 2017
B2	upper-intermediate	NT	Tu	07:15 - 08:45	4. 10. 2016 - 31. 1. 2017
C1	advanced	NT	We	07:15 - 08:45	5. 10. 2016 - 1. 2. 2017
C1	advanced	NT	Th	18:50 - 20:20	6. 10. 2016 -9. 2. 2017
CONVER	SATION	Teacher	Day	Time	Date
B1	intermediate	NT	Мо	07:15 - 08:45	3. 10. 2016 - 30. 1. 2017
B1	intermediate	NT	Tu	17:15 - 18:45	4. 10. 2016 - 31. 1. 2017
B1	intermediate	NT	We	18:50 - 20:20	5. 10. 2016 - 1. 2. 2017
B2	upper-intermediate	NT	Tu	07:15 - 08:45	4. 10. 2016 - 31. 1. 2017
B2	upper-intermediate	NT	Th	18:50 - 20:20	6. 10. 2016 - 9. 2. 2017
C1	advanced	NT	Мо	17:15 - 18:45	3. 10. 2016 - 30. 1. 2017
BUSINES	SS	Teacher	Day	Time	Date
B1	intermediate	NT	We	07:15 - 08:45	5. 10. 2016 - 1. 2. 2017
B1	intermediate	NT	Th	17:15 - 18:45	6. 10. 2016 - 9. 2. 2017
B2	upper-intermediate	NT	Tu	18:50 - 20:20	4. 10. 2016 - 31. 1. 2017
B2	upper-intermediate	NT	Fr	07:15 - 08:45	7. 10. 2016 -10. 2. 2017
CAMBRI	DGE EXAMS FCE / CAE	Teacher	Day	Time	Date
B1/B2	FCE B1-B2	NT	Tu	18:50 - 20:20	4. 10. 2016 - 31. 1. 2017
B1/B2	FCE B1-B2	NT	We	17:15 - 18:45	5. 10. 2016 - 1. 2. 2017
C1/C2	CAE upper-intermediate	NT	We	18:50 - 20:20	5. 10. 2016 - 1. 2. 2017
C1/C2	CAE upper-intermediate	NT	Th	17:15 - 18:45	6. 10. 2016 - 9. 2. 2017

PRAG	PRAGUE CZECH			()	*
GENER	GENERAL		Day	Time	Date
AO	beginner	NT	Fr	17:15 - 18:45	7. 10. 2016 - 10. 2. 2017
A1	false beginner	NT	Mo	17:15 - 18:45	3. 10. 2016 - 30. 1. 2017
A2	pre-intermediate	NT	Мо	18:50 - 20:20	3. 10. 2016 - 30. 1. 2017
B1	intermediate	NT	We	17:15 - 18:45	4. 10. 2016 - 31. 1. 2017
B2	upper-intermediate	NT	We	18:50 - 20:20	4. 10. 2016 - 31. 1. 2017

AUTUMN 2016

PRAG	PRAGUE GERMAN			()	*
GENER	AL	Teacher	Day	Time	Date
AO	beginner	СТ	Мо	17:15 - 18:45	3. 10. 2016 - 30. 1. 2017
AO	beginner	CT	We	07:15 - 08:45	5. 10. 2016 - 1. 2. 2017
A1	false beginner	CT	Мо	18:50 - 20:20	3. 10. 2016 - 30. 1. 2017
A1	false beginner	CT	Th	07:15 - 08:45	6. 10. 2016 - 9. 2. 2017
A2	pre-intermediate	CT	Tu	07:15 - 08:45	4. 10. 2016 - 31. 1. 2017
A2	pre-intermediate	CT	Th	17:15 - 18:45	6. 10. 2016 - 9. 2. 2017
B1	intermediate	CT/NT	Th	18:50 - 20:20	6. 10. 2016 - 9. 2. 2017
B1	intermediate	CT/NT	Fr	07:15 - 08:45	7. 10. 2016 -10. 2. 2017
B2	upper-intermediate	CT/NT	Tu	17:15 - 18:45	4. 10. 2016 - 31. 1. 2017
CONVER	RSATION	Teacher	Day	Time	Date
B1	intermediate	CT/NT	Мо	07:15 - 08:45	3. 10. 2016 - 30. 1. 2017
B1	intermediate	CT/NT	Tu	18:50 - 20:20	6. 10. 2016 - 9. 2. 2017
B2	upper-intermediate	CT/NT	Th	17:15 - 18:45	6. 10. 2016 - 9. 2. 2017
C1	advanced	NT	Th	18:50 - 20:20	6. 10. 2016 - 9. 2. 2017
BUSINE	SS	Teacher	Day	Time	Date
B1	intermediate	NT	We	07:15 - 08:45	5. 10. 2016 - 1. 2. 2017
B1	intermediate	NT	Th	17:15 - 18:45	6. 10. 2016 - 9. 2. 2017
B2	upper-intermediate	NT	Fr	07:15 - 08:45	7. 10. 2016 - 10. 2. 2017

PRAG	PRAGUE CZECH				*
GENER	GENERAL		Day	Time	Date
AO	beginner	NT	Fr	17:15 - 18:45	7. 10. 2016 -10. 2. 2017
A1	false beginner	NT	Mo	17:15 - 18:45	3. 10. 2016 - 30. 1. 2017
A2	pre-intermediate	NT	Мо	18:50 - 20:20	3. 10. 2016 - 30. 1. 2017
B1	intermediate	NT	We	17:15 - 18:45	4. 10. 2016 - 31. 1. 2017
B2	upper-intermediate	NT	We	18:50 - 20:20	4. 10. 2016 - 31. 1. 2017

BRNO	BRNO ENGLISH				*
GENER	AL	Teacher	Day	Time	Date
AO	beginner	CT	Мо	17:15 - 18:45	3. 10. 2016 - 30. 1. 2017
AO	beginner	CT	Th	07:15 - 08:45	6. 10. 2016 - 9. 2. 2017
A1	false beginner	CT	Tu	17:15 - 18:45	4. 10. 2016 - 31. 1. 2017
A1	false beginner	CT	We	07:15 - 08:45	5. 10. 2016 - 1. 2. 2017
A2	pre-intermediate	CT	Th	17:15 -18:45	6. 10. 2016 - 9. 2. 2017
A2	pre-intermediate	CT	Fr	07:15 - 08:45	7. 10. 2016 - 10. 2. 2017
B1	intermediate	NT	Мо	07:15 - 08:45	3. 10. 2016 - 30. 1. 2017
B1	intermediate	NT	We	17:15 - 18:45	5. 10. 2016 - 1. 2. 2017
B2	upper-intermediate	NT	Tu	17:15 - 18:45	4. 10. 2016 - 31. 1. 2017
C1	advanced	NT	Мо	17:15 - 18:45	3. 10. 2016 - 30. 1. 2017

AUTUMN 2016

CONVERSATION   Teacher   Day   Time   Date     B1   intermediate   NT   We   18:50 - 20:20   5. 10. 2016 - 1. 2. 2017     B2   upper-intermediate   NT   Tu   18:50 - 20:20   4. 10. 2016 - 31. 1. 2017     C1   advanced   NT   Mo   18:50 - 20:20   3. 10. 2016 - 30. 1. 2017     BRNO GERMAN   Image: Comparison of the image						*
B1 intermediate NT We 18:50 - 20:20 5. 10. 2016 - 1. 2. 2017   B2 upper-intermediate NT Tu 18:50 - 20:20 4. 10. 2016 - 31. 1. 2017   C1 advanced NT Mo 18:50 - 20:20 3. 10. 2016 - 30. 1. 2017   BRNO GERMAN Image: Comparison of the term of t						· · · · · · · · · · · · · · · · · · ·
B2 upper-intermediate NT Tu 18:50 - 20:20 4. 10. 2016 - 31. 1. 2017   C1 advanced NT Mo 18:50 - 20:20 3. 10. 2016 - 30. 1. 2017   BRNO GERMAN C Date C Date   GENERAL Teacher Day Time Date   A0 beginner CT Mo 17:15 - 18:45 3. 10. 2016 - 30. 1. 2017   A1 false beginner CT Mo 17:15 - 18:45 3. 10. 2016 - 30. 1. 2017   A2 pre-intermediate CT/NT Mo 18:50 - 20:20 5. 10. 2016 - 30. 1. 2017   B1 intermediate CT/NT Tu 17:15 - 18:45 6. 10. 2016 - 30. 1. 2017   B2 upper-intermediate CT/NT We 18:50 - 20:20 5. 10. 2016 - 1. 2. 2017   B1 intermediate CT/NT We 17:15 - 18:45 6. 10. 2016 - 9. 2. 2017   B2 upper-intermediate CT/NT We 17:15 - 18:45 5. 10. 2016 - 30. 1. 2017   B1 intermediate CT/NT Mo 07:15 - 08:45 3. 10. 2016 - 30. 1. 2017   B1 intermediat	CONVER	RSATION	Teacher	Day	Time	Date
C1   advanced   NT   Mo   18:50 - 20:20   3. 10. 2016 - 30. 1. 2017     BRNO GERMAN   Image: Company	B1	intermediate	NT	We	18:50 - 20:20	5. 10. 2016 - 1. 2. 2017
BRNO GERMANImage: Constraint of the second seco	B2	upper-intermediate	NT	Tu	18:50 - 20:20	4. 10. 2016 - 31. 1. 2017
GENERAL   Teacher   Day   Time   Date     A0   beginner   CT   Mo   17:15 - 18:45   3. 10. 2016 - 30. 1. 2017     A1   false beginner   CT   Mo   18:50 - 20:20   3. 10. 2016 - 30. 1. 2017     A2   pre-intermediate   CT   We   18:50 - 20:20   5. 10. 2016 - 1. 2. 2017     B1   intermediate   CT/NT   Tu   17:15 - 18:45   6. 10. 2016 - 9. 2. 2017     B2   upper-intermediate   CT/NT   We   17:15 - 18:45   5. 10. 2016 - 1. 2. 2017     B1   intermediate   CT/NT   We   17:15 - 18:45   5. 10. 2016 - 1. 2. 2017     B2   upper-intermediate   CT/NT   We   17:15 - 18:45   5. 10. 2016 - 1. 2. 2017     B1   intermediate   CT/NT   We   17:15 - 18:45   5. 10. 2016 - 30. 1. 2017     B1   intermediate   CT/NT   Mo   07:15 - 08:45   3. 10. 2016 - 30. 1. 2017     B1   intermediate   CT/NT   Tu   18:50 - 20:20   6. 10. 2016 - 9. 2. 2017     B2   upper-inte	C1	advanced	NT	Мо	18:50 - 20:20	3. 10. 2016 - 30. 1. 2017
A0   beginner   CT   Mo   17:15 - 18:45   3. 10. 2016 - 30. 1. 2017     A1   false beginner   CT   Mo   18:50 - 20:20   3. 10. 2016 - 30. 1. 2017     A2   pre-intermediate   CT   We   18:50 - 20:20   5. 10. 2016 - 1. 2. 2017     B1   intermediate   CT/NT   Tu   17:15 - 18:45   6. 10. 2016 - 9. 2. 2017     B2   upper-intermediate   CT/NT   We   17:15 - 18:45   5. 10. 2016 - 1. 2. 2017     B1   intermediate   CT/NT   We   17:15 - 18:45   5. 10. 2016 - 1. 2. 2017     B2   upper-intermediate   CT/NT   We   17:15 - 18:45   5. 10. 2016 - 1. 2. 2017     B1   intermediate   CT/NT   We   17:15 - 18:45   5. 10. 2016 - 3.0. 1. 2017     B1   intermediate   CT/NT   Mo   07:15 - 08:45   3. 10. 2016 - 30. 1. 2017     B2   upper-intermediate   CT/NT   Tu   18:50 - 20:20   6. 10. 2016 - 9. 2. 2017     B2   upper-intermediate   CT/NT   Th   17:15 - 18:45   6. 10. 2016 - 9. 2. 2017 <th>BRNO</th> <th>GERMAN</th> <th></th> <th></th> <th>()</th> <th>*</th>	BRNO	GERMAN			()	*
A1 false beginner CT Mo 18:50 - 20:20 3. 10. 2016 - 30. 1. 2017   A2 pre-intermediate CT We 18:50 - 20:20 5. 10. 2016 - 1. 2. 2017   B1 intermediate CT/NT Tu 17:15 - 18:45 6. 10. 2016 - 9. 2. 2017   B2 upper-intermediate CT/NT We 17:15 - 18:45 5. 10. 2016 - 1. 2. 2017   B1 intermediate CT/NT We 07:15 - 08:45 3. 10. 2016 - 30. 1. 2017   B1 intermediate CT/NT Mo 07:15 - 08:45 3. 10. 2016 - 30. 1. 2017   B1 intermediate CT/NT Tu 18:50 - 20:20 6. 10. 2016 - 9. 2. 2017   B2 upper-intermediate CT/NT Tu 18:50 - 20:20 6. 10. 2016 - 9. 2. 2017   B1 intermediate CT/NT Tu 18:50 - 20:20 6. 10. 2016 - 9. 2. 2017   B2 upper-intermediate CT/NT Th 17:15 - 18:45 6. 10. 2016 - 9. 2. 2017	<b>GENER</b>	AL	Teacher	Day	Time	Date
A2 pre-intermediate CT We 18:50 - 20:20 5. 10. 2016 - 1. 2. 2017   B1 intermediate CT/NT Tu 17:15 - 18:45 6. 10. 2016 - 9. 2. 2017   B2 upper-intermediate CT/NT We 17:15 - 18:45 5. 10. 2016 - 1. 2. 2017   B2 upper-intermediate CT/NT We 17:15 - 18:45 5. 10. 2016 - 1. 2. 2017   B1 intermediate CT/NT Mo 07:15 - 08:45 3. 10. 2016 - 30. 1. 2017   B1 intermediate CT/NT Mo 07:15 - 08:45 3. 10. 2016 - 9. 2. 2017   B1 intermediate CT/NT Tu 18:50 - 20:20 6. 10. 2016 - 9. 2. 2017   B2 upper-intermediate CT/NT Th 17:15 - 18:45 6. 10. 2016 - 9. 2. 2017	AO	beginner	CT	Мо	17:15 - 18:45	3. 10. 2016 - 30. 1. 2017
B1   intermediate   CT/NT   Tu   17:15 - 18:45   6. 10. 2016 - 9. 2. 2017     B2   upper-intermediate   CT/NT   We   17:15 - 18:45   5. 10. 2016 - 1. 2. 2017     CONVERSATION   Teacher   Day   Time   Date     B1   intermediate   CT/NT   Mo   07:15 - 08:45   3. 10. 2016 - 30. 1. 2017     B1   intermediate   CT/NT   Tu   18:50 - 20:20   6. 10. 2016 - 9. 2. 2017     B2   upper-intermediate   CT/NT   Tu   18:50 - 20:20   6. 10. 2016 - 9. 2. 2017	A1	false beginner	CT	Мо	18:50 - 20:20	3. 10. 2016 - 30. 1. 2017
B2   upper-intermediate   CT/NT   We   17:15 - 18:45   5. 10. 2016 - 1. 2. 2017     CONVERSATION   Teacher   Day   Time   Date     B1   intermediate   CT/NT   Mo   07:15 - 08:45   3. 10. 2016 - 30. 1. 2017     B1   intermediate   CT/NT   Tu   18:50 - 20:20   6. 10. 2016 - 9. 2. 2017     B2   upper-intermediate   CT/NT   Th   17:15 - 18:45   6. 10. 2016 - 9. 2. 2017	A2	pre-intermediate	CT	We	18:50 - 20:20	5. 10. 2016 - 1. 2. 2017
CONVERSATION   Teacher   Day   Time   Date     B1   intermediate   CT/NT   Mo   07:15 - 08:45   3. 10. 2016 - 30. 1. 2017     B1   intermediate   CT/NT   Tu   18:50 - 20:20   6. 10. 2016 - 9. 2. 2017     B2   upper-intermediate   CT/NT   Th   17:15 - 18:45   6. 10. 2016 - 9. 2. 2017	B1	intermediate	CT/NT	Tu	17:15 - 18:45	6. 10. 2016 - 9. 2. 2017
B1   intermediate   CT/NT   Mo   07:15 - 08:45   3. 10. 2016 - 30. 1. 2017     B1   intermediate   CT/NT   Tu   18:50 - 20:20   6. 10. 2016 - 9. 2. 2017     B2   upper-intermediate   CT/NT   Th   17:15 - 18:45   6. 10. 2016 - 9. 2. 2017	B2	upper-intermediate	CT/NT	We	17:15 - 18:45	5. 10. 2016 - 1. 2. 2017
B1   intermediate   CT/NT   Tu   18:50 - 20:20   6. 10. 2016 - 9. 2. 2017     B2   upper-intermediate   CT/NT   Th   17:15 - 18:45   6. 10. 2016 - 9. 2. 2017	CONVEF	RSATION	Teacher	Day	Time	Date
B2   upper-intermediate   CT/NT   Th   17:15 - 18:45   6. 10. 2016 - 9. 2. 2017	B1	intermediate	CT/NT	Мо	07:15 - 08:45	3. 10. 2016 - 30. 1. 2017
	B1	intermediate	CT/NT	Tu	18:50 - 20:20	6. 10. 2016 - 9. 2. 2017
C1 advanced NT Th 18:50 - 20:20 6 10 2016 - 9 2 2017	B2	upper-intermediate	CT/NT	Th	17:15 - 18:45	6. 10. 2016 - 9. 2. 2017
	C1	advanced	NT	Th	18:50 - 20:20	6. 10. 2016 - 9. 2. 2017
BUSINESS Teacher Day Time Date	BUSINE	SS	Teacher	Day	Time	Date
B1 intermediate NT We 07:15 - 08:45 5. 10. 2016 - 1. 2. 2017	B1	intermediate	NT	We	07:15 - 08:45	5. 10. 2016 - 1. 2. 2017
B1   intermediate   NT   Th   17:15 - 18:45   6. 10. 2016 - 9. 2. 2017	B1	intermediate	NT	Th	17:15 - 18:45	6. 10. 2016 - 9. 2. 2017
B2 upper-intermediate NT Fr 07:15 - 08:45 7. 10. 2016 - 10. 2. 2017	B2	upper-intermediate	NT	Fr	07:15 - 08:45	7. 10. 2016 - 10. 2. 2017

### **Textbooks**

- ▶ General English A0/A1: English File, 3<sup>rd</sup> ed. elementary student's book + workbook (645 Kč)
- ▶ General English A2: English File, 3<sup>rd</sup> ed. pre-intermediate student's book + workbook (645 Kč)
- ▶ General English B1: English File, 3<sup>rd</sup> ed. intermediate student's book + workbook (645 Kč)
- ▶ General English B2: English File, 3<sup>rd</sup> ed. upper-intermediate student's book + workbook (645 Kč)
- ▶ General English C1: English File, 3<sup>rd</sup> ed. advanced student's book + workbook (645 Kč)
- Business English B1: Intelligent Business intermediate coursebook (601 Kč)
- Business English B2: Intelligent Business upper-intermediate coursebook (601 Kč)
- Cambridge First (FCE): Objective First, 4<sup>th</sup> ed. student's book (415 Kč)
- Cambridge Advanced (CAE): Objective Advanced, 4th ed. student's book (526 Kč)
- German A1: Themen Aktuell 1 Kursbuch + Arbeitsbuch (574 Kč)
- German A2: Themen Aktuell 2 Kursbuch + Arbeitsbuch (574 Kč)
- German B1: Aspekte 1 Kursbuch + Arbeitsbuch (647 Kč)
- German B2: Aspekte 2 Kursbuch + Arbeitsbuch (687 Kč)
- Unternehmen Deutsch B1: Alltag, Beruf und Co. 5/6 Kursbuch (348 Kč)
- Czech for foreigners A0/A1/A2: New Czech Step by Step pack (666 Kč)
- Czech for foreigners B1/B2: Česky krok za krokem 2 student's book + workbook (814 Kč)

SPRING 2017

PRAGL	PRAGUE ENGLISH			()	*
GENER	AL.	Teacher	Day	Time	Date
A0	beginner	СТ	Th	07:15 - 08:45	23. 2 8. 6. 2017
A1	false beginner	CT	Мо	18:50 - 20:20	20. 2 26. 6. 2017
A1	false beginner	CT	Th	17:15 - 18:45	23. 2 8. 6. 2017
A2	pre-intermediate	CT	Tu	17:15 -18:45	21. 2 6. 6. 2017
A2	pre-intermediate	CT	We	07:15 - 08:45	22. 2 7. 6. 2017
A2	pre-intermediate	CT	We	18:50 - 20:20	22. 2 7. 6. 2017
A2	pre-intermediate	CT	Fr	07:15 - 08:45	24. 2 9. 6. 2017
B1	intermediate	NT	Мо	07:15 - 08:45	20. 2 26. 6. 2017
B1	intermediate	NT	Tu	18:50 - 20:20	21. 2 6. 6. 2017
B1	intermediate	NT	We	17:15 -18:45	22. 2 7. 6. 2017
B2	upper-intermediate	NT	Мо	17:15 -18:45	20. 2 26. 6. 2017
B2	upper-intermediate	NT	Tu	07:15 - 08:45	21. 2 6. 6. 2017
C1	advanced	NT	We	07:15 - 08:45	22. 2 7. 6. 2017
C1	advanced	NT	Th	18:50 - 20:20	23. 2 8. 6. 2017
CONVER	SATION	Teacher	Day	Time	Date
B1	intermediate	NT	Мо	07:15 - 08:45	20. 2 26. 6. 2017
B1	intermediate	NT	Tu	17:15 - 18:45	21. 2 6. 6. 2017
B1	intermediate	NT	We	18:50 - 20:20	22. 2 7. 6. 2017
B2	upper-intermediate	NT	Tu	07:15 - 08:45	21. 2 6. 6. 2017
B2	upper-intermediate	NT	Th	18:50 - 20:20	23. 2 8. 6. 2017
C1	advanced	NT	Мо	17:15 - 18:45	20. 2 26. 6. 2017
BUSINES	SS	Teacher	Day	Time	Date
B1	intermediate	NT	We	07:15 - 08:45	22. 2 7. 6. 2017
B1	intermediate	NT	Th	17:15 - 18:45	23. 2 8. 6. 2017
B2	upper-intermediate	NT	Tu	18:50 - 20:20	21. 2 6. 6. 2017
B2	upper-intermediate	NT	Fr	07:15 - 08:45	24. 2 16. 6. 2017
CAMBRI	DGE EXAMS FCE / CAE	Teacher	Day	Time	Date
B1/B2	FCE B1-B2	NT	Tu	18:50 - 20:20	21. 2 6. 6. 2017
B1/B2	FCE B1-B2	NT	We	17:15 -18:45	22. 2 7. 6. 2017
C1/C2	CAE upper-intermediate	NT	We	18:50 - 20:20	22. 2 7. 6. 2017
C1/C2	CAE upper-intermediate	NT	Th	17:15 -18:45	23. 2 8. 6. 2017

PRAG	PRAGUE GERMAN			(L)	*
GENER	AL	Teacher	Day	Time	Date
AO	beginner	CT	Мо	18:50 - 20:20	20. 2 26. 6. 2017
AO	beginner	CT	We	07:15 - 08:45	22. 2 7. 6. 2017
A1	false beginner	CT	Мо	17:15 - 18:45	20. 2 26. 6. 2017
A1	false beginner	CT	Th	07:15 - 08:45	23. 2 8. 6. 2017
A2	pre-intermediate	CT	Tu	07:15 - 08:45	21. 2 6. 6. 2017
A2	pre-intermediate	CT	Th	17:15 - 18:45	23. 2 8. 6. 2017
B1	intermediate	CT/NT	Th	18:50 - 20:20	23. 2 8. 6. 2017
B1	intermediate	CT/NT	Fr	07:15 - 08:45	24. 2 16. 6. 2017
B2	upper-intermediate	CT/NT	Tu	17:15 - 18:45	21.2 6. 6. 2017

Spring 2017

		<b>.</b>			*
CONVER	CONVERSATION		Day	Time	Date
B1	intermediate	CT/NT	Мо	07:15 - 08:45	20. 2 26. 6. 2017
B1	intermediate	CT/NT	Tu	18:50 - 20:20	21. 2 6. 6. 2017
B2	upper-intermediate	CT/NT	Th	17:15 - 18:45	23. 2 8. 6. 2017
C1	advanced	NT	Th	18:50 - 20:20	23. 2 8. 6. 2017
BUSINE	SS	Teacher	Day	Time	Date
B1	intermediate	NT	We	07:15 - 08:45	22. 2 7. 6. 2017
B1	intermediate	NT	Th	17:15 - 18:45	23. 2 8. 6. 2017
B2	upper-intermediate	NT	Fr	07:15 - 08:45	24. 2 16. 6. 2017

PRAG	PRAGUE CZECH			()	*
GENER	AL	Teacher	Day	Time	Date
AO	beginner	NT	Fr	17:15 - 18:45	24. 2 16. 6. 2017
A1	false beginner	NT	Мо	17:15 - 18:45	20. 2 26. 6. 2017
A2	pre-intermediate	NT	Mo	18:50 - 20:20	20. 2 26. 6. 2017
B1	intermediate	NT	We	17:15 - 18:45	22. 2 7. 6. 2017
B2	upper-intermediate	NT	We	18:50 - 20:20	22. 2 7. 6. 2017

BRNO	BRNO ENGLISH			()	*
GENER	AL	Teacher	Day	Time	Date
AO	beginner	CT	Tu	17:15 - 18:45	21. 2 6. 6. 2017
AO	beginner	CT	Th	07:15 - 08:45	23. 2 8. 6. 2017
A1	false beginner	CT	Мо	17:15 - 18:45	20. 2 26. 6. 2017
A1	false beginner	CT	We	07:15 - 08:45	22. 2 7. 6. 2017
A2	pre-intermediate	CT	Th	17:15 -18:45	23. 2 8. 6. 2017
A2	pre-intermediate	CT	Fr	07:15 - 08:45	24. 2 16. 6. 2017
B1	intermediate	NT	Мо	07:15 - 08:45	20. 2 26. 6. 2017
B1	intermediate	NT	We	17:15 - 18:45	22. 2 7. 6. 2017
B2	upper-intermediate	NT	Tu	17:15 - 18:45	21. 2 6. 6. 2017
C1	advanced	NT	Мо	17:15 - 18:45	20. 2 26. 6. 2017
CONVER	RSATION	Teacher	Day	Time	Date
B1	intermediate	NT	We	18:50 - 20:20	22. 2 7. 6. 2017
B2	upper-intermediate	NT	Tu	18:50 - 20:20	21. 2 6. 6. 2017
C1	advanced	NT	Мо	18:50 - 20:20	20. 2 26. 6. 2017

SPRING 2017

BRNO	BRNO GERMAN				*
GENER	AL	Teacher	Day	Time	Date
A0	beginner	CT	Мо	17:15 - 18:45	20. 2 26. 6. 2017
A1	false beginner	CT	Мо	18:50 - 20:20	20. 2 26. 6. 2017
A2	pre-intermediate	CT	We	18:50 - 20:20	22. 2 7. 6. 2017
B1	intermediate	CT/NT	Tu	17:15 - 18:45	21. 2 6. 6. 2017
B2	upper-intermediate	CT/NT	We	17:15 - 18:45	22. 2 7. 6. 2017
CONVER	RSATION	Teacher	Day	Time	Date
B1	intermediate	CT/NT	Мо	07:15 - 08:45	20. 2 26. 6. 2017
B1	intermediate	CT/NT	Tu	18:50 - 20:20	21. 2 6. 6. 2017
B2	upper-intermediate	CT/NT	Th	17:15 - 18:45	23. 2 8. 6. 2017
C1	advanced	NT	Th	18:50 - 20:20	23. 2 8. 6. 2017
BUSINE	SS	Teacher	Day	Time	Date
B1	intermediate	NT	We	07:15 - 08:45	22. 2 7. 6. 2017
B1	intermediate	NT	Th	17:15 - 18:45	23. 2 8. 6. 2017
B2	upper-intermediate	NT	Fr	07:15 - 08:45	24. 2 16. 6. 2017

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- ▶ General English B1: English File, 3<sup>rd</sup> ed. intermediate student's book + workbook (645 Kč)
- ▶ General English B2: English File, 3<sup>rd</sup> ed. upper-intermediate student's book + workbook (645 Kč)
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SUMMER 2017

PRAGL	JE ENGLISH	2		(S	*
GENER	AL.	Teacher	Day	Time	Date
AO	beginner	CT	Th	07:15 - 08:45	13. 7 31. 8. 2017
A1	false beginner	CT	Мо	18:50 - 20:20	10. 7 28. 8. 2017
A1	false beginner	СТ	We	07:15 - 08:45	12. 7 30. 8. 2017
A2	pre-intermediate	CT	Tu	11. 7 29. 8. 2017	
A2	pre-intermediate	CT	Fr	07:15 - 08:45	14. 7 1. 9. 2017
B1	intermediate	NT	We	12. 7 30. 8. 2017	
B1	intermediate	NT	Мо	07:15 - 08:45	10. 7 28. 8. 2017
B2	upper-intermediate	NT	Мо	17:15 -18:45	10. 7 28. 8. 2017
C1	advanced	NT	We	07:15 - 08:45	12. 7 30. 8. 2017
CONVER	SATION	Teacher	Day	Time	Date
B1	intermediate	NT	Мо	07:15 - 08:45	10. 7 28. 8. 2017
B1 B1	intermediate intermediate	NT NT	Mo Tu	07:15 - 08:45 17:15 - 18:45	10. 7 28. 8. 2017 11. 7 29. 8. 2017
B1	intermediate	NT	Tu	17:15 - 18:45	11. 7 29. 8. 2017
B1 B2	intermediate upper-intermediate advanced	NT	Tu Th	17:15 - 18:45 18:50 - 20:20	11. 7 29. 8. 2017 13. 7 31. 8. 2017
B1 B2 C1	intermediate upper-intermediate advanced	NT NT NT	Tu Th Mo	17:15 - 18:45 18:50 - 20:20 17:15 - 18:45	11. 7 29. 8. 2017 13. 7 31. 8. 2017 10. 7 28. 8. 2017
B1 B2 C1 BUSINES	intermediate upper-intermediate advanced SS	NT NT NT Teacher	Tu Th Mo Day	17:15 - 18:45 18:50 - 20:20 17:15 - 18:45 <b>Time</b>	11. 7 29. 8. 2017 13. 7 31. 8. 2017 10. 7 28. 8. 2017 Date
B1 B2 C1 BUSINES B1 B2	intermediate upper-intermediate advanced SS intermediate	NT NT NT Teacher NT	Tu Th Mo Day Th	17:15 - 18:45 18:50 - 20:20 17:15 - 18:45 <b>Time</b> 17:15 - 18:45	11. 7 29. 8. 2017 13. 7 31. 8. 2017 10. 7 28. 8. 2017 <b>Date</b> 13. 7 31. 8. 2017
B1 B2 C1 BUSINES B1 B2	intermediate upper-intermediate advanced SS intermediate upper-intermediate	NT NT NT Teacher NT NT	Tu Th Mo Day Th Fr	17:15 - 18:45 18:50 - 20:20 17:15 - 18:45 <b>Time</b> 17:15 - 18:45 07:15 - 08:45	11. 7 29. 8. 2017 13. 7 31. 8. 2017 10. 7 28. 8. 2017 <b>Date</b> 13. 7 31. 8. 2017 14. 7 1. 9. 2017

PRAG	<b>JE GERMAN</b>	<b>.</b>			*
GENER	AL	Teacher	Day	Time	Date
AO	beginner	CT	We	07:15 - 08:45	12. 7 30. 8. 2017
A1	false beginner	CT	Мо	17:15 - 18:45	10. 7 28. 8. 2017
A2	pre-intermediate	CT	Tu	07:15 - 08:45	11. 7 29. 8. 2017
A2	pre-intermediate	CT	Th	17:15 - 18:45	13. 7 31. 8. 2017
B1	intermediate	CT/NT	Fr	07:15 - 08:45	14. 7 1. 9. 2017
B2	upper-intermediate	CT/NT	Tu	17:15 - 18:45	11. 7 29. 8. 2017
CONVER	RSATION	Teacher	Day	Time	Date
B1	intermediate	CT/NT	Tu	18:50 - 20:20	11. 7 29. 8. 2017
B2	upper-intermediate	CT/NT	Th	17:15 - 18:45	13. 7 31. 8. 2017
C1	advanced	NT	Th	18:50 - 20:20	13. 7 31. 8. 2017
BUSINESS		Teacher	Day	Time	Date
B1	intermediate	NT	Th	17:15 - 18:45	13. 7 31. 8. 2017
B2 upper-intermediate		NT	Fr	07:15 - 08:45	14. 7 1. 9. 2017

SUMMER 2017

PRAG	JE CZECH	<b>&amp;</b>		(S)	*
GENER	AL	Teacher	Day	Time	Date
AO	beginner	NT	Fr	17:15 - 18:45	14. 7 1. 9. 2017
A1	false beginner	NT	Мо	17:15 - 18:45	10. 7 28. 8. 2017
A2	pre-intermediate	NT	Мо	18:50 - 20:20	10. 7 28. 8. 2017
B1	intermediate	NT	We	17:15 - 18:45	12. 7 30. 8. 2017
B2	upper-intermediate	NT	We	18:50 - 20:20	12. 7 30. 8. 2017

BRNO	ENGLISH	<b>.</b>		(S)	*
GENER	AL	Teacher	Day	Time	Date
AO	beginner	CT	Tu	17:15 - 18:45	11. 7 29. 8. 2017
A1	false beginner	CT	Мо	17:15 - 18:45	10. 7 28. 8. 2017
A1	false beginner	CT	We	07:15 - 08:45	12. 7 30. 8. 2017
A2	pre-intermediate	CT	Fr	07:15 - 08:45	14. 7 1. 9. 2017
B1	intermediate	NT	We	17:15 - 18:45	12. 7 30. 8. 2017
B2	upper-intermediate	NT	Tu	17:15 - 18:45	11. 7 29. 8. 2017
C1	advanced	NT	Мо	17:15 - 18:45	10. 7 28. 8. 2017
CONVER	RSATION	Teacher	Day	Time	Date
B1	intermediate	NT	We	18:50 - 20:20	12. 7 30. 8. 2017
B2	upper-intermediate	NT	Tu	18:50 - 20:20	11. 7 29. 8. 2017
C1	advanced	NT	Мо	18:50 - 20:20	10. 7 28. 8. 2017

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GENER	AL	Teacher	Day	Time	Date					
AO	beginner	CT	Мо	17:15 - 18:45	10. 7 28. 8. 2017					
A1	false beginner	CT	Мо	18:50 - 20:20	10. 7 28. 8. 2017					
A2	pre-intermediate	CT	We	18:50 - 20:20	12. 7 30. 8. 2017					
B1	intermediate	CT/NT	Tu	17:15 - 18:45	11. 7 29. 8. 2017					
B2	upper-intermediate	CT/NT	We	17:15 - 18:45	12. 7 30. 8. 2017					
CONVER	RSATION	Teacher	Day	Time	Date					
B1	intermediate	CT/NT	Tu	18:50 - 20:20	11. 7 29. 8. 2017					
B2	upper-intermediate	CT/NT	Th	17:15 - 18:45	13. 7 31. 8. 2017					
C1	advanced	NT	Th	18:50 - 20:20	13. 7 31. 8. 2017					
BUSINESS		Teacher	Day	Time	Date					
B1	intermediate	NT	Th	17:15 - 18:45	13. 7 31. 8. 2017					
B2	upper-intermediate	NT	Fr	07:15 - 08:45	14. 7 1. 9. 2017					



## TRANSLATION AND INTERPRETING

### Why cooperate with us?

## One supplier

#### = more than 60 languages

With a wide selection of translated languages, we will arrange a complex coverage of language / translation services from a single vendor.

#### Modern technology

Thanks to modern technology for processing and text formatting, we will always deliver your text in the same format as the original.

#### Perfect service

The perfect client-oriented service is a given.

#### **Deadline guarantee**

We guarantee to meet the deadline of the job.

#### Professional translations

We provide high quality professional translations at no extra charge.

#### Individual approach

We create our own translation memory and glossary for each client, so we keep a consistency of texts and terminology and we keep an overview of preferred and restricted terms.

#### Interpretation

Within the complete service we can provide interpreting services for your event, conference or training, including any necessary technical equipment.

### We translate

- general and specialised texts
- product sheets, manuals
- marketing materials, web pages and other materials
- contracts, business correspondence, credentials
- documents with legalisation
- between different languages
- internal company documents
- we also provide you with language corrections / copy writing

- English
- German
- French
- Spanish
- Italian
- Russian
- and many more



## **TRANSLATION AND INTERPRETING**

## **PRICE CONDITIONS**

Translations	from EN, GE, SK	from other languages
to Czech	CZK 340	from CZK 360
to foreign language		from CZK 420
with notary verification	from CZK 480	
Express charges	Within 48 hours	Within 24 hours
	30 %	<b></b>
Interpreting	up to 4 hours	4–8 hours

#### Prices exclude VAT.

Translation prices are per 1 standard page = 1,800 characters including spaces. For framework cooperation, we will prepare an individual quotation for you.

### The price of a translation includes:

- Translation by a translator experienced in the field
- Proofreading by an internal translator
- Fact checking (consistency of translation, numbers etc.)
- Adjusting the format to match the original (according to type of sent document)

#### We are happy to prepare a tailor-made translation glossary for you for free so all the translated documents are consistent and unified.

from CZK 6 000 from CZK 10 500

The client glossary consists of a unique set of data of your company (product names, job titles, processes...) and recommended and restricted translations of specific terms.

### **Benefits for you:**

- All your translations are consistent
- Translation of specific terms according to your company's style
- Time saving (even for internal proofreading)
- Even higher quality of translations



- In cooperation with the translator we create a glossary based on the translations you have already done with us and we will send it to you for your approval.
- If you already have a glossary of your own (or a list of your terminology), please send it so we can incorporate it and create the new glossary accordingly.

Does the translator not know the correct translation?

The translator always chooses a term which in his opinion most closely matches the overall context. However, in most languages there is more than one expression for the same word. That is why there is a different best translation for each expression according to the company's standards and image.



We have been cooperating with JCL for several years. We are a very technically based company and highly appreciate that JCL translators know our scientific terminology and so we can be sure that they will do all translations in accordance with the technical terms. Actions and reactions are quick and we always get a response to our demand within 2 hours. Meeting deadlines is an automatic service.

#### Renata Štieglerová

Schindler

JCL has been providing our company with language services for a long time - specifically they provide us with language courses and translation. In general, we are very satisfied with the cooperation, the deadline of translation is always respected and sometimes we use the express service or translations with a notary verification and signature. In case of specific requirements, JCL always comes up with a quality proposal for solutions.

Lucie Dýnková Office Depot Cooperation with James Cook Languages was a step in the right direction for our company PepsiCo s.r.o. JCL services are always provided on time and in the highest quality. JCL employees are helpful and customer oriented. We look forward to our continuing cooperation.

#### Jana Mišovicová

PEPSICO CZ s.r.o.







### Independent audit, recruitment testing

- ► We offer our clients the independent testing of employees or candidates in the recruitment process.
- A standard part of testing is a language test and a personal interview in the given language for the comprehensive testing of both active and passive language skills.
- Results according to the Common European Framework of Reference for Languages are supplemented with verbal commentary and recommendations for future study.
- ▶ Fast, economical and flexible solutions.

### **International exams**

- We are certified to prepare students for ESOL exams from the University of Cambridge.
- We offer preparation courses for exams in which the concept of the course corresponds to the target test; lessons also include practice (mock) tests.
- We arrange all the registration paperwork for most international tests.



#### 95% student success rate in 2015



a motivational training element







### **E-learning**

- We offer top-range e-learning with www.onlinejazyky.cz
- A tool for practising language skills and knowledge.
- Four world languages, general and specialised courses.
- If you need e-learning with a specific content (focused on a particular thematic area), we will be happy to prepare it for you.
- One year of teaching entails more than 100 hours of instruction and practice and over 1,200 new words and phrases.
- E-learning is an interactive option for self-study, but we recommend it as a complementary tool to conventional training with a teacher, not as a separate product.

#### **Cross culture training**

- Differences between various cultures and nations for those moving abroad, including to the Czech Republic.
- Personalised courses compare the cultures, communication, customs and environment of the relevant countries.
- This type of course is used primarily by multinational corporations and Czech firms that do a great deal of business in foreign markets.



- If you are really busy or travel a lot we will gladly prepare Skype lessons for you
- If you miss your lesson or you can't attend it, you can have it with your teacher through Skype

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more than 17 years

WWWWWWW corporate language TITUTUTU training

TUTUTU **375 corporate** customers

of experience,

effective **Coach & Practise** method

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