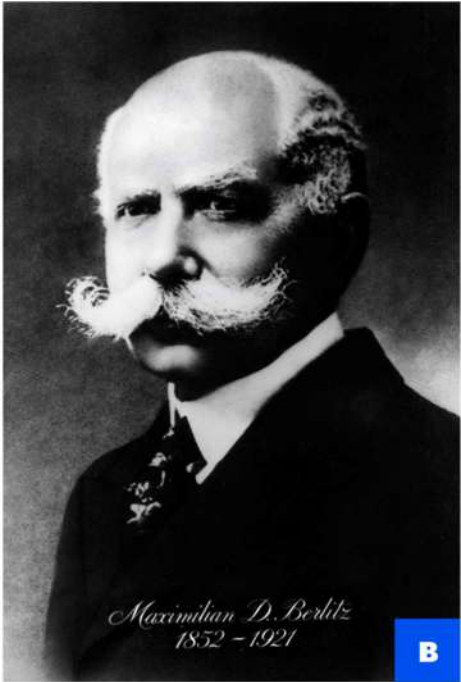


Our Company

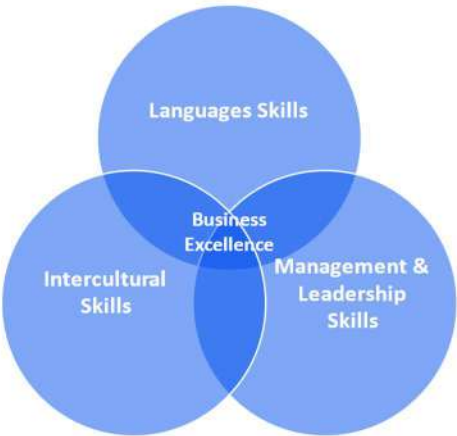
# The Founder

The Berlitz School of Languages was founded in 1878 by Maximillian D. Berlitz in Providence, Rhode Island, US.



Areas of Excellence.

**Understand and communicate**  
Our goal: Teaching you precisely the language skills you need for your professional success



**Enjoy success worldwide**  
Our goal: By expanding your intercultural competence and sensitivity, we help lay the foundation for your success across the globe.

**Project strength and confidence**  
Our goal: Through the right attitude, personal presence, and cutting-edge communication and work instruments, we empower you to act more effectively and prepare you for the future.

Why Berlitz is  
the right choice  
for you.

<b>Effective</b> (Berlitz Method®) –	<b>Fast</b> (Efficient Learning) –
The Berlitz Method® is an immersive and goal orientated language learning technique that focuses on real life communication rather than the rules of grammar.	Berlitz immerses people in the language and culture of their chosen destination from day one, leading to faster results and significant return on investment.
<b>Flexible</b> (and Personalized) –	<b>Practical</b> (enrich your Experience) –
Berlitz offers training in-person and online for maximum flexibility with programs tailored to meet personal objectives anytime, anywhere.	Berlitz incorporates cultural understanding into language learning to help people more effectively use their language skills in social and business situations.



The Berlitz Method



**Berlitz Method:  
Direct Method (est. 1878)**

- Dialogue exclusively in the target language – no translation
- Focus on speaking skills
- Grammar taught inductively

**Berlitz Method:  
Today**

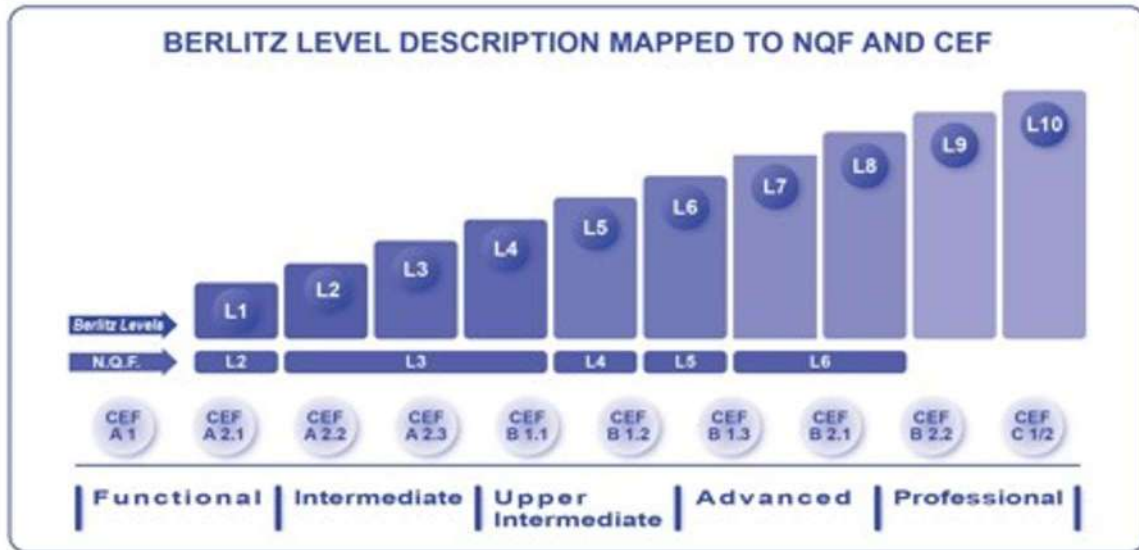
- Dynamic and active learning
- Learner-centered teaching
- Task-based learning
- Multimedia learning
- Balance between accuracy and fluency
- Learning pace adapted to individual student

**Berlitz Method:  
Your Benefits**

- Thinking in the target language
- Efficient and sustainable learning
- Real-life training scenarios
- Increased interest and motivation
- Ideal for all types of learners

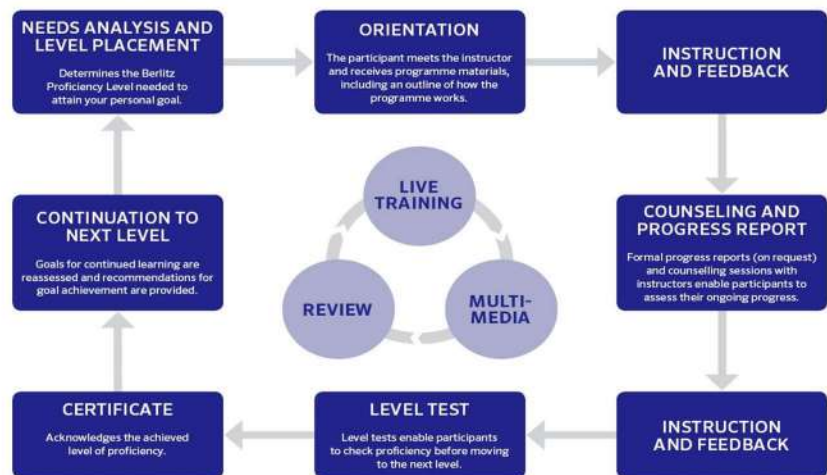


## Berlitz Proficiency Levels



B

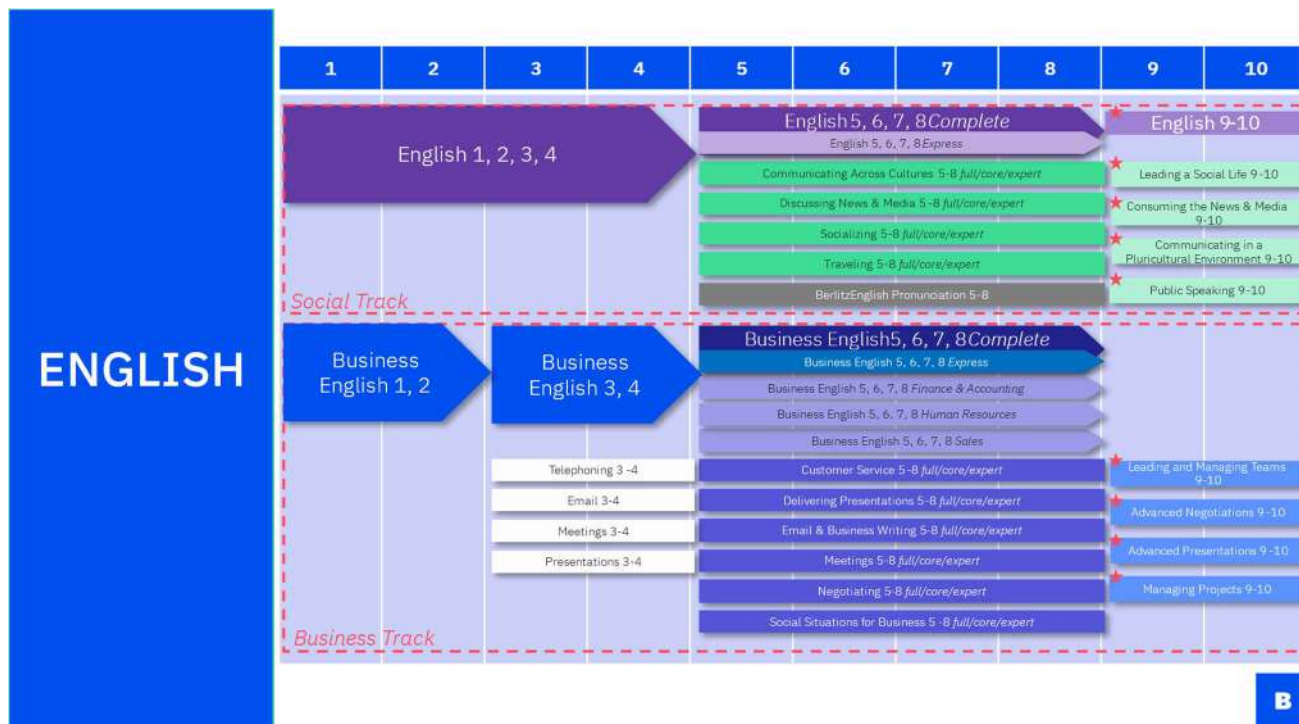
## The Berlitz Learning Cycle.



Through regular needs analyses and pedagogical counseling, Berlitz ensures consistent quality and goal achievement

B

## Berlitz Materials



## MyBerlitz Student Portal



Materials are also available in hardcopy



Online access to Student Materials Portal

Web-based and digital format

Mobile-friendly Online Practice



English

Available in print





# Berlitz English Levels 1-8

## LEVELS 1-2: 'FOUNDATIONAL' (LEVEL-BASED) PROGRAMS

	<b>40 units</b>	<b>1</b>	2	3	4	5	6	7	8
<b>Business English 1</b>									

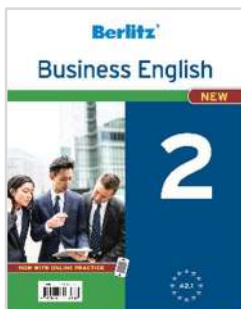


This course enables the beginner (CEFR A1) learner to interact in many simple real-life business situations that are adapted to the learner's needs and interests. Each of the 40 units (including Review) uses a variety of activities and learning styles to cover useful vocabulary and grammar items in a communicative setting. The speaking goals include:

- ask about business hours;
- ask about the menu at a business lunch;
- describe your office;
- make appointments;
- make a phone call;
- ask for and give directions;
- write a simple email.

Upon completion of this course (CEFR A1), learners can understand and use familiar, everyday expressions, and simple sentences to take part in a simple, slow conversation.

<b>Business English 2</b>	<b>40 units</b>	1	<b>2</b>	3	4	5	6	7	8
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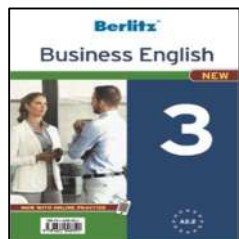


This course enables the false beginner (CEFR A2.1) learner to interact in many simple real-life business situations adapted to the learner's needs and interests. Each of the 40 units (including Review) uses a variety of activities and learning styles to cover useful vocabulary and grammar items in a communicative setting. The speaking goals include:

- make new business contacts;
- talk about your job and your responsibilities;
- give an update at work;
- choose a new team member;
- open a presentation;
- close a presentation;
- reserve a table for a business lunch or dinner.

Upon completion of this course (CEFR A2.1), learners are able to understand and communicate general, simple messages relating to their daily activities, and they can hold simple conversations and cope with information that is expressed clearly.

<b>Business English 3</b>	<b>40 units</b>	1	2	<b>3</b>	4	5	6	7	8
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This course is a practical, goal-oriented, speaking-focused business English course, which enables the learner to interact in real-life business situations that are adapted to the learner's needs and interests. There are 36 modular content units, each with a mix of activities focusing on and leading to achieving a specific speaking goal, and 4 review units.

The course is for learners who are functional in English (Common European Framework Level A2.1) and who have a need or desire to study English within a business context. The course focuses on building proficiency in business English as a foreign or global language

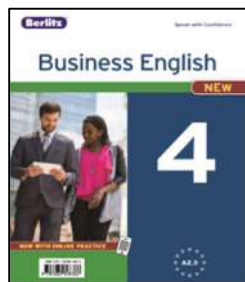
with emphasis mostly on speaking and listening skills. Each unit contains useful vocabulary, phrases and expressions, and / or grammar related to the unit's speaking goal. The speaking goals include, *describe your work experience and education; describe your company's activities; talk about the competition; describe sales figures; delegate tasks; discuss budgets; and make small talk.*

Upon completion of this course (CEF Level A2.2), learners can understand the essence of a conversation about familiar topics in professional situations. They can initiate, maintain, and end a conversation and are able to participate in simple discussions.

**Summary:**

- open, sustain, and end small talk conversations with people at a meeting or conference
- communicate around airports, to check in for a flight, to go through airport security, baggage claim, and customs and immigration, and to rent a car
- use the past and present perfect to talk about your work experience and education, your performance, and to ask for and give updates.

<b>Business English 4</b>	<b>40 units</b>	1	2	3	<b>4</b>	5	6	7	8
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This course is a practical, goal-oriented, speaking-focused business English course, which enables the learner to interact in real-life business situations that are adapted to the learner's needs and interests. There are 36 modular content units, each with a mix of activities focusing on and leading to achieving a specific speaking goal, and 4 review units.

The course is for learners who are low intermediate in English (Common European Framework Level A2.2) and who have a need or desire to study English within a business context. The course continues to focus on building proficiency in business English as a foreign or global language with emphasis mostly on speaking and listening skills. Each unit

contains useful vocabulary, phrases and expressions, and / or grammar related to the unit's speaking goal. The speaking goals include, *ask for and give advice in the workplace; reach an agreement; voice a complaint; talk about job satisfaction; get ready for a business meeting; and discuss new business opportunities.*

Upon completion of this course (CEF Level A2.3), learners can understand information about familiar topics within relevant context and hold a conversation about general topics, make professional contacts, give advice and make suggestions, and write notes, messages, and personal letters.

**Summary:**

- make and respond to simple invitations, suggestions, apologies, and compliments
- give a short, basic narrative or description in sequence, e.g., to report an accident or talk about your career path and past achievements
- use reported speech or the past perfect to pass on information to colleagues and clients, discuss news and current events, make excuses, and describe business emergencies.

<b>Business English 5 Complete</b>	<b>40 units</b>	1	2	3	4	<b>5</b>	6	7	8
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This course is a practical, goal-oriented, speaking-focused business English course, which enables the learner to interact in real-life business situations that are adapted to the learner's needs and interests. There are 36 modular content units, each with a mix of activities focusing on and leading to achieving a specific speaking goal, and 4 review units. This can be used as a stand-alone, in-depth course, or combined with a Business Module or Specialization.

The course is for learners who are intermediate in English (Common European Framework Level A2.3) and who have a need or desire to study English within a business context. The course continues to focus on building proficiency in business English as a foreign or global language with emphasis mostly on speaking and listening skills. Each unit contains useful

vocabulary, phrases and expressions, and / or grammar related to the unit's speaking goal. The speaking goals include, *describe your job; discuss product promotion; explain how a product works; state project goals and objectives; give a project update; discuss social networking; and give and respond to news.*

Upon completion of this course (CEF Level B1.1), learners can hold conversations on a range of situations and topics. They can explain or describe things in context, ask and respond to questions in the workplace, and they feel comfortable in a professional environment.

**Summary:**

- carry out a prepared interview, e.g., with a customer or job candidate, checking and confirming information, and make a recommendation
- describe work history, experience, skills, and achievements, e.g., in a résumé or job interview
- use the unreal conditional, e.g., to offer alternatives and overcome objections.

<b>Business English 6 Complete</b>	<b>40 units</b>	1	2	3	4	5	<b>6</b>	7	8
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This course is a practical, goal-oriented, speaking-focused business English course, which enables the learner to interact in real-life business situations adapted to the learner's needs and interests. There are 36 modular content units, each with a mix of activities focusing on and leading to achieving a specific speaking goal, and 4 review units. This can be used as a stand-alone, in-depth course, or combined with a Business Module or Specialization.

The course is for learners who are upper intermediate in English (Common European Framework Level B1.1) and who have a need or desire to study English within a business context. The course continues to focus on building proficiency in business English as a foreign or global language with emphasis mostly on speaking and listening skills. Each unit contains useful vocabulary, phrases and expressions, and / or grammar related to the

unit's speaking goal. The speaking goals include, *describe changes and trends; handle problems in telephone and online meetings; describe job perks and benefits; describe working conditions; react to ideas, comments, and suggestions; and delegate tasks.*

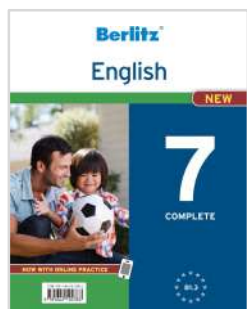
Upon completion of this course (CEF Level B1.2), learners can competently communicate in many professional situations and can find different ways of expressing the same thing. They can speak about a variety of topics in an

appropriate manner, easily take part in conversation with several native speakers, and conduct long telephone conversations.

**Summary:**

- describe how to do something and explain a process or procedure, giving detailed instructions, e.g., the steps for handling a complaint and how to build customer loyalty
- give or ask for suggestions, ideas, and opinions, e.g., when making forecast and projections or promoting safety
- use adjectives and adverbs, e.g., to describe changes and trends.

<b>Business English 7 Complete</b>	<b>40 units</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
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This course is a practical, goal-oriented, speaking-focused business English course, which enables the learner to interact in real-life business situations that are adapted to the learner's needs and interests. There are 36 modular content units, each with a mix of activities focusing on and leading to achieving a specific speaking goal, and 4 review units. This can be used as a stand-alone, in-depth course, or combined with a Business Module or Specialization.

The course is for learners who are upper intermediate in English (Common European Framework Level B1.2) and who have a need or desire to study English within a business context. The course continues to focus on building proficiency in business English as a foreign or global language with emphasis mostly on speaking and listening skills. Each unit contains useful vocabulary, phrases and expressions, and / or grammar related to the

unit's speaking goal. The speaking goals include, *negotiate a sale and a budget increase; discuss difficult situations; describe economic conditions; discuss ways to reduce risk; discuss employment and recruitment issues; and adapt a talk for different audiences.*

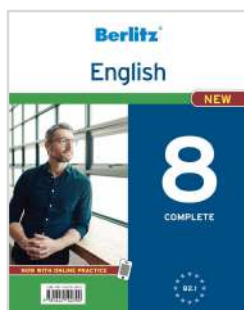
Upon completion of this course (CEF Level B1.3), learners can express different points of view, defend ideas in a discussion, and give presentations. They can understand native speakers' proverbs, use the correct vocabulary, and master challenging professional situations.

**Summary:**

- evaluate, compare, or present different ideas or solutions to a problem, e.g., when presenting financial information or comparing investment options
- give reasons and short explanations for your opinions, plans, and actions, e.g., when discussing difficult decisions
- use interrogative clauses, e.g., to describe or ask about training and professional development



<b>Business English 8 Complete</b>	<b>40 units</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
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This course is a practical, goal-oriented, speaking-focused business English course, which enables the learner to interact in real-life business situations that are adapted to the learner's needs and interests. There are 36 modular content units, each with a mix of activities focusing on and leading to achieving a specific speaking goal, and 4 review units. This can be used as a stand-alone, in-depth course, or combined with a Business Module or Specialization.

The course is for learners who are advanced in English (Common European Framework Level B1.3) and who have a need or desire to study English within a business context. The course continues to focus on building proficiency in business English as a foreign or global language with emphasis mostly on speaking and listening skills. Each unit contains useful vocabulary, phrases and expressions, and / or grammar related to the unit's speaking goal.

The speaking goals include, *discuss ways to implement change; discuss product life cycles; make an after-sales service call; state the objectives of a negotiation; discuss changes and trends in the job market; and discuss the benefits of corporate social responsibility.*

Upon completion of this course (CEF Level B2.1), learners can communicate efficiently and correctly in challenging activities and situations, effortlessly take part in all conversations in a professional environment and give various types of presentations. They can express themselves with ease using different nuances and can understand speeches on challenging topics.

#### Summary:

- account for and defend your opinions and suggestions by providing relevant explanations, arguments, and comments, e.g., when discussing the benefits of corporate social responsibility
- speculate about causes and consequences, e.g., when discussing global trends or overcoming obstacles in a negotiation
- describe future plans or events in the past, e.g., predicting how successful a new product would be before it is launched.