



M.L.S
INTERNATIONAL
COLLEGE



Management & Language Specialists



Welcome to MLS International College

THE MANAGEMENT AND LANGUAGE SPECIALISTS

Since its foundation in 1987, MLS International College has been committed to delivering quality English language, Academic, Vocational and Professional training programmes to adult students from all over the world. We offer a wide range of English language, Certificate, Diploma and University Pathway programmes.

Approximately 1700 students per year choose our programmes: these include individuals seeking further language and professional development and trainees from companies or governments. We are proud that students choose us because of often strong recommendations from our past students.

We are specialists in delivering not only General English language but also highly focused language programmes with a difference. Many of our programmes offer Business Management, Marketing, Accounting, IT or Tourism training, alongside your English. Others focus on business skills development within English language. For those seeking an academic pathway, our Academic English programmes provide excellent preparation for IELTS and University study.

We are different because we employ a permanent staff of subject specialists who will be on site to guide you through the specifics of your language development and enhance your subject knowledge through the medium of the English language.

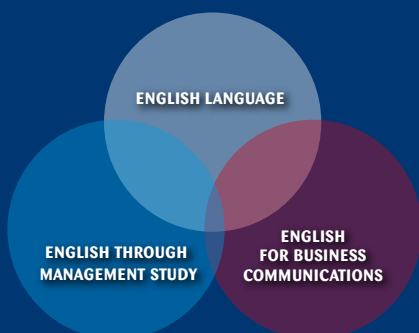
MLS is one of few private English language centres able to offer the Sanako Lab 300 digital language learning experience.

We are a large college with multiple classes at each level, over 40 nationalities on site throughout the year and with a student body that is focused on vocational, academic or professional development.

Most importantly, we are a family run training centre, which means we understand the core value of client service and speed of service. Our aim is to ensure that your training programme and experience in the UK meets the very specific requirements you come with and in that regard our client service team will always be on hand to listen to your requests.

A full list of our standard programmes is provided overleaf. Further information on our University Pathway programmes, Executive training and Aviation English training is available in the brochures shown on this page.

The UK remains a location of excellence in education and Bournemouth is paramount as an English language study destination in the UK, offering a superb student experience in and out of the classroom. We warmly invite you to study with us at MLS.





Page Number	Programme area	Courses	Course code
4 – 8	General English Programmes	English 30	1.01
		English 20	1.02
		English 10	1.03
9 – 14	International Business Communications Programmes (IBC)	IBC 30	2.01
		IBC 20	2.02
		IBC 32 for Accountants	2.03
		IBC 32 for Lawyers	2.04
15 – 25	English Language Examination Programmes	KET / PET	1.01/2
		FCE 30	3.01
		FCE 20	3.02
		CAE 30	3.03
		CAE 20	3.04
		IELTS 30	3.05
		IELTS 20	3.06
		BEC, TOEIC, SEFIC	2.01/2
ICFE / ILEC	2.03/4		
26 – 33	Certificate and Diploma Programmes	Business and English Studies	4.01
		Marketing, Advertising, Public Relations and English Studies	4.02
		Travel, Tourism, Hospitality Management and English Studies	4.03
		Accounting, Financial Management and English Studies	4.04
		Business Computing and English Studies	4.05
34	Other Programmes	University Pathway, Executive, Aviation, Teacher training	
35 – 43	Client Services		



UNIVERSITY of CAMBRIDGE
ESOL Examinations
Authorized Centre for PET and BEC

Accredited by the
BRITISH COUNCIL
for the teaching of English
as a Foreign Language



English Language Programmes





Who are these programmes designed for?

Our English language courses are open to adult students from all over the world who have an interest in developing their general language skills in English, regardless of their level. They are for students who fully appreciate that learning English in an English speaking country is without doubt the fastest and most effective way to learn English as they will be fully committed to the language learning process.

What are the aims of these programmes?

- To equip you with the English language you need in order to perform confidently in any real life environment.
- To equip you with the general language skills you need in order to communicate effectively in both the spoken and written language.
- To build on and develop your existing grammar, vocabulary and orthography.
- To improve your language skills so that a good balance of accuracy and fluency can be achieved.



What language training will you receive at MLS?

Speaking: As speaking is a focal point of communication, we concentrate a great deal on this area of study. You will improve the accuracy of your pronunciation and the fluency of your speech as well as your range of expression in English. You will also develop your communicative competence and your ability to make yourself clearly understood in a range of situations and contexts. This development will increase your self-confidence in using English as a language of communication.

Listening: You will be introduced to a range of accents and speeds of speaking. You will practise listening for gist and specific information in a variety of real life situations such as talks, conversations, conferences and lectures.

Reading: You will be given the opportunity to develop various reading skills such as scanning for specific information and skimming for overall comprehension. You will gain reading practice by looking at real life texts such as newspaper and magazine articles, emails and stories.

Writing: You will be given training in writing for a number of purposes, and learn to select either formal or informal writing styles. You will also focus on the structure and composition of various kinds of writing, and learn to create authentic texts such as articles, emails and stories.

Throughout the course, you will develop and build on your knowledge of the following language systems:

- Grammar – range and control
- Vocabulary – range and control
- Pronunciation
- Orthography

How will you be assessed?

On arrival at the College you will be given a placement test to determine your English language level. The Director of Studies will then place you in a class which is the right level and which best meets your needs.

Throughout the course you will be assessed on your classroom performance and through regular tests. You will also have the opportunity to speak to your teacher about your progress at any time through informal meetings and formal individual tutorials.

By the end of your course you should be able to use English more confidently in an international environment.

On completion of your course you will typically receive an MLS Certificate, which states your course type and dates, and a training report which will give you an indication of your assessed English level as defined by the Common European Framework.

MLS Level	CEF Level Equivalent	Level Description
ADVANCED	C1	Creative, flexible language user with excellent all round fluency, accuracy and appropriateness.
PRE-ADVANCED		Nearly Advanced, but needs this transitional stage. Probably better in some skills than others.
UPPER-INTERMEDIATE	B2 Upper	Has fairly good English, but with some errors and gaps. Needs consolidation of structures and skills.
INTERMEDIATE	B2 Lower	Independent learner, with fair use of main skills, common vocabulary and structures.
PRE-INTERMEDIATE	B1	Can communicate in simple, everyday situations. Can express some opinions and emotions.
ELEMENTARY	A2	Can use and understand basic survival language. Can process simple information.
BEGINNER	A1	Has little or no English.



COURSE NAME: INTENSIVE ENGLISH 30 COURSE CODE: 1.01

Start date: Any Monday (excluding UK public holidays)

Course duration: 2+ weeks

Entry requirements: Elementary +

Minimum age: 18 years old (MLS can accept 16-17 year old students at its discretion)

Class size: Max 12

Course content: 30 lessons of General English

Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.

Hours per week: 22.5 hours (30 x 45 min lessons)

1.01

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	Coursebook: Introduction to Present Perfect	Coursebook: Guided and free practice on Present Perfect	Coursebook: Functional language: welcoming people	Coursebook: Review of grammar and functional language	Coursebook: Vocabulary and pronunciation review
1050-1220	Workbook: Reading (vocabulary matching and definition)	Workbook: Listening comprehension	Workbook: Letter writing	Workbook: Letter writing continued	Workbook: Reading text comprehension
1330-1500	Fluency activity: Debating	Fluency activity: Role-play and simulation	Fluency activity: Making presentations	Fluency activity: "News at 10" Making your own news broadcast	Fluency activity: Conducting a questionnaire



1.02 ENGLISH 20 COURSE CODE: 1.02

1.02

Start date: Any Monday (excluding UK public holidays)
Course duration: 2+ weeks
Entry requirements: Elementary +
Minimum age: 18 years old (MLS can accept 16-17 year old students at its discretion)
Class size: Max 12
Course content: 20 lessons of General English
Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.
Hours per week: 15 hours (20 x 45 min lessons)

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	Coursebook: Introduction to Present Perfect	Coursebook: Guided and free practice on Present Perfect	Coursebook: Functional language: welcoming people	Coursebook: Review of grammar & functional language	Coursebook: Vocabulary and pronunciation review
1050-1220	Workbook: Reading (vocabulary matching & definition)	Workbook: Listening comprehension	Workbook: Letter writing	Workbook: Letter writing continued	Workbook: Reading text comprehension

1.03 ENGLISH 10 COURSE CODE: 1.03

1.03

Start date: Any Monday (excluding UK public holidays)
Course duration: 2+ weeks
Entry requirements: Elementary + (Please note this course is only available to students who do not require a student visa to study in the UK.)
Minimum age: 18 years old (MLS can accept 16-17 year old students at its discretion)
Class size: Max 12
Course content: 10 lessons of General English
Included in the course: Use of the Language Laboratory, Library and Internet; academic counselling; initial placement test; student identity card.
Hours per week: 7.5 hours (10 x 45 min lessons)

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
1330-1500	Fluency activity: Debating	Fluency activity: Role-play & simulation	Fluency activity: Making presentations	Fluency activity: "News at 10" Making your own news broadcast	Fluency activity: Conducting a questionnaire

International Business Communications



Who are these programmes designed for?

The course is suitable for experienced business professionals, those who are just starting out in their careers and students of business.

The International Business Communications course is designed to equip you with the language and skills you need in order to be successful in any work place. Throughout the course, you will continue to improve your English language ability through the context of Business English. You will also learn key skills that are needed in any business environment, such as how to negotiate and how to give presentations.

What are the aims of these programmes?

- To equip you with the Business English language you need in order to perform confidently in any professional or academic environment.
- To equip you with the Business skills you need in order to meet the demands of a modern work environment.
- To provide you with the specialised Business vocabulary you need in order to perform in any professional environment.
- To improve English language skills so that a good balance of accuracy and fluency can be achieved.



What Business English training will you receive at MLS?

BUSINESS ENGLISH TRAINING

Listening Comprehension: You will be introduced to a range of accents and speeds of speaking within an international business environment. Listening practice will be delivered through a range of authentic situations such as listening in meetings and taking minutes, listening for key information in presentations and on the telephone, and listening for detail in conferences.

Speaking: The aim of these lessons is to increase your confidence and fluency through guided work, discussion, role-play and group or individual presentations. Attention is paid to clear production of connected speech as well as of individual sounds. You will gain speaking practice through authentic business tasks such as giving presentations, participating in meetings and using social English for networking.

Reading: You will learn specific reading skills such as skimming, scanning and dealing with unknown vocabulary. These skills will help you to understand authentic business documents such as reports and proposals. You will also gain reading practice by looking at up to date case studies and articles from various business publications and newspapers.



Writing: You will be given training in writing for a number of purposes and will learn the necessary grammar, structure and vocabulary you need in order to produce successful business documents.

These skills are taught through various topics, which typically include the following:

- Banking, Finance and the Stock Market
- Companies
- Corporate alliances and acquisitions
- Customer service
- E-commerce
- Franchising
- Globalisation
- Innovation
- International Trade
- Management
- Marketing and Advertising
- Recruitment
- Retailing

Business Skills Training

This part of the course is designed to give you training in the skills which are needed in the modern business world. You will use the Business English language skills you learn to practise and refine your business skills. These skills typically include the following modules of study:

Module Name	Effective Personal Development skills	Effective Team Leadership skills	Effective Business Writing skills	Effective Customer Relationship skills	Effective Business Speaking skills
Skills covered	Assertiveness Problem solving Stress management Time management Organisation Team working	Team building Performance appraisal skills Planning Facilitating Motivational skills Problem solving Chairing meetings Delegation skills Change management Coaching	Report writing Email writing Formal business letter writing Proposal writing Memo writing Fax writing Agenda writing Minute taking CV writing	Customer relationship skills Effective listening Networking International business cultural awareness Business awareness	Presentation skills Negotiating Sales techniques Participating in meetings Telephone skills Interviewing skills

Professional options

MLS is also able to offer classes with specialist teachers in different areas of business. If you would like to study English for a more specialised subject you can add 2 extra classes per week to your timetable. This option allows you to create your own individual programme of learning and will help you focus on your career goals. The following subject specialisms are included:

International Business Communications for Accountants

This course is suitable for those who are already qualified accountants as well as those who are just starting out in their careers. It is also suitable for anyone who works in the field of Finance and Banking.

You will focus on developing your Business English, Business Skills and Financial English. You will learn and practise key accounting and financial English skills by looking at specialised course materials. This course will also prepare you for the Cambridge International Certificate in Financial English (ICFE). Please see page 21 for more information on this exam.

International Business Communications for Lawyers

This course is suitable for both qualified lawyers and those who are planning to start their career in Law. You will focus on developing your Business English, Business Skills and Legal English. You will develop your Legal English vocabulary and learn how to communicate in a legal environment. You will also develop key legal writing strategies and techniques. This course will also prepare you for the Cambridge International Legal English Certificate (ILEC). Please see page 21 for more information on this exam.

How will you be assessed?

On arrival at the College you will be given a placement test to determine your English language level. The Director of Studies will then place you in a class which is the right level and which best meets your needs.

Throughout the course you will be assessed on your classroom performance and through regular tests. You will also have the opportunity to speak to your teacher about your progress at any time through informal meetings and formal individual tutorials.

By the end of your course you should be able to use English more confidently in an international business environment.

On completion of your course you will typically receive an MLS Certificate, which states your course type and dates, and a training report which will give you an indication of your assessed English level as defined by the Common European Framework.



COURSE NAME: IBC 30 COURSE CODE: 2.01

Start date: Any Monday (excluding UK public holidays)

Course duration: 2+ weeks

Entry requirements: Intermediate level English

Minimum age: 18 years old (MLS can accept 16-17 year old students at its discretion)

Class size: Max 12

Course content: 10 lessons of Business English plus 10 lessons of Business Skills Training and 10 lessons of General English

Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.

Hours per week: 22.5 hours (30 x 45 min lessons per week)

2.01

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	Business English	Business English	Business English	Business English	Business English
1050-1220	Business Skills: Effective personal development skills	Business Skills: Effective team leadership skills	Business Skills: Effective business writing skills	Business Skills: Effective customer relationship skills	Business Skills: Effective business speaking skills
1330-1500	General English	General English	General English	General English	General English

COURSE NAME: IBC 20 COURSE CODE: 2.02

Start date: Any Monday (excluding UK public holidays)

Course duration: 2+ weeks

Entry requirements: Intermediate level English

Minimum age: 18 years old (MLS can accept 16-17 year old students at its discretion)

Class size: Max 12

Course content: 10 lessons of Business English plus 10 lessons of Business Skills Training

Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.

Hours per week: 15 hours (20 x 45 min lessons per week)

2.02

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	Business English	Business English	Business English	Business English	Business English
1050-1220	Business Skills: Effective personal development skills	Business Skills: Effective team leadership skills	Business Skills: Effective business writing skills	Business Skills: Effective customer relationship skills	Business Skills: Effective business speaking skills

COURSE NAME: **IBC32 for Accountants** COURSE CODE: **2.03**

2.03

Start date: Any Monday (excluding UK public holidays)
Course duration: 2+ weeks
Entry requirements: Intermediate level English
Minimum age: 18 years old
Class size: Max 12
Course content: 10 lessons of Business English plus 10 lessons of Business Skills Training plus 10 lessons of General English plus 2 lessons of Financial English
Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.
Hours per week: 24 hours per week (32 x 45 min lessons)

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	Business Skills: Effective personal development skills	Business Skills: Effective team leadership skills	Business Skills: Effective business writing skills	Business Skills: Effective customer relationship skills	Business Skills: Effective business speaking skills
1050-1220	Business English	Business English	Business English	Business English	Business English
1330-1500	General English	General English	General English	General English	General English
1520-1605 (45 mins)	Financial English		Financial English		

COURSE NAME: **IBC32 for Lawyers** COURSE CODE: **2.04**

2.04

Start date: Any Monday (excluding UK public holidays)
Course duration: 2+ weeks
Entry requirements: Intermediate level English
Minimum age: 18 years old
Class size: Max 12
Course content: 10 lessons of Business English plus 10 lessons of Business Skills Training plus 10 lessons of General English plus 2 lessons of Legal English
Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.
Hours per week: 24 hours per week (32 x 45 min lessons)

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	General English	General English	General English	General English	General English
1050-1220	Business Skills: Effective personal development skills	Business Skills: Effective team leadership skills	Business Skills: Effective business writing skills	Business Skills: Effective customer relationship skills	Business Skills: Effective business speaking skills
1330-1500	Business English	Business English	Business English	General English	Business English
1520-1605 (45 mins)	Legal English		Legal English		

Exam Preparation Programmes

Which examination is right for you?



Examination levels

MLS can provide preparation courses for the following examinations at the following levels;

Type	MLS Level and Common European Framework	IELTS Band	Cambridge GE Exams	BEC	SEFIC	TOEIC
ADVANCED (C1)	Creative, flexible language user with excellent all round fluency, accuracy and appropriateness.	7.5 7.0	CAE	Higher	Level 4.0	900
PRE-ADVANCED	Nearly Advanced, but needs this transitional stage. Probably better in some skills than others.	6.5 6.0				850 800
UPPER-INTERMEDIATE (B2 Upper)	Has fairly good English, but with some errors and gaps. Needs consolidation of structures and skills.	5.5 5.0	FCE	Vantage	Level 3.0	750 625
INTERMEDIATE (B2 Lower)	Independent learner, with fair use of main skills, common vocabulary and structures.	4.5 4.0	PET	Prelim	Level 2.0	500
PRE-INTERMEDIATE (B1)	Can communicate in simple, everyday situations. Can express some opinions and emotions.	3.5 3.0	KET		Level 1.0	
ELEMENTARY (A2)	Can use and understand basic survival language. Can process simple information.	2.5 2.0			Prelim	
BEGINNER (A1)	Has little or no English.	1.0				

The bottom line of a level is the **MINIMUM** recommended for **EXAM PREPARATION**, and is the start of any equivalent level.

MLS is an officially recognised Exam Centre for the following exams;

Cambridge KET (Key English Test)

Cambridge PET (Preliminary English Test)

Cambridge BEC (Business English Certificate)

TOEIC (Test of English for International Communication)

SEFIC (Spoken English for Industry and Commerce)

Who are these courses designed for?

MLS is able to offer different kinds of English Language Examination courses to suit your individual needs. There are many examinations available, so it is important that you find the right exam for you.

MLS can offer you an examination counselling service to help you decide which exam is right for your level and which qualification will be the most useful. Our experienced Examination Officer will meet with you on a one to one basis and help you make the right decisions. They will also guide you through the whole application process.



What are the aims of these programmes?

- To equip you with General and/or Business English training in order to prepare you for the relevant examination.
- To equip you with examination training in order to prepare you for the relevant examination.



General English Examination Preparation courses

KET (Key English Test) is an Elementary to Pre Intermediate exam. You will follow a General English course with exam tutorials which will give you the language skills necessary to complete the following exam focused tasks:

Reading: You will develop your general reading skills which will enable you to read and understand texts such as signs, brochures and simple newspaper/magazine articles.

Writing: You will develop your general grammar and structure skills which will enable you to complete gaps in simple sentences and create short pieces of writing.

Listening: You will develop your general listening skills which will enable you to understand announcements and follow reasonably slow paced speech.

Speaking: You will develop your general speaking skills which will enable you to ask and answer simple questions and take part in basic conversations about everyday life.

PET (Preliminary English Test) is a Pre Intermediate to Intermediate exam. You will follow a General English course with exam tutorials which will give you the language skills necessary to complete the following exam focused tasks:

Reading: You will develop your general reading skills which will enable you to understand the main points of texts such as signs, journals and articles.

Writing: You will develop your general writing skills which will enable you to write short messages, stories and letters. You will also learn formal and informal styles of written English.

Listening: You will develop your general listening skills which will enable you to understand different speakers making announcements and talking about everyday life situations. You will also learn to interpret the attitude and feelings of different speakers.

Speaking: You will develop your general speaking skills which will enable you to talk about your likes and dislikes, ask and answer questions and take part in conversations about everyday life.

FCE (Cambridge First Certificate English) is a Pre Advanced level exam. You will follow the FCE preparation course which is designed to improve your General English ability as well as prepare you for the following exam focused tasks:



Reading: You will learn how to recognise and understand a variety of different texts such as reports, articles and extracts from novels. You will practise various exam focused skills such as reading for gist, specific information, examining text structure and using context to deal with unknown vocabulary.

Writing: You will learn the practical skills needed to write letters, articles, reports and compositions. You will practise how to structure a cohesive and coherent piece of writing, use linking devices and appropriate language in a piece of writing.

Use of English: You will develop and improve your knowledge and use of grammar and vocabulary. You will practise these skills by learning how to complete specific exam tasks.

Listening: You will learn how to listen and understand in a variety of different situations, such as formal lectures and presentations and informal discussions and conversations. You will practise listening for gist, listening for specific information and deducing meaning from context.

Speaking: You will learn how to give personal information and express and discuss your opinions. You will practise using grammar and vocabulary in oral communication, improve pronunciation and develop strategies for successful task achievement.

CAE (Cambridge Advanced English) is an Advanced level exam. You will follow the CAE preparation course which is designed to improve your General English ability as well as prepare you for the following exam focused tasks:

Reading: You will learn how to recognise and understand a variety of different texts such as reports, articles and extracts from novels. You will practise various exam focused skills such as reading for gist, specific information, examining text structure and using context to deal with unknown vocabulary.

Writing: You will learn the practical skills needed to write letters, articles, reports and compositions. You will practise how to structure a cohesive and coherent piece of writing, use linking devices and appropriate language in a piece of writing.

Use of English: You will develop and improve your knowledge and use of grammar and vocabulary. You will practise these skills by learning how to complete specific exam tasks.

Listening: You will learn how to listen and understand in a variety of different situations, such as formal lectures and presentations and informal discussions and conversations. You will practise listening for gist, listening for specific information and deducing meaning from context.

Speaking: You will learn how to give personal information and express and discuss your opinions. You will practise using grammar and vocabulary in oral communication, improve pronunciation and develop strategies for successful task achievement.



Business English Examination Preparation courses

BEC (Business English Certificate) is available at three levels; Higher (Advanced), Vantage (Upper Intermediate) and Preliminary (Intermediate). You will follow an International Business Communications BEC course which will give you the Business English skills necessary to complete the following exam tasks:

Reading: You will learn specific reading skills such as skimming, scanning and dealing with unknown vocabulary. These skills will help you to understand authentic business documents such as reports and proposals. You will also gain reading practice by looking at up to date case studies and articles from various business publications and newspapers.

Writing: You will be given training in writing for a number of business purposes and will learn the necessary grammar, structure and vocabulary needed in order to produce successful business documents. You will be taught how to create practical pieces of writing such as business emails, reports, proposals and formal letters.

Listening: You will be introduced to a range of accents and speeds of speaking within an international business environment. Listening practice will be delivered through a range of authentic situations such as listening in meetings and taking minutes, listening for key information in presentations and on the telephone and listening for detail in conferences.

Speaking: The aim of these lessons is to increase your confidence and fluency through guided work, discussion, role-play and group or individual presentations. Attention is paid to clear production of connected speech as well as of individual sounds. You will gain speaking practice through authentic business tasks such as giving presentations, chairing meetings and using social English for networking.

SEFIC (Spoken English for Industry and Commerce) is an Intermediate to Advanced examination. You will follow an International Business Communications course which will give you the Business English skills necessary to complete the following exam tasks:

Listening: You will develop your listening skills which will enable you to respond to directions and instructions.

Speaking: You will develop your speaking skills which will enable you to use English in both social and work environments. You will learn how to contribute to conversations, talk about your job and place of work and respond to a given situation.

TOEIC (Test of English for International Communication)

is an Intermediate to Advanced level exam. You will follow an International Business Communications course which will give you the Business English skills necessary to complete the following exam tasks:

Reading: You will develop your reading and grammar skills which will enable you to complete sentences and texts and answer reading comprehension questions.

Writing (Optional): You will develop your Business writing skills in order to respond to written requests and write an opinion based essay.

Listening: You will develop your listening skills which will enable you to answer questions about short conversations, statements and talks.

Speaking (Optional): You will develop your Business English speaking skills which will enable you to respond to questions, propose solutions and express opinions.

Academic English Preparation courses

IELTS (International English Language Testing System) is a multi level exam. You will follow a General English and IELTS course which will give you the Academic English skills necessary to complete the following exam tasks:

Reading: You will learn specific reading skills such as skimming, scanning and dealing with unknown vocabulary. You will practise these skills by looking at authentic academic texts such as reports, essays and newspaper articles.

Writing: You will learn the necessary grammar and structure needed for producing a well composed piece of writing. You will be taught how to write in an academic style in order to produce effective essays and reports.

Listening Comprehension: You will be introduced to a range of accents and speeds of speaking within academic environments. Listening practice will be delivered through a range of authentic situations such as listening to lectures and talks. You learn how to listen for detailed information and general meaning.

Speaking: You will focus on improving your confidence and fluency through guided work, discussion and group or individual presentations. You will learn how to use English in an academic environment and focus on structure, coherence and cohesion in speech. You will also practise your pronunciation and intonation skills through authentic tasks such as giving presentations and expressing your opinions in discussions and debates.



Professional English Preparation courses

ILEC (International Legal English Certificate) is an Upper Intermediate to Advanced level exam. You will follow an International Business Communications for Lawyers course which will give you the Legal English skills necessary to complete the following exam tasks:

Reading: You will develop your reading skills in order to read, understand and complete tasks based on law related texts.

Writing: You will develop your writing skills which will enable you to produce a piece of writing for a given purpose such as a legal letter or memorandum.

Listening: You will develop your listening skills which will enable you to understand general meaning, specific information and a speaker's attitude in authentic legal situations such as consultations, meetings, announcements and seminars.

Speaking: You will develop your interactional, social and transactional speaking skills which will enable you to talk about your job and discuss legal issues.

ICFE (International Certificate in Financial English) is an Upper Intermediate to Advanced level exam. You will follow an International Business Communications for Accountants course which will give you the Financial English skills necessary to complete the following exam tasks:

Reading: You will develop your reading skills in order to read, understand and complete tasks based on finance and accounting related texts.

Writing: You will develop your writing skills which will enable you to produce a piece of writing for a given purpose such as a letter or short report.

Listening: You will develop your listening skills which will enable you to understand general meaning, specific information and a speaker's attitude in authentic financial situations such as discussions, meetings, interviews, announcements and broadcasts.

Speaking: You will develop your interactional, social and transactional speaking skills which will enable you to talk about your job and discuss financial matters.



* Please see the relevant examination website for the most up-to-date information

COURSE NAME: **KET & PET PREPARATION** COURSE CODE: **1.01/1.02**

1.01/1.02

KET and PET
Course Preparation Options

The General English courses will prepare you for the KET and PET examinations (please see page 7-8 for further information). In addition, you will receive tutorials with the MLS Examinations Officer who will give you specific advice and counselling for the relevant exam. Please indicate on your enrolment form if you wish to sit either the KET or PET examinations.

COURSE NAME: **FCE 30** COURSE CODE: **3.01**

3.01

Start date: Please see Course Dates and Fees sheet for current start dates
Course duration: 9 or 12 weeks
Entry requirements: Upper Intermediate level of English
Minimum age: 18 years old (MLS can accept 16-17 year old students at its discretion)
Class size: Max 12
Course content: 10 lessons of FCE preparation plus 20 lessons of General English at FCE level
Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.
Hours per week: 22.5 hours (30 x 45 min lessons)

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	FCE exam preparation	FCE exam preparation	FCE exam preparation	FCE exam preparation	FCE exam preparation
1050-1220	General English at FCE level	General English at FCE level	General English at FCE level	General English at FCE level	General English at FCE level
1330-1500	General English at FCE level	General English at FCE level	General English at FCE level	General English at FCE level	General English at FCE level

COURSE NAME: **FCE 20** COURSE CODE: **3.02**

3.02

Start date: Please see Course Dates and Fees sheet for current start dates
Course duration: 9 or 12 weeks
Entry requirements: Upper Intermediate level of English
Minimum age: 18 years old (MLS can accept 16-17 year old students at its discretion)
Class size: Max 12
Course content: 10 lessons of FCE preparation plus 10 lessons of General English at FCE level
Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.
Hours per week: 15 hours (20 x 45 min lessons)

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	FCE exam preparation	FCE exam preparation	FCE exam preparation	FCE exam preparation	FCE exam preparation
1050-1220	General English at FCE level	General English at FCE level	General English at FCE level	General English at FCE level	General English at FCE level



COURSE NAME: CAE 30 COURSE CODE: 3.03

3.03

Start date: Please see Course Dates and Fees sheet for current start dates

Course duration: 9 or 12 weeks

Entry requirements: Advanced level of English

Minimum age: 18 years old (MLS can accept 16-17 year old students at its discretion)

Class size: Max 12

Course content: 10 lessons of CAE preparation plus 20 lessons of General English at CAE level

Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.

Hours per week: 22.5 hours (30 x 45 min lessons)

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	CAE exam preparation	CAE exam preparation	CAE exam preparation	CAE exam preparation	CAE exam preparation
1050-1220	General English at CAE level	General English at CAE level	General English at CAE level	General English at CAE level	General English at CAE level
1330-1500	General English at CAE level	General English at CAE level	General English at CAE level	General English at CAE level	General English at CAE level

COURSE NAME: CAE 20 COURSE CODE: 3.04

3.04

Start date: Please see Course Dates and Fees sheet for current start dates

Course duration: 9 or 12 weeks

Entry requirements: Advanced level of English

Minimum age: 18 years old (MLS can accept 16-17 year old students at its discretion)

Class size: Max 12

Course content: 10 lessons of CAE preparation plus 10 lessons of General English at CAE level

Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.

Hours per week: 15 hours (20 x 45 min lessons)

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	CAE exam preparation	CAE exam preparation	CAE exam preparation	CAE exam preparation	CAE exam preparation
1050-1220	General English at CAE level	General English at CAE level	General English at CAE level	General English at CAE level	General English at CAE level

COURSE NAME: **BEC, TOEIC, SEFIC Preparation Courses** COURSE CODE: **2.01/2.02**

2.01/2.02

BEC, TOEIC & LCCI/IEB SEFIC
Course Preparation Options

The International Business Communications courses will prepare you for the BEC, SEFIC and TOEIC exams (please see page 13 for further information). In addition, you will receive tutorials with the MLS Examinations Officer who will give you specific advice and counselling for the relevant exam. Please indicate on your enrolment form if you wish to sit any of these examinations.

COURSE NAME: **English and IELTS 30** COURSE CODE: **3.05**

3.05

Start date: Any Monday (excluding UK public holidays)
Course duration: 2+ weeks
Entry requirements: Intermediate level English
Minimum age: 18 years old (MLS can accept 16-17 year old students at its discretion)
Class size: Max 12
Course content: 10 lessons of IELTS preparation plus 20 lessons of General English
Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.
Hours per week: 22.5 hours (30 x 45 min lessons)

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	IELTS	IELTS	IELTS	IELTS	IELTS
1050-1220	General English	General English	General English	General English	General English
1330-1500	General English	General English	General English	General English	General English





COURSE NAME: English and IELTS 20 COURSE CODE: 3.06

Start date: Any Monday (excluding UK public holidays)

Course duration: 2+ weeks

Entry requirements: Intermediate level English

Minimum age: 18 years old (MLS can accept 16-17 year old students at its discretion)

Class size: Max 12

Course content: 10 lessons of IELTS preparation plus 10 lessons of General English

Included in the course: Use of the Language Laboratory, Library and Internet; all course material and books; MLS welcome pack; academic counselling; initial placement and progress tests; student identity card.

Hours per week: 15 hours (20 x 45 min lessons)

3.06

Sample timetable:	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	IELTS	IELTS	IELTS	IELTS	IELTS
1050-1220	General English	General English	General English	General English	General English

COURSE NAME: ICFE & ILEC Preparation Courses COURSE CODE: 2.03/2.04

2.03 The International Business Communications for Accountants course will prepare you for the ICFE examination (please see page 14 for further information).

2.04 The International Business Communications for Lawyers course will prepare you for the ILEC examination (please see page 14 for further information).

2.03/2.04

ICFE & ILEC

Course Preparation Options



Certificate & Diploma Programmes





Who are these programmes designed for?

Our Certificate and Diploma Programmes are open to adult students from all over the world who have an interest in developing both their English language and their Business / Management skills. These programmes are for both students and professionals of business who are seeking to improve their English language through the study of business topics within their chosen field.

What are the aims of these programmes?

- To equip you with the Business English language you need in order to perform confidently in any general or business environment.
- To equip you with the Business skills you need in order to meet the demands of a modern work environment.
- To provide you with the specialised Business vocabulary you need in order to perform in any professional or academic environment.
- To improve English language skills so that a good balance of accuracy and fluency can be achieved.
- To develop your language skills through the study of Business subject matter.
- To give you the opportunity to return home with both English language and internationally recognised Business qualifications.



What training will you receive at MLS?

Your programme will cover three key areas:

- English language development
- Business English development
- Business Management knowledge and skills development within your chosen subject area.

The programmes provide 30 lessons per week which will blend training across the three areas. You can review subject specific content on the pages to follow.

MLS runs a modular system of Business training. Each term a different selection of modules on each course is provided. This means that you can plan your studies around the specific modules you wish to follow. Each module is independent of other modules, so you can join the MLS Certificate and Diploma programmes four times a year, and you do not have to worry about having missed previous work.

Much of the subject training we provide will prepare you for internationally recognised qualifications with organisations such as London Chamber of Commerce and Industry Examinations Board and Edexcel. These are optional examinations at MLS and we will be happy to discuss these with you as part of your personal training plan.

How will you be assessed?

On arrival at the College you will be given a placement test to determine your English language level. The Director of Studies will then place you in a class which is the right level and which best meets your needs.

Throughout the course you will be set regular tests so that you and your teachers can monitor your progress. You will also have the opportunity to speak to your teacher about your progress at any time during your course. At the end of each term a full assessment will take place and you will be graded on your performance. As you pass examinations, you will build up credits and receive your MLS awards as follows: (minimum award credits shown)

Certificate: 3 credits

Higher Certificate: 6 credits

Diploma: 9 credits

At the end of your course

At the end of your course you will typically receive an MLS Certificate, Higher Certificate or Diploma and training report. Your training report will give an indication of your credit and percentage scores across each module you have studied as well as our assessment of your English level as defined by the Common European Framework.





COURSE NAME: Business and English Studies COURSE CODE: 4.01 c/h/d

Start date: Four times a year – September, January, April and June
Course duration: 4-12 weeks (Certificate); 24 weeks (Higher Certificate); 36 weeks (Diploma)
Entry requirements: Intermediate level English
Minimum age: 18 years old. (MLS can accept 16-17 year old students at its discretion)
Class size: Max 16
Course content: 30 lessons per week of General English / Business English and Business content training.
Hours per week: 22.5 hours (30 lessons x 45 minutes)
Annual modules:* (Please note modules are subject to change and for current modules you are advised to contact the college).

4.01 c/h/d

Business & English Studies Programme			UK NQF Level 3
Autumn – September	Winter – January	Spring – April	Summer – June
English	English	English	English
10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit
Management	Human Resource Management	International Trade	Financial Management
6 hrs / 0.6 credit	4 hrs / 0.4 credit	4 hrs / 0.4 credit	4 hrs / 0.4 credit
Economics & Statistics	Marketing & Sales	IT 1	IT 1
2 hrs / 0.2 credit & 2hrs / 0.2 credit	6 hrs / 0.6 credit	6 hrs / 0.6 credit	6 hrs / 0.6 credit
International Business Communications	International Business Communications	International Business Communications	International Business Communications
10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit



* Study time in ratio 3:1 classwork to private study

COURSE NAME: Marketing, Advertising, Public Relations and English Studies COURSE CODE: **4.02 c/h/d**

4.02 c/h/d

Start date: Four times a year – September, January, April and June
Course duration: 4-12 weeks (Certificate); 24 weeks (Higher Certificate); 36 weeks (Diploma)

Entry requirements: Intermediate level English

Minimum age: 18 years old. (MLS can accept 16-17 year old students at its discretion)

Class size: Max 16

Course content: 30 lessons per week of General English / Business English and Marketing content training.

Hours per week: 22.5 hours (30 lessons x 45 minutes)

Annual modules:* (Please note modules are subject to change and for current modules you are advised to contact the college).

Marketing, Advertising, Public Relations & English Studies Programme			UK NQF Level 3
Autumn – September	Winter – January	Spring – April	Summer – June
English (closed group)	English	English	English
10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit
IT Publisher and PowerPoint	Research & Presentation Skills	Global Marketing	Sales & LCCI Preparation
4 hrs / 0.4 credit	4 hrs / 0.4 credit	4 hrs / 0.4 credit	8 hrs / 0.8 credit
PR 1 The Principles of PR	PR 2 PR in Action & LCCI Preparation	Advertising 2 The Practice of Advertising & LCCI preparation	Media & Communication Studies
8 hrs / 0.8 credit	8 hrs / 0.8 credit	8 hrs / 0.8 credit	6 hrs / 0.6 credit
Marketing 1 Marketing Models and Theory & LCCI Preparation	Advertising 1 The Theory of Advertising	Marketing 2 Marketing Planning	Marketing 3 Marketing Management
8 hrs / 0.8 credit	8 hrs / 0.8 credit	8 hrs / 0.8 credit	6 hrs / 0.6 credit

* Study time in ratio 3:1 classwork to private study





COURSE NAME: Travel, Tourism, Hospitality Management & English Studies COURSE CODE: **4.03 c/h/d**

Start date: Four times a year – September, January, April and June
Course duration: 4-12 weeks (Certificate); 24 weeks (Higher Certificate); 36 weeks (Diploma)
Entry requirements: Intermediate level English
Minimum age: 18 years old. (MLS can accept 16-17 year old students at its discretion)
Class size: Max 16
Course content: 30 lessons per week of General English / Business English and Tourism content training.
Hours per week: 22.5 hours (30 lessons x 45 minutes)
Annual modules:* (Please note modules are subject to change and for current modules you are advised to contact the college).

4.03 c/h/d

Travel, Tourism & Hospitality Management & English Studies Programme			UK NQF Level 3
Autumn – September	Winter – January	Spring – April	Summer – June
English (integrated)	English	English	English
10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit
The Tourism Industry	Tourism Geography	Developing a Visitor Attraction	Marketing
4 hrs / 0.4 credit	4 hrs / 0.4 credit	4 hrs / 0.4 credit	8 hrs / 0.8 credit
Reservations & Ticketing within Travel & Tourism	IT	Customer Service	Presentation of Tourism Products & Services
4 hrs / 0.4 credit	4 hrs / 0.4 credit	4 hrs / 0.4 credit	4 hrs / 0.4 credit
Galileo	Galileo	Galileo	Galileo
2 hrs / 0.2 credit	2 hrs / 0.2 credit	2 hrs / 0.2 credit	2 hrs / 0.2 credit
International Business Communications	International Business Communications	International Business Communications	International Business Communications
10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit



* Study time in ratio 3:1 classwork to private study

COURSE NAME: **Accounting, Financial Management and English Studies** COURSE CODE: **4.04 c/h/d**

4.04 c/h/d

Start date: Four times a year – September, January, April and June
Course duration: 4 – 12 weeks (Certificate); 24 weeks (Higher Certificate); 36 weeks (Diploma)

Entry requirements: Intermediate level English

Minimum age: 18 years old. (MLS can accept 16-17 year old students at its discretion)

Class size: Max 16

Course content: 30 lessons per week of General English / Business English and Accounting/Financial Management training.

Hours per week: 22.5 hours (30 lessons x 45 minutes)

Annual modules:* (Please note modules are subject to change and for current modules you are advised to contact the college).

Accounting, Financial Management and English Studies			UK NQF Level 3
Autumn – September	Winter – January	Spring – April	Summer – June
English (integrated)	English	English	English
10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit
Management	IT 1	Economics	IT 2
4 hrs / 0.4 credit	6 hrs / 0.6 credit	4 hrs / 0.4 credit	6 hrs / 0.6 credit
Accounting & Financial Management 1	Accounting & Financial Management 2	Auditing & Statistics	Accounting & Financial Management 3
6 hrs / 0.6 credit	4 hrs / 0.4 credit	4 hrs / 0.4 credit & 2hrs / 0.2 credit	4 hrs / 0.4 credit
International Business Communications	International Business Communications	International Business Communications	International Business Communications
10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit

* Study time in ratio 3:1 classwork to private study





COURSE NAME: Business Computing and English Studies COURSE CODE: **4.05 c/h/d**

Start date: Four times a year – September, January, April and June
Course duration: 4-12 weeks (Certificate); 24 weeks (Higher Certificate); 36 weeks (Diploma)
Entry requirements: Intermediate level English
Minimum age: 18 years old. (MLS can accept 16-17 year old students at its discretion)
Class size: Max 16
Course content: 30 lessons per week of General English / Business English and Business Computing training.
Hours per week: 22.5 hours (30 lessons x 45 minutes)
Annual modules:* (Please note modules are subject to change and for current modules you are advised to contact the college).

4.05 c/h/d

Business Computing & English Studies Programme			UK NQF Level 3
Autumn – September	Winter – January	Spring – April	Summer – June
English (integrated)	English	English	English
10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit
Business Information Technology	Business Information Technology	Business Information Technology	Business Information Technology
10 hrs / 1.0 credit	10 hrs / 1.0 credit	10 hrs / 1.0 credit	10 hrs / 1.0 credit
International Business Communications	International Business Communications	International Business Communications	International Business Communications
10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit	10 hrs / 1 credit



* Study time in ratio 3:1 classwork to private study



Other programmes available at MLS

MLS provides a wide range of programmes not included within this brochure. Please see our sister brochures for details of University Pathway courses, Executive / Tailor Made training and Aviation English training programmes.

In addition we can provide group programmes for College or University students. Please request further details.

University Pathway – For students seeking entry to UK Universities at either undergraduate or post graduate level, MLS provides a range of Foundation, Pre Masters, HNC, HND and academic English courses.

Executive / Tailor Made – MLS welcomes personnel from many different companies, government departments and military organisations. The Executive brochure is designed for those individuals or groups seeking a more tailored approach to their training needs.

Aviation English – MLS has developed a selection of widely recognised training programmes for aviation personnel seeking training, testing and consultancy to meet the demands of ICAO 9835 compliance.

Teachers' courses at MLS International College

The following courses are available on demand – please ask for details of fees and dates.

Teacher tutorials

If you are a teacher or a prospective teacher you may wish to combine your own professional language development with a clear focus on the methodology of language teaching in general.

Overseas Teacher Refresher courses

From time to time MLS offers groups of teachers the chance to follow an intensive course on language teaching methodology. The course can be organized according to client group demand.

Client Services Information





About MLS

The College is situated in two buildings – beautiful Victorian and Georgian premises, only 5 minutes walk from the sea front and the renowned gardens of Bournemouth.

MLS facilities

45 classrooms

Three IT suites

A digital language laboratory (Sanako Lab 300)

Free Internet access for students

Coffee Lounge with wireless internet connection

Private study areas / library

Executive lounge offering seclusion for our corporate and government clients, including IT access, daily newspapers and coffee/tea facilities.

About Bournemouth

Bournemouth is a premier holiday resort with miles of sandy beaches, national parks nearby and excellent shopping and leisure facilities. Tourism and education are major industries but the town is also a centre for banking, insurance and high-tech industries. Bournemouth is within easy reach of London and has good communication links with other parts of Britain. The area to the west of Bournemouth, known as the Jurassic Coast, is designated as a World Heritage Site and is famous for its geological importance and beauty. The area is favoured with a warmer than average climate for Britain and offers an excellent learning environment.

Bournemouth is a major holiday and leisure town in the UK and you will have a wide choice of activities to choose from during your stay.

Key places of interest near Bournemouth:

Bournemouth Beach

Poole Harbour

The New Forest

The Jurassic Coast

Salisbury Cathedral

About Activities

What activities can you add on to your course?

MLS and Bournemouth offer many activities outside of learning time.



Golf

There are over 10 golf courses within a 5 mile radius of Bournemouth. We will be pleased to arrange golf tuition or arrange a game of golf if you wish. Fees vary for golf but a good course can be found for as little as £20.00 per round.

Watersports

Poole Harbour offers one of the world's finest locations for watersports, including windsurfing, yachting and sea fishing.

Our reception and social staff are happy to advise students on all of the above activities and more. The area has superb sporting facilities including tennis, swimming, water-skiing, jet skiing, horse riding, golf, sailing, dry-slope skiing, bowling, football, squash and athletics. Bournemouth has an international events and conference centre and a number of leisure centres – all available for use by overseas students.

The MLS Social Programme

Social activities are regularly arranged by MLS, and these include weekend visits to sites of interest around the UK, including London, Bath, Oxford, Salisbury / Stonehenge.

We offer regular evening visits to places such as local country pubs, skittles, bowling nights, karaoke evenings and many other activities, giving you the chance to taste regular English life.

We also run a regular once a week sports session, involving either volleyball or football with other students. Additional costs may be incurred on all the above activities.

About Additional Academic Services

Reporting and Assessment

MLS offers a full reporting and assessment service.

You or your sponsor may request weekly, monthly or termly progress reports, depending on your course duration, which will include details of your language level. Sample reports are available on request.

Assessment is an integral part of any programme at MLS and we will assess your progress throughout and at the end of your programme. A summative report is available if you or your company require, which will indicate your achieved language level and (if relevant) certificate / diploma credit successes upon departure from MLS.



Tutorials

Throughout your time at MLS you will receive the support not only of your teachers and the client services staff but also a tutor. Your tutor will meet with you at least once a term to discuss your academic progress and will be available throughout your course to provide guidance in your studies.

Language Laboratory

As a full time MLS student, you will have access to MLS' state of the art Sanako Language Laboratory. This is a digital learning centre giving you superb independent learning opportunities using the wide range of digital resources on offer at MLS. Each afternoon a senior MLS teacher will be available to assist you in using the digital equipment and also to offer further advice and guidance with your language learning.

Additional Training

Throughout the year, MLS offers free further language training to its students – events such as conversation clubs, film clubs, writing support sessions, pronunciation classes. You will need to keep an eye on our notice boards to find out what is happening each week.

University Counselling

MLS has offered University Pathway courses and placement services for over twenty years. We have strong relationships with many UK Universities and our University counsellors will be pleased to assist you in finding a place at a UK University. Please see our University Pathways brochure for further details.

Work Placement

MLS offers a work placement service to students. This is usually unpaid work and will form part of a student's overall course at the College. Main industry types in the Bournemouth area are Tourism, Banking / Finance, Insurance, IT.

A charge is made for professional work placement and students will be required to send details of their qualifications / experience to MLS. We will send you a full work experience application pack should you require this service. Usually a minimum language requirement is needed by employers before work placement can be considered. Full details are available from the College.



About the MLS Accommodation and Welfare Service

You will spend much time at MLS College studying during your stay but it is likely you will spend more time in your accommodation. MLS believes that the quality of service you receive from your accommodation in the UK is a major factor in the success of your stay in Bournemouth.

MLS takes great care in selecting accommodation on behalf of its students and we aim to match your specific requests against our database of accommodation. Students have a good choice of accommodation options:

- Homestay accommodation
- Twin Homestay accommodation
- Private home accommodation
- Homestay accommodation – en-suite
- Executive Homestay accommodation
- Self catering Homestay accommodation
- Student residence
- Apartments
- Guest houses
- Hotels.

Most clients stay in an English home, close to the College or in recognised student areas, and this is recommended for the advancement of English language learning. Each home is visited by our Accommodation Officer, who ensures that a high quality of service is maintained, in line with British Council requirements. You will receive a booklet about living in an English home to assist you in understanding any cultural differences. You will be able to talk with our Accommodation Officer for advice at any point during your stay, should you need this.

If you wish to stay in accommodation which is not part of the MLS homestay network, we will be pleased to assist you in providing information about alternative accommodation. Prices will vary and contractual terms will apply. Please contact the College for further information.



Main options

AC1. Homestay Accommodation

- Single room accommodation
- Homes situated within a reasonable distance of the College, or readily accessible to public transport
- Meals: Mon – Fri: Breakfast & Dinner Weekends: Breakfast, Lunch & Dinner
- No more than three other students in the home

AC2. Twin Homestay Accommodation

- Twin room accommodation
- Homes situated within a reasonable distance of the College, or readily accessible to public transport
- Meals: Mon – Fri: Breakfast & Dinner Weekends: Breakfast, Lunch & Dinner
- Can only be booked with a twin of choice
- No more than three other students in the home

AC3. Private Home

- Single room accommodation
- Homes situated within a reasonable distance of the College, or readily accessible to public transport
- Meals: Mon – Fri: Breakfast & Dinner Weekends: Breakfast, Lunch & Dinner
- Greater than three other students in the home.

AC4. Self Catering Homestay Accommodation

- As with homestay accommodation, but you will be more independent, and will have the opportunity to cook for yourself. No meals will be provided by the family.

AC5. Homestay Accommodation En-suite

- Single room accommodation, with private access to a bathroom
- Homes situated within a reasonable distance of the College, or readily accessible to public transport
- Meals: Mon – Fri: Breakfast & Dinner Weekends: Breakfast, Lunch & Dinner

AC6. Executive Homestay Accommodation

- Single room accommodation, with private access to a bathroom
- Homes situated within a reasonable distance of the College, or readily accessible to public transport
- Meals: Mon – Fri: Breakfast & Dinner Weekends: Breakfast, Lunch & Dinner
- Free use of internet facilities in the home



AC7. Student Residence

There are a number of student residences available throughout the year in Bournemouth. MLS provides a detailed information pack on current residence availability. We will be pleased to send you specific information about residence availability for the time you will arrive at MLS. Contractual arrangements will apply.

AC8. Apartments

Bournemouth has many apartments or houses available for rent throughout the year. We will be happy to provide you with a list of available apartments for the time you will be staying at MLS. You will be required to pay a deposit to secure bookings and contractual arrangements will apply. If you wish we can arrange local homestay accommodation for one or two weeks to begin your stay at MLS, so that you can choose your apartment yourself, once you are in Bournemouth.

AC9. Guest Houses and Hotels.

Bournemouth is a major UK tourist destination and has hundreds of hotels and guest houses. MLS has corporate rates with local 3 and 4 star hotels which we are pleased to pass to our clients. Further information is available on request

Pastoral Care

During your stay in the UK we hope you will never require medical or welfare assistance. However, should you need assistance in this regard, our Welfare Officer will assist in all welfare matters, e.g. appointments with doctors, dentists, opticians etc. Our staff are sympathetic to students' personal problems and are experienced in handling and solving the various difficulties that can arise when living away from home.

It is strongly recommended that students take out personal travel, medical and course cancellation insurance to cover unexpected events whilst in the United Kingdom.

Living in the UK

MLS will provide you with a full induction package on how to 'survive' in the UK. Our staff are always available if you need assistance with any aspect of living in the UK.



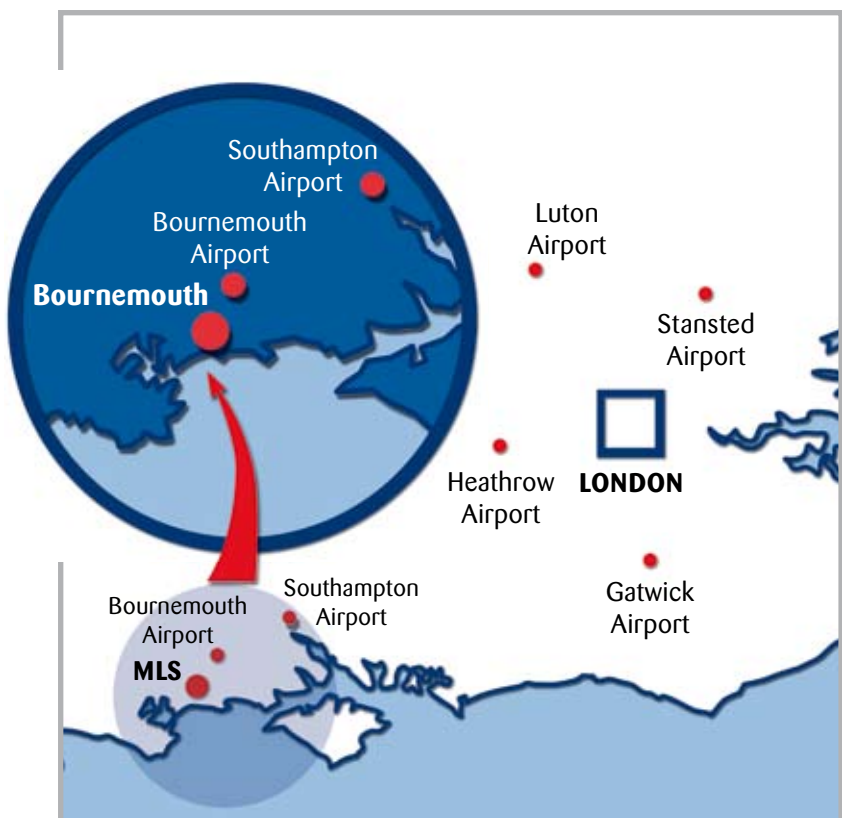
Getting to MLS and Bournemouth

Your course will take place at the main MLS International College buildings in the heart of downtown Bournemouth.

Bournemouth itself is situated approximately two hours south west of London and within easy reach of Heathrow, Gatwick, Southampton and our own Bournemouth Airport. Bournemouth is sited on a main line train route from London and National Express Coaches run regular services to Bournemouth. Please visit our website for current links to travel websites.

Airport Transfer Service

MLS offers a personal welcome at your point of entry in the UK, available on request. Our driver will meet you at the airport and take you directly to your accommodation. A return airport transfer service is also available on request. Please note Bournemouth has an international airport and many European flights now arrive weekly at Bournemouth.



MLS Useful English

Here are some common expressions and phrases which can be used in different kinds of business writing.

	Formal / Neutral	Informal
Name	Dear Sir/Madam, Dear Sirs, Dear Dr/Professor + <i>surname</i> , Dear Mr / Mrs / Ms + <i>surname</i> , Dear + <i>first name</i> , To whom it may concern	Hi/Hello + first name, Mary, ... (or no name at all)
Previous contact	Thank you for your e-mail of... Further to your/my last / most recent e-mail... Further to your/my message of the 20 th March,... I apologise for not getting in contact with you before now, but...	Thanks for your e-mail. I was really pleased to get your message. It was great to see you / hear from you. Re your e-mail, ... Sorry I haven't written for ages but I've been really busy.
Opening	In reply to your e-mail, here are... Your name was given to me by...	I hope you are well. / I hope all is well. How are you? How are things? How's it going?
Reason for writing	I am writing in connection with... I am writing to enquire about... I am writing in response to... I am writing to inform you that... We would like to point out that...	Just a short note about... Just a quick note to say... Here's the... you asked for / asked about. I'm writing about... Just to let you know... I got your name from... Please note that...
Informing	We are able to confirm that... I am delighted to tell you that... We regret to inform you that...	We can confirm that... Good / Great news! Unfortunately... I'm sorry but...
Attachments	Please find attached my report. I am sending you... as a <i>pdf</i> file / <i>word document</i> etc.	I've attached... Here is the ... you wanted.
Asking for information	Could you give me some information about...? I would like to know...	Can you tell me a little about...? Tell me...
Requesting	I would be grateful if you could... I wonder if you could... Thank you in advance for your help in this matter. Please accept my apologies for...(+-ing).	Please... Could you...? I'd appreciate your help with this.
Promising action	I will investigate the matter. I will contact you again shortly.	I'll look into it. I'll get back to you soon.
Offering help	Would you like me to...? Let me know whether you would like me to...	Do you want me to...? Let me know if you'd like me to...
Final comments	Thank you for your help. Do not hesitate to contact us again if you require further information. Please feel free to contact me again if you have any further questions. My direct line is... I look forward to...(+-ing) Please keep me informed regarding... I can be contacted at the address above or on (<i>number</i>). Thank you in advance for...	Thanks again for...(+-ing) Let me know if you need anything else. Just give me a call if you have any questions. My number is... Looking forward to...(+-ing) Let me know when you are free so we can get together. It would be great to hear from you. Please let me know about... Give me a ring / Drop me a line and let me know...
Closing	I look forward to hearing from you (in due course). Thank you for your kind attention. Please pass on my regards to... Yours faithfully, Yours sincerely, Yours truly, Best wishes, Regards,	Say hi to ... for me. Hope to see you / speak to you soon. Write soon. / Keep in touch. Speak to you soon. / See you soon. Bye (for now), All the best / Best wishes, Take care / Love / Lots of love Kind regards,

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