

TAILOR-MADE PROFESSIONAL LANGUAGE TRAINING

LANGUAGES UNLIMITED SERVICES LTD.

"We are an extremely diverse company with a large amount of national and non-national employees. We needed a language provider that could provide a host of languages and be flexible in terms of times and format. Languages Unlimited have been our on-site provider for the past five years and the standard keeps on improving. I find them extremely easy to work with and the quality of teaching always receives extremely positive feedback from our employees. I would happily recommend Languages Unlimited to anyone looking to engage a flexible, reliable and professional language provider."

Patrick Nwaokorie
Community Sports and Social Consultant
Oracle EMEA

Languages Unlimited was created in 1998. Since our inception, in addition to our core service, in-company corporate language training, we have developed a wide range of linguistic services including:

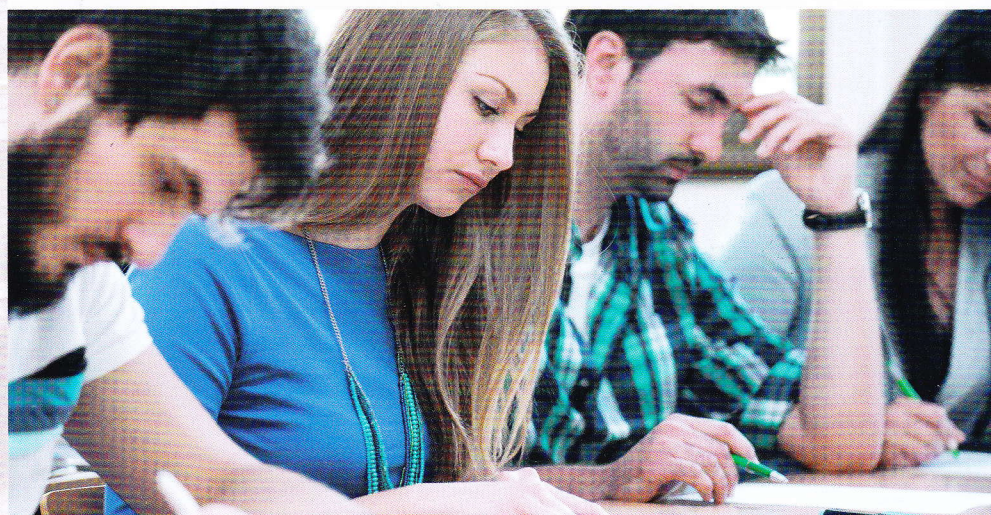
- In-company Language Training
- Group Tuition
- Certified Translations
- Interpreting Services
- Level Testing
- Crash Courses
- Private Tuition
- Grinds
- Voice-overs

Our success resides in our approach to designing, running and monitoring our language programmes:

- Your Course is **Personalised**
- Running Time is **Flexible**
- Monitoring is **Regular and Transparent**

"I had to learn French very quickly to better deal with our colleagues in Switzerland. I already had very few basics, but I needed to become fluent in order to attend meetings and conference calls, have phone calls and exchange emails on a daily basis. Well, thanks to Language Unlimited, I achieved this. I was really impressed by the service provided: not only are they great for their teaching methods (I am currently attending individual "personalised" classes to meet my needs), but they are also flexible on timings, which is a great advantage. I would definitely recommend their services."

Riccardo Castellani
Supply Planner
Bulgari Ireland Ltd.





Languages Unlimited Services is a language school located in Clontarf, Dublin 3.

We specialise in corporate language training for business, providing our clients with top-quality tailor-made courses focussing on their business needs so that they are better equipped to deal with their foreign business partners.

Due to an increasing demand from our corporate clients, we also developed translation and interpreting services as well as level testing services for promotion or recruitment.

We are a Corporate Member of the Institute of Translation and Interpreting (ITI).

In 2006, Languages Unlimited was recognised by the European Personnel Selection Office (EPSO) following our long-term collaboration with the Health and Food Audits and Analysis, European Commission and the European Foundation for the Improvement of Living and Working Conditions.

In 2008, we became an approved centre for the University of Perugia, Italy (Università per Stranieri Perugia) for all their examinations.

PROVIDING
QUALITY
LANGUAGE
SERVICES FOR
20 YEARS



IN-COMPANY CORPORATE LANGUAGE TRAINING

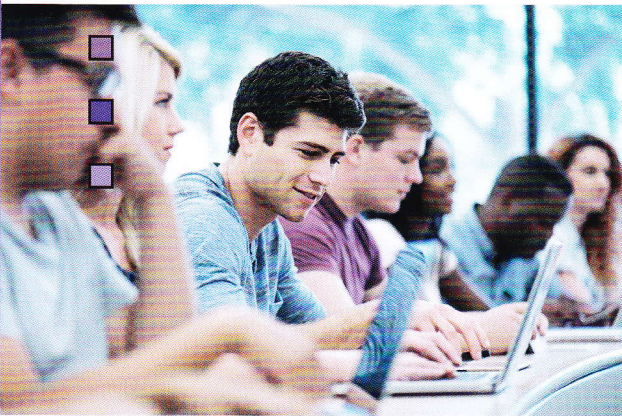
We have been training with great success the staff of many public organisations, from national agencies and Departments to European organisations, and of private companies, from SMEs to multinational companies, for 20 years.

HOW WE WORK

1

SETTING GOALS

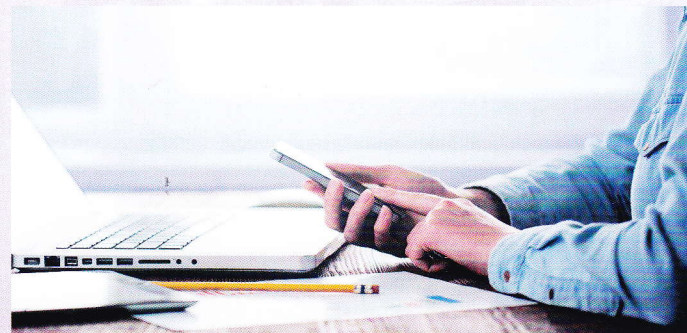
Prior to your language training, we carry out an in-depth needs analysis and discuss your language objectives. We then assess the trainees' level in the four skills (oral, aural, reading and writing skills) on a one-to-one basis. This information constitutes the basis for us to design your tailor-made language course and to set realistic goals. A language course proposal including the findings of this consultation and our adequate recommendations is then sent to you for approval (this preliminary service being free of charge).



REVIEWING

2

During your corporate language training, we provide you with a monthly spreadsheet showing the date, duration and attendance for each lesson from the start of the course as well as the status of the courses in terms of hours completed. If at any point in time your needs change, we can amend your course content or the grouping accordingly.



3

REPORTING

When you have completed your language training course, you receive a Progress Report which reviews the trainees' achievements. This report also includes recommendations for further language training if required.



MEASURING THE RESULTS

4

Our tutors assess their trainees throughout the language training course (on-going assessment) and monitor their progress by using the Common European Framework level chart (CEFR) endorsed by the Council of Europe. In order to boost the motivation and progress of the trainees, we can also prepare them for a recognised diploma or certificate in French, Italian, Spanish, German or for the Cambridge ESOL Examinations for English as a Foreign Language. When the trainer thinks that the trainees are ready to sit the chosen examination, we take care of the enrolment and administration of the procedure.



5

HOW WE ACHIEVE RESULTS

The success in language training is determined by the students' work and dedication, but also by our tutors. Therefore, all our teachers meet the following standards:

OUR TUTORS:

- ARE NATIVE SPEAKERS
- ARE FULLY TRAINED AS TEACHERS
- ARE HIGHLY EXPERIENCED
- HAVE KNOWLEDGE OF THE BUSINESS WORD
- HAVE FLEXIBILITY ON CONTENT & TIMETABLE
- ALWAYS GIVE AN INTERESTING & ENTERTAINING LESSON, MAINTAINING THE TRAINEES ENTHUSIASM FOR LANGUAGE LEARNING.



WE PROVIDE A FAST, RELIABLE, COMPETITIVE & CONFIDENTIAL SERVICE

TRANSLATIONS

Languages Unlimited offers translation services for all types of documents, from legal documents to website translations. We have the expertise to produce high quality translations of any business document.

This service can be arranged on a very short notice. Prices vary depending on the size and specialisation of the document. Languages Unlimited is a corporate member of the Institute of Translation and Interpreting (ITI), and as such, we can translate and certify any official documents.

Please contact us for further information on our translation services or certification. For a quote, please mail us a scan of your source document and we will get back to you with an all-inclusive quote and our best turnaround.

INTERPRETING SERVICES

Languages Unlimited interpreting services can be provided on short notice. Whether it is for a general or a specific purpose, we provide you with an experienced interpreter in:

- Simultaneous interpreting
- Whispering
- Consecutive interpreting.

LEVEL TESTING

For the past few years, we have been providing this service for multinational companies operating in Ireland. If you need to know the precise language level of your staff, existing or potential, we can provide level testing based on the Common European Framework of Reference level chart (CEFR), endorsed by the Council of Europe.

We will give you a profile summary of each candidate's abilities in their speaking, listening, reading and writing skills. Level testing can be provided for promotion or recruitment purposes.

