

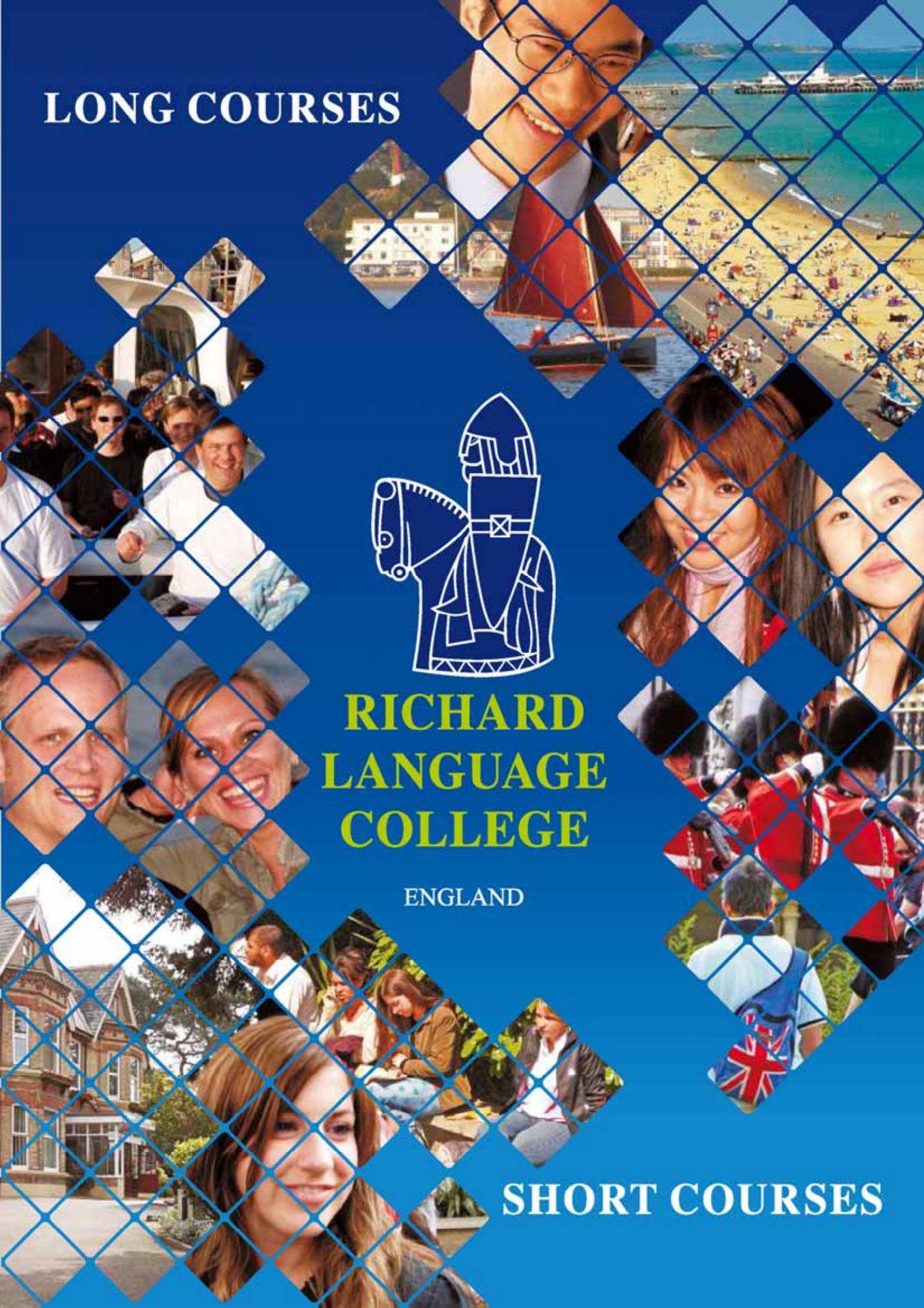
**LONG COURSES**



**RICHARD  
LANGUAGE  
COLLEGE**

ENGLAND

**SHORT COURSES**





Subsidiary of Richard Organisation, which has taught English as a foreign language since 1928.

1964

Established in Bournemouth.

1968

Recognised as efficient by the Department of Education and Science.

1970 - 1993

Member of ARELS.

1981

Founder member of RELSA (Recognised English Language Schools Association).

1982

Recognised by the British Council for English as a foreign language for adults.

accredited by  BRITISH COUNCIL

1993 to 1999

Member of FIRST.

1995

Appointed an official IELTS testing centre.



1998

Full member of EAQUALS (the European Association for Quality Language Services).



1999

Appointed an official TOEIC testing centre.



2003

BUPEP Bournemouth University Preparatory English Programme.

# RICHARD LANGUAGE COLLEGE

*To communicate... to understand*



## EXCELLENCE

- Highest teaching standards.
- Efficient and responsive staff.
- Quality accreditation (EAQUALS & British Council).
- Small class sizes and good nationality mix.
- Service Charters.



## EXPERIENCE

- Over 70 years experience in English Language Teaching.
- Highly qualified teaching staff.
- Strong network of international counsellors.



## INNOVATION

- Modern teaching methods.
- Development of new methods of assessment.
- Adoption of Common European Scale of Reference.
- BUPEP - Bournemouth University Preparatory English Programme.



## QUALITY OF LIFE

- Excellent host families chosen from the areas surrounding the college, some of Bournemouth's most pleasant suburbs.
- Regular quality inspections of host family accommodation.
- Choice of location – a safe, secure environment in which students can enjoy a wealth of cultural and leisure facilities.
- Full College social programme, all-year.



## ADDED VALUE

- Rapid response to enquiries.
- Customer care from registration to end of course.
- Free University / College Counselling Service.
- Administration and academic offices maintain an 'open-door policy' at all times for social, welfare and academic advice .
- Student discounts.
- Free student e-mail / internet.
- Free orientation tour on arrival.
- Free access to leisure programme.



# ACCOMMODATION

Students like studying and living in Bournemouth, an open, friendly town with no travel or accommodation problems.



## Homestay

Well-selected accommodation is a vitally important factor in the success of an English language course in England. Homestay is the most efficient way to absorb those idiomatic English expressions which only occur in their natural setting in the home.

We guarantee:

- Single room accommodation (you will not share a room unless you specifically request it).
- Study desk provided.
- No other student of the same mother tongue in the house (unless requested).
- Families often situated near the College (there may be a short bus ride).
- Half-board Monday to Friday (lunches are available at the College).
- Full-board Saturday and Sunday.
- Special arrangements (double room) for couples with or without children.
- Heating provided in the student's bedroom.
- All families selected by our Accommodation & Welfare Officer; no external agency.
- The washing of light laundry - shirts, socks, underwear etc. (ironing is not included).
- No more than three students at any one time.

## Self-Catering (All Year)

Self-catering single room accommodation to suit the more independent student. Room types vary and are selected according to availability. Many rooms have a desk for study and benefit from a communal kitchen. Bedding and linen provided.

## University Halls of Residence (Summer Only)

Self-catering accommodation to suit the more independent student (18yrs +). The rooms have en-suite bathrooms and a desk for study and benefit from a communal kitchen. Bedding and linen provided.

## Hotels

See "General Information" or ask the College for details.



BAQUALS

Full Member

accredited by BRITISH COUNCIL

*Bournemouth is a premier seaside resort with the nearby world heritage coast of 12 km of sandy beaches, magnificent parks and gardens. Close to the famous New Forest, it is favoured with a mild climate and is a centre of culture and entertainment.*

*Good, inexpensive international restaurants abound, many only five minutes' walk from the College. Bournemouth Town Centre is full of interesting, high-quality shops.*



## Monthly Weather

Months	Approx. Hours of Sunshine	Approx. mm of Rain	Approx. Degrees °C
January	123	71	11
February	88	99	11
March	174	6	12
April	251	42	12
May	292	12	17
June	288	35	19
July	313	15	21
August	285	23	23
September	180	26	20
October	121	95	16
November	95	70	11
December	74	70	9



EQUALS

Full Member

 accredited by  
 BRITISH COUNCIL

## ENTRY LEVELS

IELTS 0 to 7.0

TOEFL 310 to 640

CEF A0 to C1

RLC Pre-Test 20 to 90

Min Age 16

Max Class Size 12

Duration 5-49 weeks

## GENERAL ENGLISH

ALL LEVELS (*Beginners accepted on special dates*)

■ = Included in Tuition &amp; Accommodation Fees

□ = Not available

● = Extra cost

■ LESSONS

■ HOST FAMILY

■ EXECUTIVE HOST FAMILY

■ LIGHT LAUNDRY

■ FULL LAUNDRY

■ ATTENDANCE CERTIFICATE

■ LINGUISTIC PROFILE

■ TEACHING MATERIALS

■ RING FILE

■ ORIENTATION TOUR

■ HOT LUNCH

■ SANDWICH LUNCH

■ PRIVATE STUDY CENTRE

■ EXCURSIONS

■ SPORTS &amp; ACTIVITIES

■ BUS PASS

■ SOCIAL PROGRAMME

**General English Courses** are for those seeking an intensive, thorough study of English. The in-depth approach caters for all aspects of English listening, speaking, reading, writing and vocabulary extension. The Class Tutor (morning teacher) is responsible for the class's progress and academic welfare. Homework is set and individual progress is assessed at the weekly Teachers' Meeting. There is regular level testing and a two-weekly needs analysis/progress personal tutorial with the Class Tutor.

**28 Lesson Programmes:** lessons all day (09.15 to 15.30),

*21 hours per week*

Monday to Friday, with Wednesday afternoons free.

**20 Lesson Programmes:** lessons mornings only (09.15 to 12.35).

*15 hours per week*

## DAILY TIMETABLE

*All lessons x 45 minutes*

09.15 to 12.35	<b>Lessons 1-2</b> <i>09.15 10.45</i> <b>BREAK</b> <b>Lessons 3-4</b> <i>11.05 12.35</i>	<b>Listening, Speaking, Reading and Writing.</b> Study of Structure, Vocabulary and Phonology combined with Error Analysis in support of development of competence in Listening, Speaking, Reading and Writing.
LUNCH		
14.00 to 15.30	<b>Lessons 5-6</b> <i>14.00 15.30</i> <i>(Weds p.m. free)</i>	<b>Formal English Studies</b> An approach towards the written language which gives a basis for the mastery of different reading/writing/listening techniques and the transferring of information with efficiency and accuracy. At levels B2 & C1, we emphasise rapid information retrieval through listening and reading. Priority is given to the awareness of register and accuracy of oral and written production.

**REDUCED FEES COURSES** - Please see Dates & Fees.

## ACADEMIC YEAR

*35+ weeks*

Academic Year Courses are ideal for those seeking to spend a year in the UK. All our language programmes are carefully prepared to provide a basis for success.

**Richard Language College provides an efficient and clear study progression:**

- ▶ **Levels A1 & A2**      **General English** (inc. Formal English Studies)
- ▶ **Level B1**            **General English** (inc. Formal English Studies)  
                                  **or** **English for IELTS** (inc. Test Technique and Practice)
- ▶ **Level B2**            **General English**  
                                  **or** **English for IELTS** (inc. Test Technique and Practice)  
                                  **or** **Cambridge First Certificate Course**
- ▶ **Level C1**            **General English**  
                                  **or** **English for IELTS** (inc. Test Technique and Practice)  
                                  **or** **Cambridge CAE Course**



# ENGLISH & IELTS

4 - 24 weeks

**SPECIAL OFFER**

Complete 13+ weeks on any Long Course 28 lesson programme and receive a **FREE** IELTS Test

- = Included in Tuition & Accommodation Fees
- = Not available
- = Extra cost

- LESSONS
- HOST FAMILY
- EXECUTIVE HOST FAMILY
- LIGHT LAUNDRY
- FULL LAUNDRY
- ATTENDANCE CERTIFICATE

- LINGUISTIC PROFILE
- TEACHING MATERIALS
- RING FILE
- ORIENTATION TOUR
- HOT LUNCH
- SANDWICH LUNCH

- PRIVATE STUDY CENTRE
- EXCURSIONS
- SPORTS & ACTIVITIES
- BUS PASS
- SOCIAL PROGRAMME

English for IELTS courses are available from level B1. They are designed to provide intensive study of the linguistic competencies and practice of the techniques and skills required for the I.E.L.T.S. Test.

● All Special Offers must be booked on the date of first enrolment, and taken within 52 weeks thereafter.

**28 Lesson Programmes:** lessons all day (09.15 to 15.30),

21 hours per week

Monday to Friday, with Wednesday afternoons free.

**DAILY TIMETABLE** All lessons x 45 minutes

09.15 to 12.35	<b>Lessons 1-2</b> 09.15 10.45 <b>BREAK</b> <b>Lessons 3-4</b> 11.05 12.35  <b>LUNCH</b>	<b>English for IELTS</b> Improvement of English language competence as described in the key areas of the IELTS Test • Study of Structure, Vocabulary and Phonology combined with Error Analysis in support of development of competence in Listening, Speaking, Reading and Writing.
14.00 to 15.30	<b>Lessons 5-6</b> 14.00 15.30 (Weds p.m. free)	<b>IELTS Test Technique &amp; Practice</b> <b>Test Technique</b> Topics & Question Types • Study Techniques & Management of Time in the Test • Skimming • Scanning • Guessing of unknown Words • Describing Graphical and Tabular information (Task 1) • Discursive Essays • Writing (Task 2) • Listening intensively to Lectures • Talks • Conversations • Discussions • Role Play • Description • Questioning • Speaking about given Topics <b>Test Practice</b> Using styles of texts likely to be met in the IELTS Test • Writing text types commonly used in the Test • Types of gap-filling • Diagrammatic exercises used in the Test • Typical interview format



LONG COURSES

**EAQUALS**

Full Member

accredited by **BRITISH COUNCIL**

## ENTRY LEVELS

**IELTS** 4.5 to 7.0

**TOEFL** 475 to 675

**CEF** B1 to C2

**RLC Pre-Test** 55 to 90

**Min Age** 16

**Max Class Size** 12

**Duration** 4-24 weeks

RICHARD LANGUAGE COLLEGE



**IELTS**

Official  
Testing Centre

RICHARD LANGUAGE COLLEGE





**EAQUALS**

Full Member

accredited by **BRITISH COUNCIL**

### ENTRY LEVELS

**IELTS** 0 to 7.0

**TOEFL** 310 to 600

**CEF** A0 to C1+

**RLC Pre-Test** 20 to 90

Min Age 18

Max Class Size 12

Duration 5+ weeks

# ENGLISH & BUSINESS

**SPECIAL OFFERS**

Enrol for 12+ weeks on any Long Course 28 lesson programme and receive a **FREE** 2-week **Maxima Professional Course**

Enrol for 24+ weeks on any Long Course 28 lesson programme and receive a **FREE** 4-week **Maxima Professional Course**

All Special Offers must be booked on the date of first enrolment, and taken within 52 weeks thereafter.

■ = Included in Tuition & Accommodation Fees

○ = Not available

● = Extra cost

■ LESSONS  
■ HOST FAMILY  
○ EXECUTIVE HOST FAMILY  
■ LIGHT LAUNDRY  
■ FULL LAUNDRY  
■ ATTENDANCE CERTIFICATE

■ LINGUISTIC PROFILE  
■ TEACHING MATERIALS  
■ RING FILE  
■ ORIENTATION TOUR  
■ HOT LUNCH  
○ SANDWICH LUNCH

■ PRIVATE STUDY CENTRE  
○ EXCURSIONS  
○ SPORTS & ACTIVITIES  
○ BUS PASS  
■ SOCIAL PROGRAMME

## LONG COURSE - 12+ or 24+ weeks (General English)

### 28 Lesson Programme

21 hours per week

Lessons all day (09.15 to 15.30),

Monday to Friday, with Wednesday afternoons free.

## MAXIMA PROFESSIONAL - 2 or 4 weeks (Business Communication)

### 35 Lesson Programme

26.25 hours per week

Lessons all day (09.15 to 16.30),

Monday to Friday.



# ENGLISH & WORK

**SPECIAL OFFER**

Enrol for 24+ weeks on any Long Course 28 lesson programme and receive a **FREE** unpaid **Work Experience Programme**

All Special Offers must be booked on the date of first enrolment, and taken within 52 weeks thereafter.

■ = Included in Tuition & Accommodation Fees

○ = Not available

● = Extra cost

■ LESSONS  
■ HOST FAMILY  
○ EXECUTIVE HOST FAMILY  
■ LIGHT LAUNDRY  
■ FULL LAUNDRY  
■ ATTENDANCE CERTIFICATE

■ LINGUISTIC PROFILE  
■ TEACHING MATERIALS  
■ RING FILE  
■ ORIENTATION TOUR  
■ HOT LUNCH  
○ SANDWICH LUNCH

■ PRIVATE STUDY CENTRE  
○ EXCURSIONS  
○ SPORTS & ACTIVITIES  
○ BUS PASS  
■ SOCIAL PROGRAMME

## LONG COURSE

### 28 Lesson Programmes:

21 hours per week

Lessons all day (09.15 to 15.30),  
Monday to Friday, with Wednesday  
afternoons free.

## UNPAID WORK EXPERIENCE

Available in the Brighton area

- Marketing • General Administration
- Travel & Tourism • Customer Service
- Finance • Information Technology
- Multi Media • Teaching /Education
- Web Design • Hotel & Catering

## PAID WORK PLACEMENT

Hotel work only (UK-wide).



For paid and unpaid work, please contact the College for details.

# CAMBRIDGE COURSES

## First Certificate of English - Certificate of Advanced English

- = Included in Tuition & Accommodation Fees
- = Not available
- = Extra cost

- LESSONS
- HOST FAMILY
- EXECUTIVE HOST FAMILY
- LIGHT LAUNDRY
- FULL LAUNDRY
- ATTENDANCE CERTIFICATE

- LINGUISTIC PROFILE
- TEACHING MATERIALS
- RING FILE
- ORIENTATION TOUR
- HOT LUNCH
- SANDWICH LUNCH

- PRIVATE STUDY CENTRE
- EXCURSIONS
- SPORTS & ACTIVITIES
- BUS PASS
- SOCIAL PROGRAMME

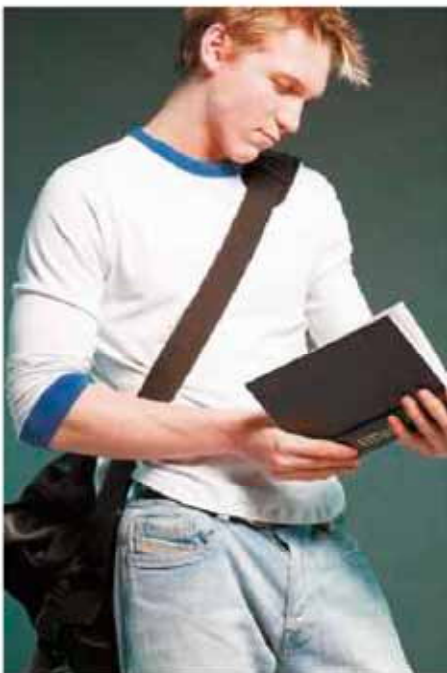
Cambridge Courses are designed to provide practice of the skills and intensive study of the linguistic competences that are required for the **First Certificate** and **Certificate of Advanced English** examinations. By the end of the Cambridge Course, students know exactly what to expect in each paper and how to approach each section.

**28 Lesson Programmes:** Lessons all day (09.15 to 15.30),  
21 hours per week Monday to Friday, with Wednesday afternoons free.

### DAILY TIMETABLE All lessons x 45 minutes

09.15 to 12.35	<b>Lessons 1-2</b> 09.15 10.45	<b>English Language Skills</b> are taught in the morning, providing the basis required for candidates undertaking the FCE and CAE examinations. This comprises a combined study of grammatical, lexical and phonological language systems with skills development appropriate to the examinations as well as to 'real life' needs.
	<b>BREAK</b>	
	<b>Lessons 3-4</b> 11.05 12.35	
	<b>LUNCH</b>	
14.00 to 15.30	<b>Lessons 5-6</b> 14.00 15.30 (Weds p.m. free)	<b>Examination Training &amp; Practice</b> are taught in the afternoon, providing the specialised language competence and skills required by the examinations: study of past papers • individual tutorials • teachers include University of Cambridge examiners & writers • full mock examinations

Students requiring a longer course than a Cambridge Course will study at the appropriate level in General English classes at General English fees until the Cambridge Course commences. Students arriving at the College who, after the entrance test, show they are not ready for the Cambridge Examination of their choice will be directed to another course. Examination entrance fees are extra.



## UNIVERSITY OF CAMBRIDGE

# FIRST CERTIFICATE IN ENGLISH

# CERTIFICATE IN ADVANCED ENGLISH



LONG COURSES

**EQUALS**

Full Member

accredited by **BRITISH COUNCIL**

### ENTRY LEVEL

**IELTS** 5.0 and above  
**TOEFL** 500 and above  
**CEF** B1+ and above  
**RLC Pre-Test** 65 and above

**Min Age** 16  
**Max Class Size** 12  
**Duration** 10 to 13 weeks



**EQUALS**

Full Member

ACCREDITED BY **BRITISH COUNCIL**

# MAXIMA INTENSIVE

Elementary to Advanced - NO BEGINNERS

- = Included in Tuition & Accommodation Fees
- = Not available
- = Extra cost

- LESSONS
- HOST FAMILY
- EXECUTIVE HOST FAMILY
- LIGHT LAUNDRY
- FULL LAUNDRY
- ATTENDANCE CERTIFICATE

- LINGUISTIC PROFILE
- TEACHING MATERIALS
- RING FILE
- ORIENTATION TOUR
- HOT LUNCH
- SANDWICH LUNCH

- PRIVATE STUDY CENTRE
- EXCURSIONS
- SPORTS & ACTIVITIES
- BUS PASS
- SOCIAL PROGRAMME

Maxima Intensive courses involve small-group teaching for adults, including company personnel. These courses allow concentrated study of general English with special reference to practical communication skills and comprehension of native speakers to give maximum opportunity for success in conversation.

Lessons are based on an oral approach to language learning; reading and writing are used in a supportive role where necessary. We include a strong element to 'reactivate' the learner's knowledge of the essential structures of the language.

Full use is made of audio-visual resources and modern teaching methods. Each class sees more than one teacher a day to ensure a contrast of accent, delivery and approach. Courses are in 4-week modules with course start dates arranged to balance academic control with flexibility of arrival.

*(During July and August, some classes may be held at our Summer Annexe).*

**Lessons 1-4:** Listening, speaking, reading, writing, grammatical structures, *error analysis*.

**Lessons 5-6:** English for Professional People:

- Socializing in English
- International Issues
- Using English for Travelling
- Telephone English
- Practical Writing: Memos, faxes, e-mails, CVs
- Describing Trends
- Meetings & Discussions
- Recruitment and Job Applications

**Lesson 7:** Vocabulary in a professional context.

**Lesson 8:** Directed Study.

	Lessons 1/2		Lessons 3/4		Lessons 5/6		Lesson 7		Lesson 8 <i>/Directed Study</i>	
	09.15	10.45	11.05	12.35	14.00	15.30	15.45	16.30	16.35	17.20
<b>Per Week</b>										
Lessons										
Hours										
40 x 45min			BREAK		LUNCH		BREAK			
35 x 45min			LUNCH		BREAK		LUNCH			
30 x 45min			BREAK		LUNCH		BREAK			
20 x 45min			LUNCH		BREAK		LUNCH			
	All lessons x 45 minutes Monday to Friday									

## ENTRY LEVELS

**IELTS** 3.0 to 7.0

**TOEFL** 400 to 600

**CEF** A1 to C1+

**RLC Pre-Test** 30 to 90

**Min Age** 18

(Summer - 21)

**Max Class Size** 8

**Duration** 1-4 weeks

(Summer - min 2 weeks)



## Test of English for International Communication (TOEIC TESTS)

A 'multiple-choice' test aimed at professional and business people to assess their ability to understand information they receive. The test is based on listening comprehension and reading comprehension.

**TOEIC Tests - See Dates & Fees**

Tests take place at Richard Language College on Wednesday afternoons between 13.30 and 16.30 and this time is included in the total number of course lessons.



# MAXIMA PROFESSIONAL

## FULL-DAY BUSINESS COMMUNICATION

The highly intensive Business Communication course is designed for executives, company personnel and other adult students.

The aim is to improve the command of **Professional English & Business Communication Skills** via a wide spectrum of language in a business context.

A lively, problem-solving approach to business situations is adopted, combining the study of textual, audio and video materials with stimulating role-play based on realistic case studies.

The teaching emphasis is established at course commencement according to individual & group needs.

Courses include the following areas studied within a general business context:

### Lessons 1-4: Business Communication Skills:

- Management Procedures
- Negotiation Skills
- Business Meetings
- Data Analysis
- Presentations
- International Marketing & Finance
- Language of International Trade: export and import
- Telephone Calls
- Discussion of individual needs, interactive skills
- Complaints
- Business Correspondence: reports, memos & faxes

### Lessons 5-6: English for Professional People:

- Socializing in English
- International Issues
- Using English for Travelling
- Telephone English
- Practical Writing: Memos, faxes, e-mails, CV's
- Describing Trends
- Meetings & Discussions
- Recruitment and Job Applications

### Lessons 7: Vocabulary in a professional context.

	Lessons 1/2		Lessons 3/4		Lessons 5/6		Lesson 7	
	09.15	10.45	11.05	12.35	14.00	15.30	15.45	16.30
<b>Per Week</b>								
Lessons	35 x 45 min		35 x 45 min		35 x 45 min		35 x 45 min	
Hours	26.25		26.25		26.25		26.25	
	B R E A K		L U N C H		B R E A K			
	All lessons x 45 minutes		Monday to Friday					

*Those whose level is insufficient will be redirected to another general English course and the appropriate amendment of fees will be made.*



SHORT COURSES

EAQUALS  
Full Member

accredited by  
BRITISH COUNCIL

### ENTRY LEVELS

**IELTS** 4.0 to 7.0  
**TOEFL** 450 to 600  
**CEF** A2 to C1+  
**RLC Pre-Test** 50 to 90

**Min Age** 18  
 (Summer - 21)  
**Max Class Size** 8  
**Duration** 1-4 weeks  
 (Summer - min 2 weeks)



Full Member



# ONE TO ONE

Elementary to Advanced - NOT RECOMMENDED FOR BEGINNERS

- = Included in Tuition & Accommodation Fees
- = Not available
- = Extra cost

- LESSONS
- HOST FAMILY
- EXECUTIVE HOST FAMILY
- LIGHT LAUNDRY
- FULL LAUNDRY
- ATTENDANCE CERTIFICATE

- LINGUISTIC PROFILE
- TEACHING MATERIALS
- RING FILE
- ORIENTATION TOUR
- HOT LUNCH
- SANDWICH LUNCH

- PRIVATE STUDY CENTRE
- EXCURSIONS
- SPORTS & ACTIVITIES
- BUS PASS
- SOCIAL PROGRAMME

The one teacher to one trainee formula means a highly intensive, flexible and well-organised teaching programme that does not waste any valuable time. The completion of the Needs Analysis Questionnaire and the Pre-Test allows the precise language aims of each trainee to be identified before arrival in the UK, so that an individual programme can be designed to obtain optimum results.

Optional - two restaurant lunch discussions per week with a teacher. An excellent opportunity to review progress, to try out language structures learnt during the morning or to cement, between teacher and adult learner, the professional relationship so essential for rapid progress.

## English for Specific Purposes

- Computing
- Information Technology
- Journalism
- Airlines
- Business Management
- Banking
- Hotels and Tourism
- Engineering
- Oil Industry
- Customs and Excise
- Medicine
- Administration
- Secretarial
- The Armed Forces
- Law
- Diplomacy
- Government

### ENTRY LEVELS

**IELTS** 0 to 7.0  
**TOEFL** 310 to 600  
**CEF** A0 to C1+  
**RLC Pre-Test** 20 to 90

**Min Age** 18  
**Max Class Size**  
 Individual tuition  
**Duration** 1+ weeks

Per Week	Lessons 1/2		Lessons 3/4		Lessons 5/6		Lessons 7/8	
	09.15	10.45	11.05	12.35	14.00	15.30	15.45	17.15
Lessons								
Hours								
40 x 45min			BREAK		LUNCH			BREAK
30 x 45min								
20 x 45min								

All lessons x 45 minutes Monday to Friday



# COMBINATION COURSES

■ One to One + Maxima + Combinations of Maxima Intensive, One-to-One & Business Communication

- = Included in Tuition & Accommodation Fees
  - = Not available
  - = Extra cost
- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>■ LESSONS</li> <li>□ HOST FAMILY</li> <li>■ EXECUTIVE HOST FAMILY</li> <li>□ LIGHT LAUNDRY</li> <li>■ FULL LAUNDRY</li> <li>■ ATTENDANCE CERTIFICATE</li> </ul> | <ul style="list-style-type: none"> <li>■ LINGUISTIC PROFILE</li> <li>■ TEACHING MATERIALS</li> <li>■ RING FILE</li> <li>■ ORIENTATION TOUR</li> <li>■ HOT LUNCH</li> <li>□ SANDWICH LUNCH</li> </ul> | <ul style="list-style-type: none"> <li>■ PRIVATE STUDY CENTRE</li> <li>■ EXCURSIONS</li> <li>■ SPORTS &amp; ACTIVITIES</li> <li>■ BUS PASS</li> <li>■ SOCIAL PROGRAMME</li> </ul> |
|--|--|---|



## ONE-TO-ONE + MAXIMA

**A35** (26.25 hrs per week)  
A combination of One-to-One lessons in the morning and general English small group tuition in the afternoon.

20 Lessons One-to-One  
+15 Lessons Maxima Intensive

## BUSINESS COMMUNICATION + ONE-TO-ONE

**B35** (26.25 hrs per week)  
A combination of Business Communication in a small group in the morning and One-to-One lessons in the afternoon.

20 Lessons Business Communication  
+15 Lessons One-to-One

## MAXIMA + ONE-TO-ONE

**C35** (26.25 hrs per week)  
A combination of Maxima Intensive small group tuition in the morning and fifteen One-to-One lessons in the afternoon.

20 Lessons 'Maxima' Intensive  
+ 15 Lessons One-to-One

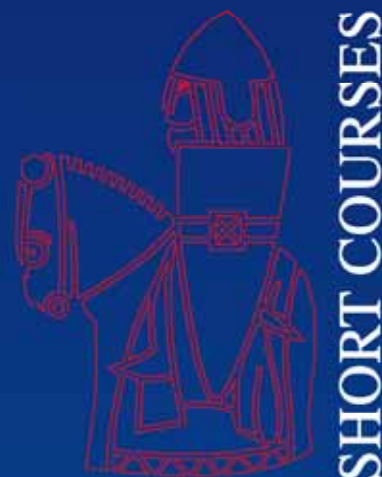
**D30** (22.50 hrs per week)  
A combination of Maxima Intensive small group tuition in the morning and ten One-to-One lessons in the afternoon.

20 Lessons 'Maxima' Intensive  
+ 10 Lessons One-to-One



Reservations must be made well in advance with the College as the number of participants is strictly limited.

	Lessons 1/2		Lessons 3/4		Lessons 5/6		Lesson 7		
	09.15	10.45	11.05	12.35	14.00	15.30	15.45	16.30	
Per Week	All lessons x 45 minutes Monday to Friday								<b>ENTRY LEVELS</b>
A35									Pre Test 20 to 90 IELTS 0 to 7.0
B35									Pre Test 50 to 90 IELTS 4.0 to 7.0
C35									Pre Test 20 to 90 IELTS 0 to 7.0
D30									Pre Test 20 to 90 IELTS 0 to 7.0



**EQUALS**

Full Member

accredited by **BRITISH COUNCIL**

SHORT COURSES

**ENTRY LEVELS**

**SEE INDIVIDUAL COURSES**

**Min Age 18**  
**Class Sizes & Duration**  
see individual courses



Full Member



**ENTRY LEVELS**

**IELTS** 4.0 to 7.0

**TOEFL** 450 to 675

**CEF** A2 to C2

**RLC Pre-Test** 45 to 90+

**Min Age** 21

**Max Class Size** 12

**Duration** 2 weeks

**ENTRY LEVELS**

**IELTS** 6.0+

**TOEFL** 540+

**CEF** B2+

**RLC Pre-Test** 80+

**Min Age** 21

**Max Class Size** 12

**Duration** 2 weeks

# COMENIUS & GRUNDTVIG

## TEACHER REFRESHER COURSE

European funding is available to citizens of European Union member countries and other eligible countries:

*Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey.*

## METHODOLOGY & LANGUAGE COURSE

This course involves small-group learning for foreign teachers of English. Lessons occur in a group of professionals and are designed to combine a concentrated study of English (with particular reference to communication skills) with an insight into current language teaching methodology and techniques.

**Morning**

Lessons 1-4  
09.15 to 12.35

Language Component

**Afternoon**

Lessons 5-7  
14.00 to 16.30

Methodology & Teaching Strategies

*All lessons x 45 minutes Monday to Friday*

Designed for non-native speakers of English, the course provides appropriate language practice and covers some of the essential techniques of teaching English as a foreign language. It provides peer group opportunities in order to learn to manipulate these strategies and techniques.

The methodological element may be combined with opportunities to observe the techniques being put into practice in Richard Language College classes. During the course participants are afforded insights into the range of material currently available.

The course aims to provide insights into the current state of the English language as well as how to access, from your own country, changes and developments in English. You will have the opportunity to see these in your class observations.

## SPECIAL METHODOLOGY COURSE

The Course involves small-group learning for foreign teachers of English. Lessons occur in a group of professionals and are designed to give an insight into current language teaching methodology and techniques. Methodology may be combined with opportunities to observe the techniques being put into practice in Richard Language College classes. The course will also discuss how to access, from your own country, changes and developments in English.

Lessons 1-4  
09.15 to 12.35

Methodology & Teaching Strategies

Lessons 5-6  
14.00 to 15.30

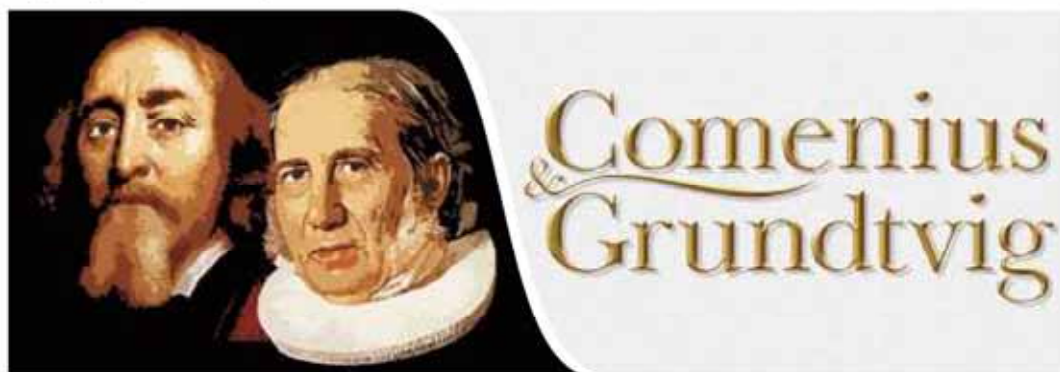
Methodology & Teaching Strategies

*All lessons x 45 minutes Monday to Friday*

This special programme concentrates on methodology. It aims to equip non-native teachers, particularly those in secondary education, with ideas and materials that can be used with their own students.

The small size of the group gives participants the opportunity to discuss and exchange ideas with fellow language teachers from other countries.

Teachers on the Special Methodology Course observe Richard Language College classes being taught by experienced, qualified teachers.



# 'INTEGRA' SUMMER INTENSIVE

This highly intensive course is for serious students and is not suitable for those seeking a relaxing holiday course.

■ = Included in Tuition & Accommodation Fees	■ With Activities	■ Without Activities	■ PRIVATE STUDY CENTRE
□ = Not available	■ LESSONS	■ LINGUISTIC PROFILE	● EXCURSIONS
● = Extra cost	■ HOST FAMILY	■ TEACHING MATERIALS	● SPORTS & ACTIVITIES
	□ EXECUTIVE HOST FAMILY	■ RING FILE	● BUS PASS
	□ LIGHT LAUNDRY	□ ORIENTATION TOUR	■ SOCIAL PROGRAMME
	■ FULL LAUNDRY	● HOT LUNCH	
	■ ATTENDANCE CERTIFICATE	□ SANDWICH LUNCH	

The 'INTEGRA' SUMMER INTENSIVE COURSES are aimed specifically at young, highly motivated students, typically in secondary or higher education who wish to review and consolidate their in-depth knowledge of English. This course offers a study of general English with special reference to practical communication skills and comprehension of native English speakers.

The teaching methodology is firmly communicative and encourages speaking.

- Lessons 1-4: Structural study, (error analysis), listening, speaking and writing
- Lessons 5-6: Comprehension and communication skills, textual analysis
- Lesson 7: Vocabulary extension & study skills

	Lessons 1/2		Lessons 3/4		Lessons 5/6		Lesson 7	
	09.00	10.30	10.45	12.15	13.15	14.45	15.00	15.45
<b>Per Week</b>			<b>BREAK</b>		<b>LUNCH</b>		<b>BREAK</b>	
Lessons	32 x 45mins							
Hours	24.00							
Lessons	28 x 45mins							
Hours	21.00							

All lessons x 45 minutes Monday to Friday - Weds p.m. free



SHORT COURSES

EAQUALS

Full Member

BRITISH COUNCIL

## ENTRY LEVELS

- IELTS 2.5 to 7.0
- TOEFL 360 to 600
- CEF A1 to C1+
- RLC Pre-Test 35 to 90

- Min Age 16-20
- Max Class Size 12
- Duration 2-9 weeks

## OPTIONAL ACTIVITY PROGRAMME

- 2-weeks**
  - One half-day excursion
  - One full-day excursion
  - Bus pass
  - Two afternoon/evening activities p/w
- 3-5 weeks**
  - Two half-day excursions
  - Two full-day excursions
  - Bus pass
  - Two afternoon/evening activities p/w
- 6-9 weeks**
  - Three half-day excursions
  - Three full-day excursions
  - Bus pass
  - Two afternoon/evening activities p/w



# TESTING, ATTENDANCE, PROGRESS & END-OF-COURSE ASSESSMENT

The College prides itself on a complete system of testing and assessment from the point of initial contact to departure at the end of the students' stay. Objective testing is balanced by teacher assessment informed by accurate record keeping and student feedback.

## 1. Pre-Test

A multiple choice Pre-Test is available both on our web-site and from our representatives abroad in order to ascertain the linguistic ability/suitability for joining a Richard Language College course. Results of individual Pre-Tests are available on-line or can be faxed into our office for assessment (*Pre-Test scores are an approximate indication*).

## 2. Arrival Testing

On arrival, all students (*except One-to-One & Combination Courses A35 & B35*) are tested thoroughly in grammar, listening comprehension and written skills plus an oral interview (*except during the summer period when there is no oral interview*). This allows class placement at the appropriate level.

## 3. Attendance

A record of attendance is taken at each lesson.

Irregular attendance and absence are reported to the Academic Manager and Welfare Officer.

The student (*or host family*) is then contacted to ascertain the reason for such absence.

In the case of sponsored students, this is reported to sponsors.

The attendance percentage is shown on the final Certificate of Attendance.

## 4. Progress/Final Reports

At the end of the course, Richard Language College Certificates of Studies and *Common European Framework Linguistic Profiles* are presented.

Two-weekly or monthly reports are available to government or company sponsors.

## 5. End-of-Course Assessment

End-of-course assessment is viewed in terms of Linguistic Profile and/or external examination.

Those on a short course (*1-4 weeks*) may take a TOEIC or IELTS Test (*see Dates & Fees*).

## 6. Long Courses (Weekly scheme of work, two-weekly tutorials, stage testing)

All Long Course students receive an individual two-weekly tutorial to receive feedback and help with any problems. At the weekly staff meetings, each student's progress is assessed and class schemes of work are posted in classrooms. At regular intervals, all students on Long Courses undergo a Stage Test. This helps to establish the student's level in relation to all other students in the College, enabling the Academic Manager and teaching staff to monitor progress and make recommendations concerning change of class.

## 7. Common European Framework

As a member of EAQUALS, at the end of each course, Richard Language College issues a Linguistic Profile which is based on the Common European Scale of Reference, as set out in the EAQUALS Portfolio, validated by the Council of Europe/6/2000.

## 8. Private Study Centre

The PSC has a permanent teacher-counsellor, who encourages independent learning strategies for all student visitors to the Centre. Students who require specific remedial practice in pronunciation/writing/grammatical work are given a written "Prescription" by their class teacher. This enables the counsellor to provide appropriate materials for individual directed study in the Centre under close supervision.

## RICHARD LANGUAGE COLLEGE LEVELS, EXAMINATIONS & TESTS

*See Dates & Fees*

At Richard Language College students are graded according to the Common European Framework (C.E.F.)

C.E.F.	IELTS	CAMBRIDGE	RLC Pre-Test	TOEFL Paper	TOEFL Computer	TOEIC	
C2	7.5-9.0		90+	675	300	-	
				640	270	-	
C1	C1+ 7	CAE	80-89	600	250	-	
	C1 6.5			575	230	-	
B2	B2+ 6	FCE	65-79	540	210	750	
	B2 5.5			520	190	600	
B1	B1+ 5	PET	55-64	500	170	-	
	4.5			475	150	-	
A2	4	KET	45-54	450	130	-	
	3.5			420	110	450	
A1	3		35-44	400	90	-	
	2.5			360	70	-	
A0	2		0-34	320	50	-	
	0-1			310	40	-	

**Common European Framework (C.E.F.)**

*As a member of EAQUALS, at the end of each course, Richard Language College issues a personal Linguistic Profile, based on the Common European Scale of Reference, as set out in the EAQUALS Portfolio, validated by the Council of Europe/6/2000.*

Many of our students need English to further their studies or to gain entrance to British, American or other Universities and Colleges of Further Education. Others need English in their jobs or for promotion. They require a certificate of competence in General English which is *recognised worldwide*.



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accredited by BRITISH COUNCIL

IELTS

Official Testing Centre

TOEIC

# ADULT LEISURE PROGRAMME

All prices below are approximate

## A TYPICAL MONTH'S LEISURE PROGRAMME

DAY	ACTIVITY	PLACE	TIME	PRICE
Mon	Table tennis, Quiz	Cafeteria	19:30	Free
Tue	Film Night	Cafeteria	19:30	Free
Wed	Half day excursion	New Forest: Lyndhurst & Burley	13:15	£13.00
	Football & Volleyball	Meyrick Park	13:30	Free
	Bowling	Bowlplex	20:15	£7.00
Thu	Beach Sports	Bournemouth Pier	19:45	Free
Fri	Barbecue + Karaoke	RLC	19:0	£7.00
Sat	Full Day Excursion	Winchester	08:00	£22.00
	Full Day Excursion	London	07:30	£22.00
Mon	Table tennis, Games	Cafeteria	19.30	Free
Tue	Film Night	Cafeteria	19:30	Free
Wed	Boat Cruise	R.L.C	13:00	£10.00
	Football & Volleyball	Meyrick Park	13:30	Free
	Bowling	Bowlplex	20:15	£7.00
Thu	Balloon Trip	<i>Followed by Sports on the beach</i> Bournemouth Gardens & Pier	19:45	£10.00
Fri	Pub Trip	Richmond Arms	21:00	Drinks
Sat	Full Day Excursion	London	07:30	£22.00
Mon	Table tennis, Quiz	Cafeteria	19:30	Free
Tue	Film Night	R.L.C	19:30	Free
Wed	Half day excursion	Weymouth	13:15	£13.00
	Football & Volleyball	Meyrick Park	13:15	Free
	Bowling	Bowlplex	20:15	£7.00
Thu	Crazy Golf	Bournemouth Gardens	19:30	£4.00
Fri	Barbecue & Karaoke	RLC	19:30	£7.00
Sat	Full Day Excursion	Bath	08:15	£22.00
	Full Day Excursion	London	07:30	£22.00
Mon	Table tennis, Quiz	Cafeteria	19:30	Free
Tue	Film Night	Cafeteria	19:30	Free
Wed	Boat trip	Swanage	14:00	£15.00
	Football & Volleyball	Meyrick Park	13:15	Free
	Bowling	Bowlplex	20:15	£7.00
Thu	Cinema Evening	Westover Road	19:30	£7.00
Fri	Barbecue & Karaoke	R.L.C	19:30	£7.00
Sat	Full Day Excursion	Swanage & Corfe Castle	09:15	£22.00
Mon	Table tennis, Quiz	Cafeteria	19:30	Free
Tue	Film Night	Cafeteria	19:30	Free



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# CLAS Junior Courses

*CLAS Courses are ideal for those who wish to combine a thorough study of English with a varied activity, sports and excursions programme while making friends from all over the world.*

Richard Organisation was founded in 1928 by Monsieur Richard, a teacher who wanted to give young learners the opportunity to enrich their lives through the experience of learning English in England. We believe the educational value of a stay in England is not limited to the classroom. Our special programmes for 11-17 years-old have lessons in the mornings followed by **fully-supervised** activities, sports and excursions in the afternoons.

*Centres are arranged according to age group: 11-14 years, 13-16 years, 14-17 years.*

## LESSONS 15 hrs per week

- Small classes concentrating on communication skills.
- Maximum class size 12.
- 4 lessons x 45 minutes per day, Monday - Friday.
- Listening, speaking, reading, writing, grammar.
- Test on arrival for placement at right level.
- Teachers are of native English speaking competence with experience.
- Report for parents on student's work and attitude.
- Each centre has a Director for academic/pastoral supervision.
- Materials and advice provided by Richard Language College, Bournemouth. (Member of EAQUALS)

*Beginners not accepted*

## HOMESTAY

Well-selected accommodation is a vitally important factor in the success of a course in England. Staying with a host family is the best way to practise what has been learned during the day and to absorb typically English expressions.

- The Local Director selects all families personally.
- Families regularly inspected and checked.
- Single room accommodation.
- No other student of the same mother tongue.
- Maximum 3 students per host family.
- Full-board (packed lunch provided Monday to Saturday)
- Full laundry and ironing is included.
- Families on a single bus route direct to the centre.

*The enrolment form must be fully completed well in advance so that we may find the most suitable host family.*

## SUPERVISION, WELFARE & INSURANCE

- The Local Director is in charge of all student supervision and welfare and is in contact with students and host families on a daily basis.
- Activities, sports and excursions are all fully-supervised. Students have the Local Director's address and **24-hour telephone number** on their Student Identity Card in case of an emergency.
- We expect the highest standards of behaviour in class, the host family and around town. We reserve the right to repatriate immediately at the parents' expense students not meeting these standards.

*It is strongly recommended that whilst in the United Kingdom, students take out full personal insurance to include medical requirements and repatriation.*

## A TYPICAL WEEK ON A CLAS COURSE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
08:00	Breakfast with Host Family							
09:00 - 09:45	Lesson	Lesson	Lesson	Lesson	Lesson	Full Day Excursion	Day spent with Host Family	
09:45 - 10:30	Lesson	Lesson	Lesson	Lesson	Lesson			
10:30 - 10:50	Break	Break	Break	Break	Break			
10:50 - 11:35	Lesson	Lesson	Lesson	Lesson	Lesson			
11:35 - 12:20	Lesson	Lesson	Lesson	Lesson	Lesson			
12:20 - 13:30	Lunch	Lunch	Lunch	Lunch	Lunch			
Afternoon	Swimming	Quasar Laser	Local Excursion	Tennis	Crazy Golf			
	Dinner with Host Family							
Evening	Karaoke	Table Tennis		Cinema	Barbecue			



*Please ask for separate CLAS Brochure & Fees List*

*To communicate...  
To understand...*

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