



# PRODUCT CATALOGUE

2017/2018

**jamesCOOK**  
languages



# With us you can speak to the world

And here it is! We were worried it would result in a hangover, or maybe that didn't happen when you celebrated your eighteenth birthday...? But we celebrated by working. We've been as busy as always this year and prepared a catalogue packed full of services, some of them brand new. One of these is the chance to spend an excellent day in the hands of our instructors at one of our one-day specialised courses – see page 21. Another new venue is the Loučeň Château. Or more accurately, an intensive English language stay at the Maxmillián Lifestyle Resort in Loučeň. You can find out more on page 34.

And lest we forget – starting this year, we've expanded to Poland! Yes, you've read that right. No matter if you're using our services in Prague, Brno, Bratislava, Warsaw or another of the more than a hundred cities where we operate, we'll always make sure your satisfaction is our first priority.



**Jakub Štefeček and Ondřej Kuchař**  
company owners and directors



**ABOUT US**



**REGULAR IN-COMPANY CLASSES**



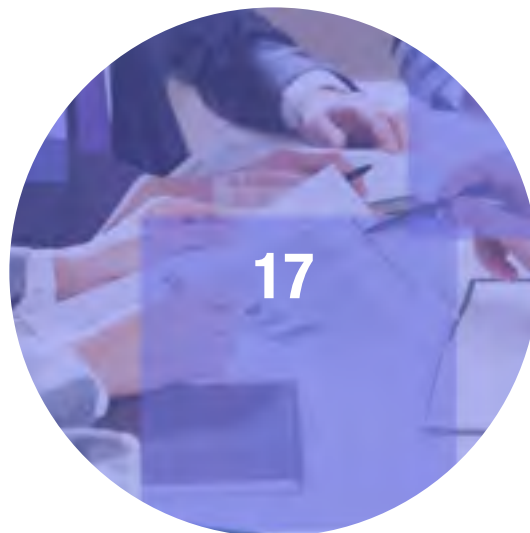
**LANGUAGE STAYS**



**PUBLIC COURSES**



**PREMIUM LANGUAGE CONSULTING**



**SPECIALISED COURSES**



**TRANSLATION AND INTERPRETING**



**ADDITIONAL SERVICES**

A group of diverse business professionals, including men and women of various ethnicities, are smiling and looking towards the camera. They are dressed in professional attire like blouses and suits. The image is overlaid with a blue geometric pattern consisting of several overlapping squares and rectangles of different shades of blue. The text '「ABOUT US」' is centered in white.

# 「ABOUT US」

## We cover Central Europe!



### Nationwide coverage

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



### Consulting services

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



### 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.



#### PRAGUE

Na Florenci 2116/15  
110 00 Prague 1



#### BRATISLAVA

Laurinská 18  
811 01 Bratislava



#### WARSAW

ul. Wilcza 31 lok. 5  
00-544 Warsaw

## REFERENCES

### CZECH REPUBLIC / SLOVAKIA / POLAND

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### CZECH REPUBLIC

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## Our milestones



**1999**

We set up James Cook Languages.  
We're active in the entire Czech Republic.



**2001**

We expand to Slovakia.



**2006**

We become one of the largest companies in corporate language training in both markets.



**2015**

We move to the modern premises of Florentinum in the centre of Prague and expand our internal team to fifty people.



**2017**

We enter the Polish market and become the leading provider of language services in Central Europe.



**450 CLIENTS**



**830 TEACHERS**



**10 400 STUDENTS**



**330 000 HOURS PER YEAR**



**110 CITIES**



**20 LANGUAGES**



**We make  
the best  
even better**

## OUR TEACHERS



### Careful selection of teachers

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



### Thorough initial training

Upon joining, all of our teachers undergo a compulsory set of eight 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 our methodology

**Coach&Practise**

*The Art of Teaching.*



### Teacher hierarchy system

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



**Martina Lichtenbergová**  
HR Director



*“We keep developing the skills of our instructors. Every year we organize about 200 workshops for them where they 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 courses including CzEnglish and English Grammar Refresh.



**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 in-company courses. Since completing the Talent Management programme he has started teaching workshops and intensive / open courses as well.



**Klára Večeřová**

**Regional Coordinator and English  
language teacher**

Klára is from Brno where she graduated from secondary school with a focus on English. She successfully passed the FCE and CAE exams and since 2012 has been active in corporate education. She joined JCL in early 2014 as a teacher; since 2016, she's been the Regional Coordinator for South Moravia. You can meet her at our Brno branch where she's in charge of the recruitment and development of our teachers.



**Jen Hill**

**Senior Teacher and teacher of  
intensive and specialised courses**

Jen comes from Calgary, Canada; she moved to Prague in 2015. She studied landscape architecture and spent more than eight years working for the government of Alberta, securing funding for university students in the fields of synthetic biology and nanotechnology. She joined our team shortly after successfully finishing teacher training. She is now a Senior Teacher who leads regular corporate and intensive courses and helps coordinate informal meetings of our teachers.



**David Grepl**

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

David returned to the Czech Republic in early 2016 after a long period abroad. After completing the CELTA course, he joined the James Cook Languages teacher team and started teaching regular in-company courses. Since he successfully finished the Talent Management programme, he's also been involved in the teaching of open and in-house courses.



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# REGULAR IN-COMPANY CLASSES

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**High quality  
language services  
at fair prices**

## REGULAR IN-COMPANY CLASSES

### EDUCATION CONCEPT

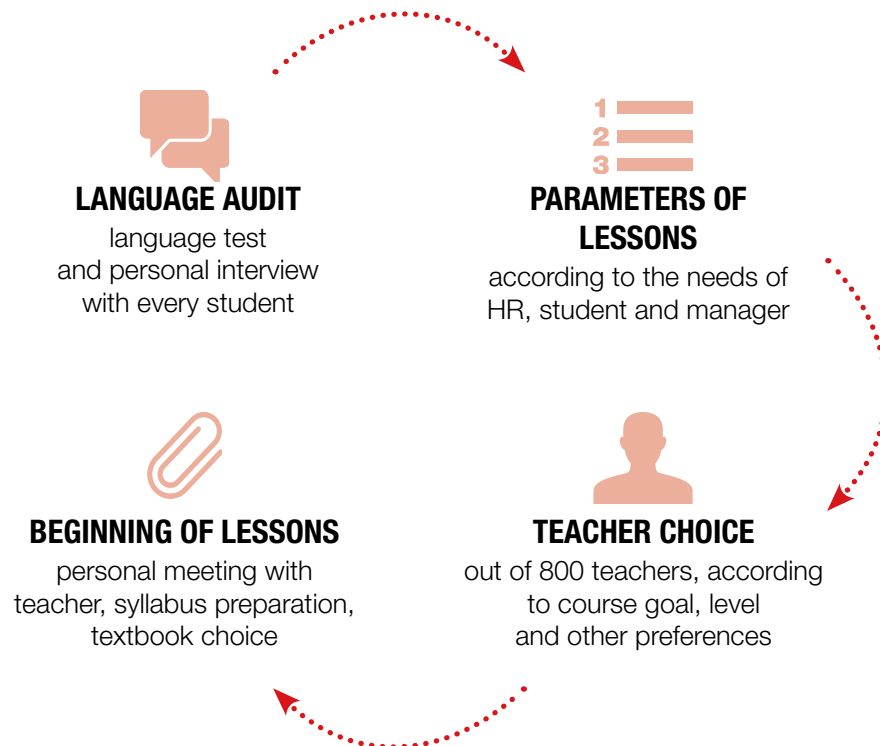
The first step is to identify your goals and expectations. These are then used as the basis for a language training plan.

- ▶ We have focused on corporate training for more than eighteen years
- ▶ We share our experience
- ▶ We consult our education system with our customers
- ▶ We recommend the most effective system of education based on individual needs

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

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



## EFFECTIVENESS OF TRAINING

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 in c.Port



Entry level

Studying according to the competence model

Target level

**ENTRY  
TESTING**



**SEMESTER  
TESTING**



**PROGRESS  
TESTING**



**FURTHER  
STUDIES**

- revision test
- oral assessment
- recommendation for further studies

## 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 650 classroom methodology inspections per year
- ▶ Personal lesson analysis, feedback and work with the development plan for the teacher



## 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.

- ▶ 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
- ▶ Electronic submission of invoices and billing history
- ▶ Group email communication with course participants
- ▶ Access for HR, managers and students

# c.Port



## REFERENCES

JCL is a reliable partner who lived up to the promises of the tender. I particularly appreciate its full administrative support, smooth operation of the courses and the excellent quality of the teaching team. Our communication with the company's representatives is quick and professional.

**Jan Jágr**  
*Škoda Auto*



JCL has provided us with full service in language education, helped us streamline the process of assigning students to groups and reduced our administrative load. Thanks to the access to c.Port, I have everything under control at any moment. We've had excellent feedback on the company's teachers and I highly appreciate their flexibility and ability to adapt to all target groups, including our travelling managers. If you want truly professional language training, JCL is the right choice.

**Michaela Ema Beitlová**  
*Globus*



We are very satisfied with language courses from JCL. Our communication with JCL is quick and our cooperation is set up exactly in line with our requirements and needs. The courses are taught by qualified and professional instructors and we can always be sure that even our top managers will be satisfied.

**Eva Rademacherová**  
*HBO*



Language training of our employees is taken care of perfectly by JCL. The company is highly professional, quick and approaches each student individually. It also provides considerable administrative support and cooperation when setting up the terms of our partnership. A human approach combined with utmost professionalism is an ideal combination.

**Markéta Lebedová**  
*innogy*



We've been working with JCL as the provider of individual and group language courses for many years. Because our company places particular emphasis on security, we highly appreciate the small and stable team of instructors that's been carefully assembled for our needs. JCL teachers are true professionals who can adapt to the multicultural character of our company. The JCL course manager helps me with all the administrative work related to teaching and our cooperation with JCL management is also very smooth. Communication with JCL is quick and our language training programme is set up exactly in line with our requirements and needs..

**Blanka Voříšková**  
*Radio Free Europe*





# 「PREMIUM LANGUAGE CONSULTING」

**The best  
for  
the best**

## PREMIUM LANGUAGE CONSULTING

### 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

### 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

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.

A specification of this service is the high professionalism of the mentors, with maximum emphasis on meeting the demanding requirements of any client, time customisation and flexibility.

**The consulting can be provided in English or German.**



**Martin Borl**  
Sales Director

### WHO THIS SERVICE IS FOR

*“ This service is primarily intended for top management, business and financial directors or CEOs who have very little time and often don't want regular language training, for example because their language skills are quite advanced and they only need specific consultations. ”*

## REFERENCES

**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. They had two weekend meetings, during which the emphasis was on fluency and elegance of speech, taking into account the importance of the event.

**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.



### PRICE

**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*



A background image of a business meeting with several people in suits sitting around a table, looking at documents and using calculators. A semi-transparent blue rectangle is overlaid on the center of the image.

# SPECIALISED COURSES

**One day =  
intensive  
language  
training**

## ONE-DAY SPECIALISED COURSES

### 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 mainly by native speakers = a faster and more accurate interpretation of ideas, attitudes, and views in the foreign language.



#### 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, case studies, reading, listening, video demonstrations, exercises focusing on vocabulary development...).



**Martina Čejpová**  
Product Specialist

*“The courses take place on our premises and therefore outside the student’s working environment. This means they can fully focus on the subject matter and don’t get interrupted by work.”*



## PRICE

**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 one client registers the set number of students for any course.*

*Register and get more info at [www.jcl.cz](http://www.jcl.cz).*

## ORGANISATION OF COURSES

- ▶ At the premises of James Cook Languages in Prague / Brno:  
Florentinum, Na Florenci 15, Praha 1  
Dům Jakub, Jakubské náměstí 127/5, Brno
- ▶ 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 from 9am till 4pm.
- ▶ Courses are in a small groups of 3 - 8 students.

## DATES - PRAGUE

Topics - English	2017 October - December	2018 February - June	2018 July - August
All about Phrases	11. 10. 2017 29. 11. 2017	6. 3. 2018 24. 4. 2018	11. 7. 2018
Be Confident in Writing	26. 10. 2017 5. 12. 2017	7. 3. 2018 17. 5. 2018	15. 8. 2018
Be Confident on the Phone	18. 10. 2017 14. 11. 2017	20. 2. 2018 10. 5. 2018	25. 7. 2018
Business Meetings	24. 10. 2017 22. 11. 2017	21. 2. 2018 11. 4. 2018	10. 7. 2018
Cross Culture	21. 11. 2017	27. 2. 2018 16. 5. 2018	8. 8. 2018
Czenglish	2. 11. 2017	10. 4. 2018	1. 8. 2018
Daily Life in HR	8. 11. 2017	5. 4. 2018	14. 8. 2018
Financial and Banking English	28. 11. 2017	27. 3. 2018	7. 8. 2018
Grammar Refresh	19. 10. 2017 9. 11. 2017	15. 2. 2018 17. 4. 2018	17. 7. 2018
How to Present Effectively	15. 11. 2017	14. 3. 2018	
HR - Hiring and Firing	25. 10. 2017	13. 3. 2018	24. 7. 2018
Negotiation and Argumentation	7. 11. 2017 6. 12. 2017	28. 2. 2018 18. 4. 2018	18. 7. 2018
Practise your Presentation Skills	12. 10. 2017	15. 5. 2018	31. 7. 2018
<b>Topics - German</b>			
Presenting in German	17. 10. 2017	20. 3. 2018	
Telephone and Email Communication in German	1. 11. 2017	25. 4. 2018	

## DATES - BRNO

Topics - English	2017 October - December	2018 February - June
All about Phrases	6. 12. 2017	17. 5. 2018
Be Confident in Writing	18. 10. 2017	15. 3. 2018
Be Confident on the Phone	29. 11. 2017	7. 6. 2018
Business Meetings	4. 10. 2017	5. 4. 2018
Daily Life in HR	1. 11. 2017	
Grammar Refresh	14. 11. 2017	3. 5. 2018
HR - Hiring and Firing		19. 4. 2018
Negotiation and Argumentation	25. 10. 2017	1. 3. 2018
Practise your Presentation Skills	22. 11. 2017	31. 5. 2018

## SELECTED REFERENCES

The Insurance English course fulfilled our expectations completely. It was led by a professional instructor who was perfectly prepared. A large part of the course focused on practical exercises with feedback, making the course very dynamic as well as highly beneficial. We also took the Czenglish, Business Meetings and Cross Culture courses with JCL and were just as satisfied with all of those.



Kateřina Márová  
Insurance English

The training was beneficial. We had a great teacher, we understood her very well, she was able to explain everything and keep our attention.



Pavla Kružiková  
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  
Negotiation and Argumentation

**Specialised  
foreign  
language in  
just one day**

## IN-HOUSE COURSES

### 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...)

#### 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 – you can decide these things 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 actually encounter in their work. As output from the course, we also prepare materials that help you apply the gained knowledge in practice.

### 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 4x 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.



**Laura Gilbert**  
Teaching Team Manager

**“** We prepare custom materials tailored to your needs and requirements. From each course, you can take home a comprehensive booklet covering the entire content of the course and vocabulary. **”**

## POPULAR TOPICS

- ▶ Business Meetings
- ▶ Business Trips
- ▶ Cross Culture
- ▶ Czenglish
- ▶ Describing Graphs
- ▶ Financial English
- ▶ Grammar
- ▶ Negotiations
- ▶ Office English
- ▶ Presentations
- ▶ Sales Skills
- ▶ Telephoning and Emails



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

## OTHER POSSIBLE TOPICS

- ▶ Accounting English
- ▶ Automotive English
- ▶ Banking
- ▶ Engineering & Construction
- ▶ HR English
- ▶ Insurance
- ▶ IT & Telecommunications
- ▶ Legal English
- ▶ Logistics
- ▶ Marketing English
- ▶ Pharmaceutical English



## PRICE

**1 day course (4x 90 minutes) ...14 000 – 18 000 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.*



## CONTENT OF THE COURSES

### 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.



#### 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

### 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.



#### 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 gaining feedback from the teacher

### 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

- ▶ Key email phrases
- ▶ Being formal and informal
- ▶ Being polite and diplomatic
- ▶ Writing simply and briefly
- ▶ Linking ideas
- ▶ Analysing common mistakes
- ▶ Practising and getting 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.



### Course content

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

## CROSS CULTURE

(B1 and above)

**The course is intended for business people who are in frequent contact with foreign colleagues, partners or employees and for those who have an interest in cross-cultural 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.



### Course content

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

## CZENGLISH

(A2–B1)

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

- ▶ Identify the basic categories of typical “Czech” mistakes.
- ▶ Find out the reasons leading to the mistakes 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 pair and group work activities.



### Course content

- ▶ Brief review of grammar
- ▶ Prepositions and articles
- ▶ Conditional sentences
- ▶ False friends and idiomatic phrases
- ▶ Pronunciation

*recommended by*



## DAILY LIFE IN HR

(B1 and above)

**This course is intended for HR professionals who regularly communicate with their colleagues in English.**

- ▶ Learn more about common HR processes in English such as on boarding, benefits, performance and talent management
- ▶ Be able to discuss trends in HR
- ▶ Share experience and ideas with other HR professionals

*recommended by*



### Course content

- ▶ On-boarding new employees
- ▶ Employee benefits
- ▶ Performance management
- ▶ Talent management and development programmes

## ENGLISH GRAMMAR REFRESH

(B1 - B2)

**The course is designed for 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 those who use English for communication in a banking or financial environment.**

- ▶ Learn the terminology and phrase 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 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

## 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



## HR - HIRING AND FIRING

(B1 and above)

**This course is intended for HR professionals who regularly communicate with their colleagues in English.**

- ▶ Improve your knowledge of specific HR vocabulary related to finding new employees, as well as ending cooperation
- ▶ Share experience and ideas with other HR professionals
- ▶ Gain confidence to use English actively at work



### Course content

- ▶ Attracting and finding new employees
- ▶ CVs, interviews and assessment centres
- ▶ Talking about competencies
- ▶ Termination of an employment relationship
- ▶ Exit interviews

## NEGOTIATION AND ARGUMENTATION

(B1 and above)

**The course is intended for managers or business people 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

## PRACTICE 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 open and close your presentation.
- ▶ Try out responding to your audience in English.
- ▶ You will give a presentation and receive feedback on your skills.



### Course content

- ▶ 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

## 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 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.



### 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 teacher

# 「LANGUAGE STAYS」

Passenger

SUPNAME NAME

Flight Number

0237

Boarding Time

310

CASE CLOSES 15 MINUTES BEFO



## Learning and experiences in one

# LANGUAGE STAYS ABROAD

### WHY CHOOSE A LANGUAGE STAY ABROAD WITH US

#### Overcoming barriers

In any activity, the key motivator is knowing “that it was worth it”, and that the knowledge gained 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.

#### Great benefit

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

#### Supporting motivation

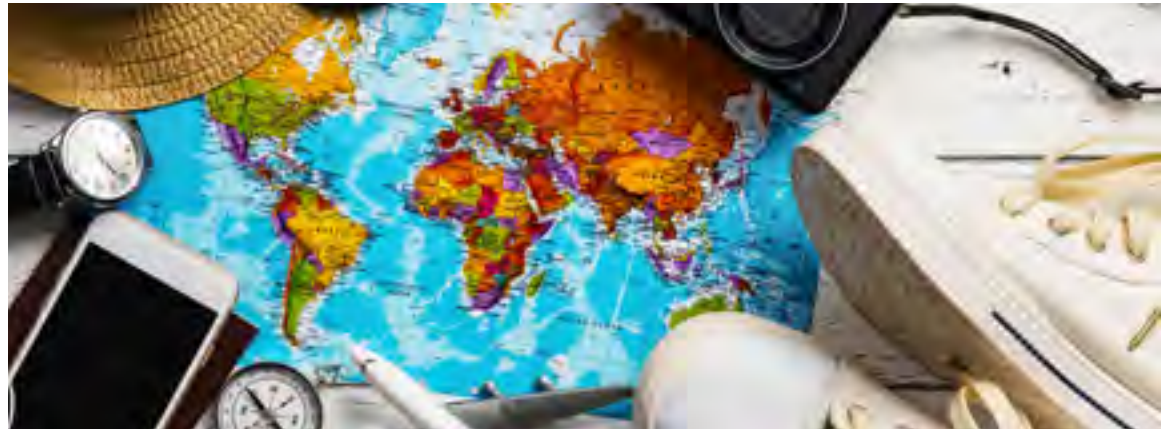
If you decide to study abroad, the decision itself increases your motivation to study. The course will encourage your enthusiasm even more!

#### Guarantee of school quality

The schools we cooperate with know how to prepare courses for managers and they provide great teachers who know the target language on an exceptional level. Key features for us are membership of associations, references, feedback from our students, long-term cooperation, a personal visit and knowledge of the school's personnel.



**Martina Čejpová**  
Product Specialist



“ 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 in small steps. ”

## 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
- ▶ Young people
- ▶ Children



### Course type

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



### Teaching focus

- ▶ General language
- ▶ Business
- ▶ Specific requirements (finance, HR, law, technology,  
IT, etc.)



### Intensity of teaching

- ▶ 20—40 hours / week



### Transportation

- ▶ Plane, train or bus, taxi or another connecting service  
from the airport



### Accommodation

- ▶ With a family, or in a hotel or apartment



### Insurance

- ▶ Travel insurance and cancellation insurance



### Visa

- ▶ For countries where a visa is required, we will help you  
with the paperwork

## PREPARATION OF THE COURSE

### ANALYSIS OF NEEDS

- Determining your expectations and requirements

### OFFERS + PRICES

- Information about the location, school, course

### SELECTION OF COURSE

- 3–4 weeks before departure
- Ordering and payment

### INFORMATION PACKAGE

- 1–2 weeks before departure
- Details of the trip (address of your accommodation, map of the city, where to be and when, plane tickets, insurance etc.)

### DEPARTURE AND COURSE

- Start of training + feedback
- Teaching
- Accompanying programme
- End of course

### RETURN

- Back on Saturday or Sunday
- Obtaining detailed feedback

## Combine studying and fun

# LANGUAGE STAYS IN THE CZECH REPUBLIC

## WHY ENGLISH & RELAX WEEK

### Location

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

### Intensity

20 / 30 lessons in 4 / 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 just 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

- ▶ 20 / 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 4 weeks before the course starts
- ▶ We will gladly adjust the stay according to your needs



## LANGUAGE STAYS AT SVATÁ 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 Močátky (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 visit [www.katerinaresort.cz/en/](http://www.katerinaresort.cz/en/)



### DATES

- ▶ **4. – 8. September 2017** (Monday – Friday)
- ▶ **12. – 16. March 2018** (Monday – Friday)
- ▶ **18. – 22. June 2018** (Monday – Friday)



### PRICE

**11 790 Kč**

(30 x 45 minutes of teaching, double room)

**12 590 Kč**

(30 x 45 minutes of teaching, single room)

*Prices are per person and do not include VAT.*



## LANGUAGE STAYS AT MAXMILIAN LIFESTYLE RESORT LOUČEŇ

### THE PRICE INCLUDES

- ▶ An intensive English language course
- ▶ 3 or 4 nights in a double or single room
- ▶ Full board
- ▶ Unlimited access to the wellness facilities for the entire duration of your stay
- ▶ Free admission to the château grounds
- ▶ Parking at the hotel
- ▶ 10% discount off the services of a professional masseur
- ▶ Guided tour of the château for a special price

For more information visit <https://www.maxmilianresort.cz/en/>



### DATES

- ▶ **9. – 13. October 2017** (Monday – Friday)
- ▶ **2. – 5. November 2017** (Thursday – Sunday)
- ▶ **19. – 22. April 2018** (Thursday – Sunday)
- ▶ **14. – 18. May 2018** (Monday – Friday)
- ▶ **10. – 14. September 2018** (Monday – Friday)



### PRICE

#### Monday – Friday:

**11 790 Kč**

(30 x 45 minutes of teaching, double room)

**12 590 Kč**

(30 x 45 minutes of teaching, single room)

#### Thursday – Sunday:

**8 450 Kč**

(20 x 45 minutes of teaching, double room))

**9 050 Kč**

(20 x 45 minutes of teaching, single room)

*Prices are per person and do not include VAT.*

A young woman with long brown hair, wearing a light blue button-down shirt, is sitting at a desk in a classroom. She is looking down and writing in a notebook with a pencil. In the background, other students are blurred, suggesting a classroom environment. The entire image has a light blue overlay.

# 「 PUBLIC COURSES 」

## Courses for you in our offices

# PUBLIC COURSES

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

**Coach&Practise**

The Art of Teaching.

#### 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.



**Dita Punčochářová**  
Course Manager



#### PRICE

**3 339 Kč**

payment for I. or II. semester (16x 90 min.)

**5 999 Kč**

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

**6 199 Kč**

mini-group (2-3 students)

it's possible to choose day and time (16x 90 min.)

**1 669 Kč**

summer semester (8x 90 min.)

**3 099 Kč**

summer semester mini-group (8x 90 min.)

Apply or ask for more info at [www.jcl.cz/en](http://www.jcl.cz/en)

#### OPTION TO PAY WITH YOUR BENEFIT SYSTEM



*“ We have prepared a wide range of courses focusing on practical language skills at all levels. ”  
They are led by our professional instructors experienced with corporate training.*

## AUTUMN 2017

## PRAGUE ENGLISH



GENERAL		Day	Time	Date
A0	beginner	Tu	17:15 - 18:45	3. 10. 2017 - 30. 1. 2018
A0	beginner	Th	7:15 - 8:45	5. 10. 2017 - 1. 2. 2018
A1	false beginner	Mo	17:15 - 18:45	2. 10. 2017 - 29. 1. 2018
A1	false beginner	We	7:15 - 8:45	4. 10. 2017 - 31. 1. 2018
A1	false beginner	Th	18:50 - 20:20	5. 10. 2017 - 1. 2. 2018
A2	pre-intermediate	Mo	17:15 - 18:45	2. 10. 2017 - 29. 1. 2018
A2	pre-intermediate	Tu	18:50 - 20:20	3. 10. 2017 - 30. 1. 2018
A2	pre-intermediate	Fr	7:15 - 8:45	5. 10. 2017 - 9. 2. 2018
B1	intermediate	Mo	7:15 - 8:45	2. 10. 2017 - 29. 1. 2018
B1	intermediate	We	18:50 - 20:20	4. 10. 2017 - 31. 1. 2018
B1	intermediate	Th	17:15 - 18:45	5. 10. 2017 - 1. 2. 2018
B2	upper-intermediate	Mo	18:50 - 20:20	2. 10. 2017 - 29. 1. 2018
B2	upper-intermediate	Tu	7:15 - 8:45	3. 10. 2017 - 30. 1. 2018
B2	upper-intermediate	We	17:15 - 18:45	4. 10. 2017 - 31. 1. 2018
C1	advanced	Mo	17:15 - 18:45	2. 10. 2017 - 29. 1. 2018
C1	advanced	We	18:50 - 20:20	4. 10. 2017 - 31. 1. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	Mo	18:50 - 20:20	2. 10. 2017 - 29. 1. 2018
B1	intermediate	Tu	7:15 - 8:45	3. 10. 2017 - 30. 1. 2018
B1	intermediate	Tu	17:15 - 18:45	3. 10. 2017 - 30. 1. 2018
B2	upper-intermediate	Tu	18:50 - 20:20	3. 10. 2017 - 30. 1. 2018
B2	upper-intermediate	We	17:15 - 18:45	4. 10. 2017 - 31. 1. 2018
B2	upper-intermediate	Fr	7:15 - 8:45	5. 10. 2017 - 9. 2. 2018
C1	advanced	Th	17:15 - 18:45	5. 10. 2017 - 1. 2. 2018
BUSINESS		Day	Time	Date
B1	intermediate	Mo	18:50 - 20:20	2. 10. 2017 - 29. 1. 2018
B2	upper-intermediate	Tu	17:15 - 18:45	3. 10. 2017 - 30. 1. 2018
C1	advanced	Th	17:15 - 18:45	5. 10. 2017 - 1. 2. 2018
CAMBRIDGE EXAMS FCE / CAE		Day	Time	Date
B1/B2	FCE intermediate / upper-intermediate	We	17:15 - 18:45	4. 10. 2017 - 31. 1. 2018
C1	CAE upper-intermediate / advanced	Mo	17:15 - 18:45	2. 10. 2017 - 29. 1. 2018

## PRAGUE GERMAN



GENERAL		Day	Time	Date
A0	beginner	Mo	17:15 - 18:45	2. 10. 2017 - 29. 1. 2018
A0	beginner	We	7:15 - 8:45	4. 10. 2017 - 31. 1. 2018
A1	false beginner	Mo	18:50 - 20:20	2. 10. 2017 - 29. 1. 2018
A1	false beginner	Tu	7:15 - 8:45	3. 10. 2017 - 30. 1. 2018
A2	pre-intermediate	Tu	7:15 - 8:45	3. 10. 2017 - 30. 1. 2018
A2	pre-intermediate	We	17:15 - 18:45	4. 10. 2017 - 31. 1. 2018
B1	intermediate	We	18:50 - 20:20	4. 10. 2017 - 31. 1. 2018
B1	intermediate	Th	17:15 - 18:45	5. 10. 2017 - 1. 2. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	Tu	18:50 - 20:20	3. 10. 2017 - 30. 1. 2018
B2	upper-intermediate	Th	17:15 - 18:45	5. 10. 2017 - 1. 2. 2018
C1	advanced	Th	18:50 - 20:20	5. 10. 2017 - 1. 2. 2018
BUSINESS		Day	Time	Date
B1	intermediate	Th	17:15 - 18:45	5. 10. 2017 - 1. 2. 2018
B2	upper-intermediate	Fr	7:15 - 8:45	6. 10. 2017 - 1. 2. 2018

## PRAGUE CZECH



GENERAL		Day	Time	Date
A0	beginner	Mo	17:15 - 18:45	2. 10. 2017 - 29. 1. 2018
A1	false beginner	Mo	18:50 - 20:20	2. 10. 2017 - 29. 1. 2018
A2	pre-intermediate	Th	18:50 - 20:20	5. 10. 2017 - 9. 2. 2018
B1	intermediate	We	17:15 - 18:45	4. 10. 2017 - 31. 1. 2018
B2	upper-intermediate	We	18:50 - 20:20	4. 10. 2017 - 31. 1. 2018

## BRNO ENGLISH



GENERAL		Day	Time	Date
A0	beginner	Mo	17:15 - 18:45	2. 10. 2017 - 29. 1. 2018
A1	false beginner	Tu	17:15 - 18:45	3. 10. 2017 - 30. 1. 2018
A1	false beginner	We	7:15 - 8:45	4. 10. 2017 - 31. 1. 2018
A2	pre-intermediate	Fr	7:15 - 8:45	5. 10. 2017 - 9. 2. 2018
B1	intermediate	We	17:15 - 18:45	4. 10. 2017 - 31. 1. 2018
B2	upper-intermediate	Tu	17:15 - 18:45	3. 10. 2017 - 30. 1. 2018
C1	advanced	Mo	17:15 - 18:45	2. 10. 2017 - 29. 1. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	We	18:50 - 20:20	4. 10. 2017 - 31. 1. 2018
B2	upper-intermediate	Tu	18:50 - 20:20	3. 10. 2017 - 30. 1. 2018
C1	advanced	Mo	18:50 - 20:20	2. 10. 2017 - 29. 1. 2018

## BRNO GERMAN



GENERAL		Day	Time	Date
A0	beginner	Mo	17:15 - 18:45	2. 10. 2017 - 29. 1. 2018
A1	false beginner	Mo	18:50 - 20:20	2. 10. 2017 - 29. 1. 2018
A2	pre-intermediate	We	18:50 - 20:20	4. 10. 2017 - 31. 1. 2018
B1	intermediate	Tu	17:15 - 18:45	3. 10. 2017 - 30. 1. 2018
B2	upper-intermediate	We	17:15 - 18:45	4. 10. 2017 - 31. 1. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	Tu	18:50 - 20:20	3. 10. 2017 - 30. 1. 2018
B2	upper-intermediate	Th	17:15 - 18:45	5. 10. 2017 - 1. 2. 2018
C1	advanced	Th	18:50 - 20:20	5. 10. 2017 - 1. 2. 2018
BUSINESS		Day	Time	Date
B1	intermediate	Th	17:15 - 18:45	5. 10. 2017 - 1. 2. 2018
B2	upper-intermediate	Fr	07:15 - 08:45	5. 10. 2017 - 9. 2. 2018

## SPRING 2018

### PRAGUE ENGLISH



GENERAL		Day	Time	Date
A0	beginner	Tu	17:15 - 18:45	20. 2. - 19. 6. 2018
A0	beginner	Th	7:15 - 8:45	22. 2. - 14. 6. 2018
A1	false beginner	Mo	17:15 - 18:45	19. 2. - 11. 6. 2018
A1	false beginner	We	7:15 - 8:45	21. 2. - 6. 6. 2018
A1	false beginner	Th	18:50 - 20:20	22. 2. - 14. 6. 2018
A2	pre-intermediate	Mo	17:15 - 18:45	19. 2. - 11. 6. 2018
A2	pre-intermediate	Tu	18:50 - 20:20	20. 2. - 19. 6. 2018
A2	pre-intermediate	Fr	7:15 - 8:45	23. 2. - 15. 6. 2018
B1	intermediate	Mo	7:15 - 8:45	19. 2. - 11. 6. 2018
B1	intermediate	We	18:50 - 20:20	21. 2. - 6. 6. 2018
B1	intermediate	Th	17:15 - 18:45	22. 2. - 14. 6. 2018
B2	upper-intermediate	Mo	18:50 - 20:20	19. 2. - 11. 6. 2018
B2	upper-intermediate	Tu	7:15 - 8:45	20. 2. - 19. 6. 2018
B2	upper-intermediate	We	17:15 - 18:45	21. 2. - 6. 6. 2018
C1	advanced	Mo	17:15 - 18:45	19. 2. - 11. 6. 2018
C1	advanced	We	18:50 - 20:20	21. 2. - 6. 6. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	Mo	18:50 - 20:20	19. 2. - 11. 6. 2018
B1	intermediate	Tu	7:15 - 8:45	20. 2. - 19. 6. 2018
B1	intermediate	Tu	17:15 - 18:45	20. 2. - 19. 6. 2018
B2	upper-intermediate	Tu	18:50 - 20:20	20. 2. - 19. 6. 2018
B2	upper-intermediate	We	17:15 - 18:45	21. 2. - 6. 6. 2018
B2	upper-intermediate	Fr	7:15 - 8:45	23. 2. - 15. 6. 2018
C1	advanced	Th	17:15 - 18:45	22. 2. - 14. 6. 2018
BUSINESS		Day	Time	Date
B1	intermediate	Mo	18:50 - 20:20	19. 2. - 11. 6. 2018
B2	upper-intermediate	Tu	17:15 - 18:45	20. 2. - 19. 6. 2018
C1	advanced	Th	17:15 - 18:45	22. 2. - 14. 6. 2018
CAMBRIDGE EXAMS FCE / CAE		Day	Time	Date
B1/B2	FCE intermediate / upper-intermediate	We	17:15 - 18:45	21. 2. - 6. 6. 2018
C1/C2	CAE upper-intermediate / advanced	Mo	17:15 - 18:45	19. 2. - 11. 6. 2018

PRAGUE GERMAN



GENERAL		Day	Time	Date
A0	beginner	Mo	17:15 - 18:45	19. 2. - 11. 6. 2018
A0	beginner	We	7:15 - 8:45	21. 2. - 6. 6. 2018
A1	false beginner	Mo	18:50 - 20:20	19. 2. - 11. 6. 2018
A1	false beginner	Tu	7:15 - 8:45	20. 2. - 19. 6. 2018
A2	pre-intermediate	Tu	7:15 - 8:45	20. 2. - 19. 6. 2018
A2	pre-intermediate	We	17:15 - 18:45	21. 2. - 6. 6. 2018
B1	intermediate	We	18:50 - 20:20	21. 2. - 6. 6. 2018
B1	intermediate	Th	17:15 - 18:45	22. 2. - 14. 6. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	Tu	18:50 - 20:20	20. 2. - 19. 6. 2018
B2	upper-intermediate	Th	17:15 - 18:45	22. 2. - 14. 6. 2018
C1	advanced	Th	18:50 - 20:20	22. 2. - 14. 6. 2018
BUSINESS		Day	Time	Date
B1	intermediate	Th	17:15 - 18:45	22. 2. - 14. 6. 2018
B2	upper-intermediate	Fr	7:15 - 8:45	23. 2. - 15. 6. 2018

PRAGUE CZECH



GENERAL		Day	Time	Date
A0	beginner	Mo	17:15 - 18:45	19. 2. - 11. 6. 2018
A1	false beginner	Mo	18:50 - 20:20	19. 2. - 11. 6. 2018
A2	pre-intermediate	Th	18:50 - 20:20	22. 2. - 14. 6. 2018
B1	intermediate	We	17:15 - 18:45	21. 2. - 6. 6. 2018
B2	upper-intermediate	We	18:50 - 20:20	21. 2. - 6. 6. 2018

BRNO ENGLISH



GENERAL		Day	Time	Date
A0	beginner	Mo	17:15 - 18:45	19. 2. - 11. 6. 2018
A1	false beginner	Tu	17:15 - 18:45	20. 2. - 19. 6. 2018
A1	false beginner	We	7:15 - 8:45	21. 2. - 6. 6. 2018
A2	pre-intermediate	Fr	7:15 - 8:45	23. 2. - 15. 6. 2018
B1	intermediate	We	17:15 - 18:45	21. 2. - 6. 6. 2018
B2	upper-intermediate	Tu	17:15 - 18:45	20. 2. - 19. 6. 2018
C1	advanced	Mo	17:15 - 18:45	19. 2. - 11. 6. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	We	18:50 - 20:20	21. 2. - 6. 6. 2018
B2	upper-intermediate	Tu	18:50 - 20:20	20. 2. - 19. 6. 2018
C1	advanced	Mo	18:50 - 20:20	19. 2. - 11. 6. 2018

BRNO GERMAN



GENERAL		Day	Time	Date
A0	beginner	Mo	17:15 - 18:45	19. 2. - 11. 6. 2018
A1	false beginner	Mo	18:50 - 20:20	19. 2. - 11. 6. 2018
A2	pre-intermediate	We	18:50 - 20:20	21. 2. - 6. 6. 2018
B1	intermediate	Tu	17:15 - 18:45	20. 2. - 19. 6. 2018
B2	upper-intermediate	We	17:15 - 18:45	21. 2. - 6. 6. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	Tu	18:50 - 20:20	20. 2. - 19. 6. 2018
B2	upper-intermediate	Th	17:15 - 18:45	22. 2. - 14. 6. 2018
C1	advanced	Th	18:50 - 20:20	22. 2. - 14. 6. 2018
BUSINESS		Day	Time	Date
B1	intermediate	Th	17:15 - 18:45	22. 2. - 14. 6. 2018
B2	upper-intermediate	Fr	7:15 - 8:45	23. 2. - 15. 6. 2018

## SUMMER 2018

### PRAGUE ENGLISH



GENERAL		Day	Time	Date
A0	beginner	Th	7:15 - 8:45	12. 7. - 30. 8. 2018
A1	false beginner	Mo	18:50 - 20:20	9. 7. - 27. 8. 2018
A1	false beginner	We	7:15 - 8:45	11. 7. - 29. 8. 2018
A2	pre-intermediate	Tu	17:15 - 18:45	10. 7. - 28. 8. 2018
A2	pre-intermediate	Fr	7:15 - 8:45	13. 7. - 31. 8. 2018
B1	intermediate	Mo	7:15 - 8:45	9. 7. - 27. 8. 2018
B1	intermediate	We	17:15 - 18:45	11. 7. - 29. 8. 2018
B2	upper-intermediate	Mo	17:15 - 18:45	9. 7. - 27. 8. 2018
C1	advanced	We	7:15 - 8:45	11. 7. - 29. 8. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	Mo	7:15 - 8:45	9. 7. - 27. 8. 2018
B1	intermediate	Tu	17:15 - 18:45	10. 7. - 28. 8. 2018
B2	upper-intermediate	Th	18:50 - 20:20	12. 7. - 30. 8. 2018
C1	advanced	Mo	17:15 - 18:45	9. 7. - 27. 8. 2018
BUSINESS		Day	Time	Date
B1	intermediate	Th	17:15 - 18:45	12. 7. - 30. 8. 2018
B2	upper-intermediate	Fr	7:15 - 8:45	13. 7. - 31. 8. 2018

### PRAGUE GERMAN



GENERAL		Day	Time	Date
A0	beginner	Mo	17:15 - 18:45	9. 7. - 27. 8. 2018
A1	false beginner	We	7:15 - 8:45	11. 7. - 29. 8. 2018
A2	pre-intermediate	Tu	7:15 - 8:45	10. 7. - 28. 8. 2018
A2	pre-intermediate	Th	17:15 - 18:45	12. 7. - 30. 8. 2018
B1	intermediate	Fr	7:15 - 8:45	13. 7. - 31. 8. 2018
B2	upper-intermediate	Tu	17:15 - 18:45	10. 7. - 28. 8. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	Tu	18:50 - 20:20	10. 7. - 28. 8. 2018
B2	upper-intermediate	Th	17:15 - 18:45	12. 7. - 30. 8. 2018
C1	advanced	Th	18:50 - 20:20	12. 7. - 30. 8. 2018
BUSINESS		Day	Time	Date
B1	intermediate	Th	17:15 - 18:45	12. 7. - 30. 8. 2018
B2	upper-intermediate	Fr	7:15 - 8:45	13. 7. - 31. 8. 2018

PRAGUE CZECH



GENERAL		Day	Time	Date
A0	beginner	Fr	17:15 - 18:45	13. 7. - 31. 8. 2018
A1	false beginner	Mo	17:15 - 18:45	9. 7. - 27. 8. 2018
A2	pre-intermediate	Mo	18:50 - 20:20	9. 7. - 27. 8. 2018
B1	intermediate	We	17:15 - 18:45	11. 7. - 29. 8. 2018
B2	upper-intermediate	We	18:50 - 20:20	11. 7. - 29. 8. 2018

BRNO ENGLISH



GENERAL		Day	Time	Date
A0	beginner	Mo	17:15 - 18:45	9. 7. - 27. 8. 2018
A1	false beginner	Tu	17:15 - 18:45	10. 7. - 28. 8. 2018
A1	false beginner	We	7:15 - 8:45	11. 7. - 29. 8. 2018
A2	pre-intermediate	Fr	7:15 - 8:45	13. 7. - 31. 8. 2018
B1	intermediate	We	17:15 - 18:45	11. 7. - 29. 8. 2018
B2	upper-intermediate	Tu	17:15 - 18:45	10. 7. - 28. 8. 2018
C1	advanced	Mo	17:15 - 18:45	9. 7. - 27. 8. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	We	18:50 - 20:20	11. 7. - 29. 8. 2018
B2	upper-intermediate	Tu	18:50 - 20:20	10. 7. - 28. 8. 2018
C1	advanced	Mo	18:50 - 20:20	9. 7. - 27. 8. 2018

BRNO NĚMČINA



GENERAL		Day	Time	Date
A0	beginner	Mo	17:15 - 18:45	9. 7. - 27. 8. 2018
A1	false beginner	Mo	18:50 - 20:20	9. 7. - 27. 8. 2018
A2	pre-intermediate	We	18:50 - 20:20	11. 7. - 29. 8. 2018
B1	intermediate	Tu	17:15 - 18:45	10. 7. - 28. 8. 2018
B2	upper-intermediate	We	17:15 - 18:45	11. 7. - 29. 8. 2018
CONVERSATION		Day	Time	Date
B1	intermediate	Tu	18:50 - 20:20	10. 7. - 28. 8. 2018
B2	upper-intermediate	Th	17:15 - 18:45	12. 7. - 30. 8. 2018
C1	advanced	Th	18:50 - 20:20	12. 7. - 30. 8. 2018
BUSINESS		Day	Time	Date
B1	intermediate	Th	17:15 - 18:45	12. 7. - 30. 8. 2018
B2	upper-intermediate	Fr	7:15 - 8:45	13. 7. - 31. 8. 2018

A hand in a dark suit sleeve points upwards with the index finger. The image is overlaid with a semi-transparent green filter. The word 'Translate' is written in a large, bold, dark green font across the upper middle of the image.

**Translate**

**「 TRANSLATION  
AND NTERPRETING 」**

**Just  
choose  
the language**

# TRANSLATION AND INTERPRETING

## WHY COOPERATE WITH US

### One supplier = more than 60 languages

With a wide selection of translated languages, we 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

A perfect client-oriented service is a given.

### Deadline guarantee

We guarantee to meet the deadline of the job.

### Professional translation

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



**Ludmila Lukešová**  
Key Account Manager



*“ A translator always picks the expression that he or she believes best fits the overall context. But in most languages, one particular word can be often translated by several different synonyms, which is why we work with translation memories and terminology glossaries for each of our clients. This means that we can keep track of preferred expressions and that the texts and terminology used are consistent. ”*

## TAILOR-MADE TRANSLATION GLOSSARY

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.

### WHAT WE NEED FOR THE GLOSSARY

- ▶ 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

### 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



### PRICE

<b>Translations to Czech</b>	<b>from En, Ge, Sk</b>	<b>from other languages</b>
	340 Kč	from 360 Kč
<b>Translations from Czech</b>	<b>to En, Ge, Sk</b>	<b>to other languages</b>
	380 Kč	from 420 Kč
with notary verification	from 480 Kč	
Express charges	within 48 hours	within 24 hours
	30 %	50 %
<b>Interpreting</b>	<b>up to 4 hours</b>	<b>4 – 8 hours</b>
	from 6 000 Kč	from 10 500 Kč

#### 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)

*Prices exclude VAT.*

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



## REFERENCES

We have been cooperating with JCL for several years. We are a very technical focussed 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 Štieglarová  
*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*





**We can do  
anything –  
just ask**

## E-LEARNING

- ▶ We offer top-range e-learning.
- ▶ [www.onlinejazyky.cz](http://www.onlinejazyky.cz)
- ▶ A tool for practising language skills and knowledge.
- ▶ Six 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.

## SKYPE LESSONS

- ▶ 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.



## 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 2016**



**a motivational training element**



**a form of measuring language levels or progress**



## 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.



## CONTACT

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