

Specialists in English Language and English for Special Purposes

Academic Year 2016-2017



M.L.S.
INTERNATIONAL
COLLEGE



INCORPORATING BOURNEMOUTH BUSINESS SCHOOL INTERNATIONAL

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CLIENT SERVICES (including accommodation)

MLS MISSION STATEMENT

Our vision for success is simple. We are a private training centre still owned by the founding family, which means we understand the core values of quality, client service and speed of assistance. Our aim is to ensure that your training programme and experience meet the specific requirements you come with and our client service team will always be ready to help you, both before you arrive and when you are with us.

OUR CORE VALUES

- We act with integrity and show respect
- We are passionate about our business
- We strive to be successful
- We strive for simplicity
- We offer opportunity
- We are committed to value each individual

WELCOME TO MLS INTERNATIONAL COLLEGE

EDUCATIONAL OVERSIGHT



ENGLISH LANGUAGE TEST CENTRE STATUS



CONTENT BASED LANGUAGE TRAINING ACCREDITATION



ENGLISH LANGUAGE TEACHING ASSOCIATIONS



Since its foundation in 1987, MLS International College has been committed to delivering quality programmes in English Language and English for Special Purposes. Our programmes are for adult learners of English and are designed to meet the needs of those working within the world of business and those seeking university study as well as those who want only to improve their English level. We have worked with overseas universities, globally recognised businesses, governments and aviation authorities as well as individual adult students seeking professional and academic language training. In excess of 1,000 students per year choose MLS and we are proud that students often do so because of recommendation from past students.

We are specialists in delivering not only General English language but also highly focused language programmes integrated with Content Based Language Training (CBLT). MLS is one of few privately owned English Language Centres accredited to run degree level business training alongside British Council accredited language training.

Our International Business Communications (IBC) programmes offer English language training through the content of a range of business skills and topics. We also offer English for Special Purposes such as Aviation, Medicine and Vocational language courses in Management, Marketing, Finance and Legal Studies. For those seeking academic study, our University Pathway courses provide excellent preparation for IELTS, Academic English and university study and are recognised by our partner universities under agreement with them.

The UK remains a location of excellence in education and Bournemouth is a premier 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.



COURSES AT MLS INTERNATIONAL COLLEGE

GENERAL ENGLISH AND EXAM PREPARATION COURSES

Course Code	Course name	20 lessons x 45 mins per week	30 lessons x 45 mins per week	40 lessons x 45 mins per week	Entry requirements	Start Dates	Duration (weeks)			
GE30	Intensive General English 30		√		CEFR A1	Any Monday*	2-102			
GE20	General English 20	√								
GE40	Super Intensive English 40 (30 lessons per week + 10 lessons one-to-one)			√						
IELTS30	English and IELTS 30		√		CEFR A2		Any Monday*	2-12		
IELTS20	English and IELTS 20	√								
FCE30	FCE General English 30		√		CEFR B1			Any Monday*	2-12	
FCE20	FCE General English 20	√								
CAE30	CAE General English 30		√		CEFR C1				Any Monday*	2-12
CAE20	CAE General English 20	√								

ENGLISH FOR SPECIAL PURPOSES

Course Code	Course name	20 lessons x 45 mins per week	30 lessons x 45 mins per week	40 lessons x 45 mins per week	Entry requirements	Start Dates	Duration (weeks)
IBC30	International Business Communications 30		√		CEFR B1	Any Monday*	2-24
IBC20	International Business Communications 20	√					
IBC30 plus	International Business Communications 30 Plus (30 lessons of integrated IBC plus 2 one-to-one or closed group sessions to meet your specific training needs)		√				
IBC40	International Business Communications 40 (30 lessons per week of integrated IBC plus 10 lessons one-to-one)			√			

VOCATIONAL LANGUAGE COURSES

Course Code	Course name	20 lessons x 45 mins per week	30 lessons x 45 mins per week	40 lessons x 45 mins per week	Entry requirements	Start Dates	Duration (weeks)
VMB*	Management, Leadership, HR & Business Communications		√		CEFR B1	Six weekly	2-24
VMP*	Marketing, Advertising, PR & Business Communications		√				
VLS*	Legal Studies & Business Communications		√				
VFS*	Finance, Financial Services & Business Communications		√				
*All Vocational courses are available for summer study as either a 30 or 20 lesson programme							
VMB-S	Management Summer Course	√	√		CEFR B1	Any Monday* First entry 3.7.17 last entry 18.9.17	1-12
VMP-S	Marketing Summer Course	√	√				
VLS-S	Legal Studies Summer Course	√	√				
VFS-S	Finance Summer Course	√	√				

UNIVERSITY PATHWAY COURSES

Course Code	Course name	20 lessons x 45 mins per week	30 lessons x 45 mins per week	40 lessons x 45 mins per week	Entry requirements	Start Dates	Duration (weeks)
UP1UMB	Management Foundation		✓		CEFR B1	Six weekly	24
UP1UMP	Marketing Foundation		✓				
UP1UMT	Science Maths and IT Foundation		✓				
UP1ULS	Legal Studies Foundation		✓				
UP1UFS	Finance Foundation		✓				
UP1EXT*	Extended Foundation Programmes (all routes)		✓		CEFR A2	Any Monday*	Variable
UP2	HNC Business (First Year)			✓	CEFR B2	November	24
UP3	HND Business (Second Year)			✓	CEFR B2	November	24
UP4	Pre Master's (Academic English) – 4 routes (Management, Marketing, Legal Studies, Finance)		✓		CEFR B1	Any Monday*	12

ENGLISH FOR AVIATION

Course Code	Course name	20 lessons x 45 mins per week	30 lessons x 45 mins per week	40 lessons x 45 mins per week	Entry requirements	Start Dates	Duration (weeks)
EA2	English for Aviation 30 + 2 lessons 1:1 or closed group (maximum 6)		✓		CEFR A1+ ICAO Level 2	Any Monday*	1-4
EA4	English for Aviation 30 + 4 lessons 1:1 or closed group (maximum 6)		✓				
EAG	English for Aviation Group Programme		✓				

EXECUTIVE AND TAILOR MADE LANGUAGE TRAINING

Course Code	Course name	20 lessons x 45 mins per week	30 lessons x 45 mins per week	40 lessons x 45 mins per week	Entry requirements	Start Dates	Duration (weeks)
Exec 1:1	Executive Tailor Made programmes	Variable	Variable	Variable	CEFR A1	Any Monday*	1+
EP	Executive Plus Programmes (MLS group course plus Tailor Made Training)				CEFR A2		2+

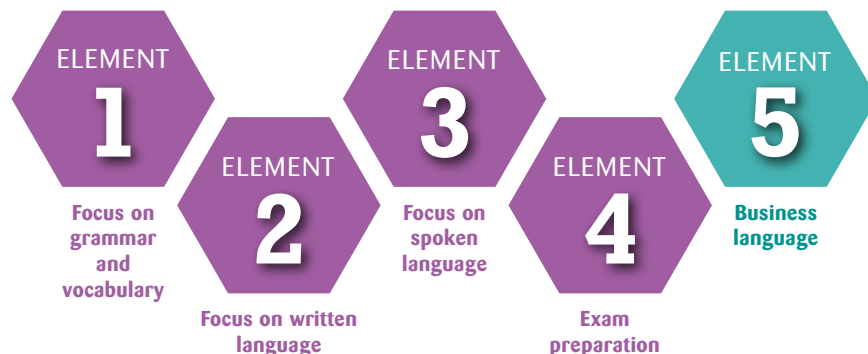
COURSES FOR TEACHERS

Course Code	Course name	20 lessons x 45 mins per week	30 lessons x 45 mins per week	40 lessons x 45 mins per week	Entry requirements	Start Dates	Duration (weeks)
TTA	Overseas Teachers General Refresher Course / Tutorial Programme	Variable	Variable	Variable	CEFR B2	Any Monday*	2+

* Courses can be joined on any Monday except UK public holidays. In the event of a UK public holiday courses will start on the Tuesday.



Core General English Syllabus



The MLS Core General English Syllabus

The MLS General English syllabus allows you to improve your English language knowledge and skills across the language proficiency range from Beginner to Advanced. The syllabus is designed to work with the descriptors of language proficiency development contained in the Common European Framework of Reference for Languages (CEFR).

Syllabus content

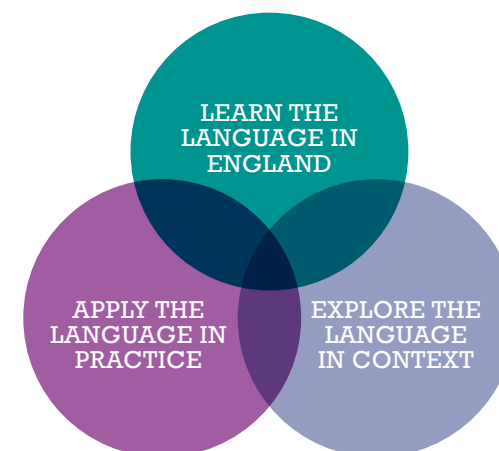
The syllabus sets out level-specific components of **language systems** and **language skills** development.

The language systems component of the syllabus comprises the development of knowledge of and proficiency in **grammar**, **vocabulary** and **pronunciation**.

The language skills component comprises the integration of the language systems in the development of the key skills of **Reading**, **Writing**, **Listening** and **Speaking**. Additionally, the syllabus includes a **Learning Strategies** component designed to support autonomy in learning.

Syllabus delivery

The delivery of the MLS General English syllabus is organised in timetabled classes in distinct **Elements**. The Core English syllabus is delivered across any two of the three **General English Elements** or the Exam Preparation **Element 4** or the Business Language **Element 5**. Supportive and further language development takes place across additional **Elements**, where chosen. See pages 6 and 7.



CONTENT BASED LANGUAGE TRAINING IN THE MLS SYLLABUS

What is content-based language training?

Content-based language training (CBLT) is a communicative approach to language learning that has strong connections to task-based learning, project work and other holistic approaches to language instruction. The approach has become increasingly recognised among academics and professionals as an effective and efficient means of developing language ability. Through CBLT we aim to:

- consider the needs of the individual student
- exploit authentic subject matter materials from the perspective of language learning
- promote the acquisition of language through the learning of specialist information

In the CBLT classroom at MLS, authentic materials of academic or professional interest are presented to the learner in a way that specifically supports the language learning process. It is the method of language training that corresponds most accurately to the way we first learn our native language and so, we believe, is a more natural way of developing language ability.

All language learning requires a content focus. In CBLT at MLS this content focus is the student's academic or professional subject of choice. The student learns about this subject in the medium of English, rather than in his or her own native language leading to two outcomes:

- The student develops his or her knowledge of the subject
- The student develops his or her ability to communicate in English in the context of the subject

In this way, CBLT at MLS doubles the value of language training by combining language learning with important academic or professional studies content.

Syllabus delivery

MLS aims to deliver CBLT through our approach to curriculum structure. We provide a range of different **Elements** of study, which enable you to access learning across three key curriculum areas: Core **General English**; **English for Special Purposes**; and **Content Study**.



CORE GENERAL ENGLISH

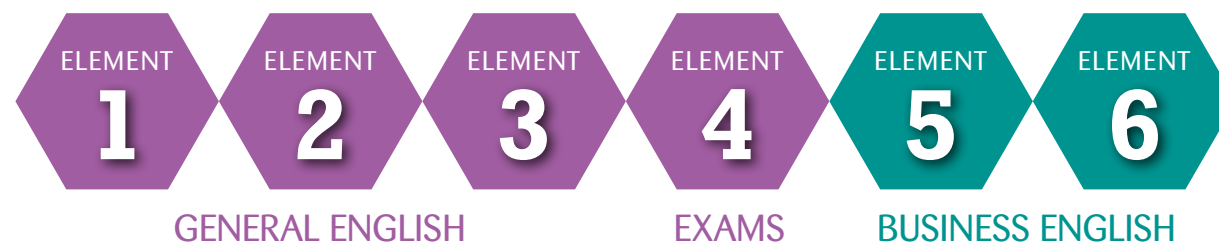
CONTENT STUDY

ENGLISH FOR SPECIAL PURPOSES

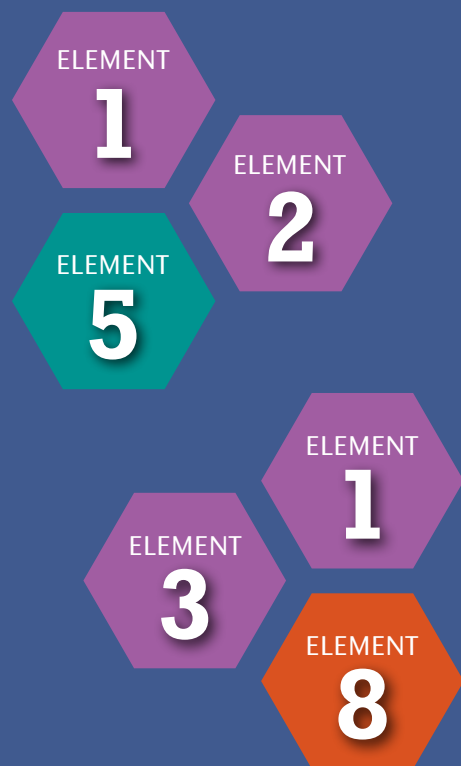
LEARNING WITH MLS – ELEMENTS OF STUDY

INDIVIDUALISING YOUR COURSE

During your time at MLS, it is possible to amend your programme subject to your language level and class availability. Students can exchange **Elements** from 1-6 at no additional cost, with a supplementary cost for **Elements** 7, 8 and 9 and all course changes will incur an additional book fee. Please see the Dates & Fees Sheet for details.



The courses at MLS consist of **Elements** of study, each offering a different approach to learning English. In this way we can offer you a quality learning experience that suits your individual needs.



GENERAL ENGLISH

Element 1 – Integrated language systems and skills development with a focus on level specific grammar and vocabulary.

Element 2 – A skills focused session which will build on your grammar and vocabulary work to improve your reading and writing. Focus on learning strategies and practice of up-to-date exam tasks.

Element 3 – Communication skills session focused on listening, speaking, pronunciation and vocabulary building – negotiated by the class and teacher to suit the particular needs of the class.

Element 4 – Exam focused training. Specific language exam preparation including: IELTS; FCE; CAE.

INTERNATIONAL BUSINESS COMMUNICATIONS (IBC)

Element 5 – Business Language

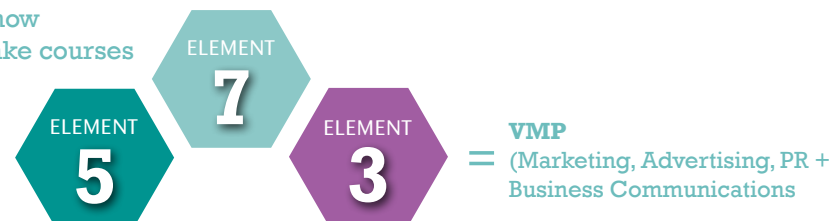
Development of your English within a business themed session, enabling broader based vocabulary development.

Element 6 – Business Communication Skills

This Element is designed to give you the opportunity to practise the key communication skills that are needed in the modern business world. Course content is negotiated by the class from a selection of skills from the following modules: Effective Personal Development; Effective Business Speaking; Effective Team Leadership; Effective Customer Relationship; and Effective Business Writing.



Example of how
Elements make courses

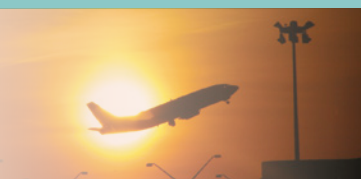


CONTENT STUDY

ELEMENT 7 – Content Study – Specialised content study at RQF levels 3, 4 and 5 forms part of our Business English, Vocational Language and University Pathways courses. The specialised subjects include Management, Marketing, Finance, Legal Studies, Business and other English for Special Purposes.

ENGLISH FOR AVIATION

ELEMENT 8 – English for Aviation – Designed to meet the English-language training requirements of pilots and air traffic controllers, MLS provides courses for aviation language proficiency development up to ICAO Operational Level 4 and beyond.



EXECUTIVE AND TAILOR MADE

Element 9 – Executive and Tailor Made Training – MLS are experts in delivering English for a range of specialist professional purposes including: Law; Medicine; Logistics; Marketing; Accounting & Finance; Computing & Technology; and Tourism, as well as Business Management. Element 9 provides one-to-one or small group training (maximum 6) to meet your specific training needs. Our Executive or Executive Plus courses can be made up entirely of Element 9, or can be combined with other Elements to tailor the training to your needs.

OUTSIDE THE CLASSROOM

Guided Self Study – as a student at MLS you have direct access to the MLS Library, Internet Room and Language Laboratory. With the help of an experienced teacher you can consolidate and extend your learning by selecting from our range of traditional and computer-based learning opportunities.

Extra-Curricula Activities – check the monthly Activities & Excursions Schedule on our website to see what is available at MLS each month. Typically, there are weekend excursions and several weekday activities you can participate in with other students, including the popular Conversation Club. The MLS Student Representatives also organise social activities to which everyone is welcome.

English in England – never forget the importance of the language learning that happens outside of the College. Living in Bournemouth means being immersed in an English-speaking community, which offers endless opportunities for learning.

THE NATIONAL ASSESSMENT FRAMEWORK AND MLS

Understanding English language assessment

Language levels and estimated progression rates

CEF Grade	MLS 200 Score	MLS 200 Range by Level	MLS Level	Estimated Progression Period to Complete the Level*	BULATS Score	Approximately IELTS Equivalent	Approximate Exam Level Equivalencies	ICAO Language Proficiency Rating Scale (Approximate equivalences) (Speaking & Listening only)
A0	1 -10	1-21	Beginner					Pre-Elementary Level 1
A0+	11 -21		Beginner	12 weeks				
A1-	22 - 32		Elementary					
A1	33 - 43	22-54	Elementary	12 weeks	0 - 19	2.0		
A1+	44 - 54		Elementary					Elementary Level 2
A2-	55 - 65		Pre-Intermediate					
A2	66 - 76	55-87	Pre-Intermediate	12 weeks	20 - 39	3.0	KET	
A2+	77 - 87		Pre-Intermediate					
B1-	88 - 98		Intermediate			3.5		Pre-Operational Level 3
B1	99 - 109	88-120	Intermediate	18 weeks	40 - 59	4.0	PET, BEC Prelim, TOEIC 500	
B1+	110 - 120		Intermediate			4.5		Operational Level 4
B2-	121 - 131		Upper-Intermediate			5.0		
B2	132 - 142	121-153	Upper-Intermediate	24 weeks	60 - 74	5.5	FCE, BEC Vantage TOEIC 750	
B2+	143 - 153		Upper-Intermediate			6.0		
C1-	154 - 164		Advanced			6.5		Extended Level 5
C1	165 - 175	154-186	Advanced	24 weeks	75 - 89	7.0	CAE, BEC Higher TOEIC 900	
C1+	176 - 186		Advanced			7.5		
C2-	187 - 197	187+	Proficiency			8.0		Expert Level 6
C2	198		Proficiency		90 - 100	9.0		

Beginner: Has little or no English.

Elementary: Can use and understand basic survival language. Can process simple information.

Pre Intermediate: Can communicate in simple, everyday situations. Can express some opinions and emotions.

Intermediate: Independent learner, with fair use of main skills, common vocabulary and structures.

Upper Intermediate: Has fairly good English, but with some errors and gaps. Needs consolidation of structures and skills.

Advanced: Creative, flexible language user with excellent all round fluency, accuracy and appropriateness.

* The numbers given in the chart are based on averages and are to be seen as guides only. Actual progression rates will vary according to the circumstances of each individual learner.

Understanding the Regulated Qualifications Framework (RQF)

RQF level	UK Qualification	MLS Qualification Equivalent
2	GCSEs	
3	A-levels / Standard Foundation Course	UNDERGRADUATE FOUNDATION: Undergraduate Foundation: Management; Marketing; Finance; Legal Studies; Science, Maths and IT
4	UNIVERSITY YEAR 1	MLS HIGHER NATIONAL CERTIFICATE (HNC): Business
5	UNIVERSITY YEAR 2	MLS HIGHER NATIONAL DIPLOMA (HND): Business
6	Final Year University (Top Up degree)	
7	Master's degree	
8	Doctorate	

Business Units for University Pathway courses at MLS are based on units of study benchmarked against the Regulated Qualifications Framework above. Our units are taught at levels 3-5. Full units may lead towards full unit certification with the relevant awarding body – NCFE & Edexcel.

On our International Business Communications (IBC) courses, in **Element 7**, you will study MLS Business Units which rest outside the formal RQF. On our vocational courses, you will study units which rest outside the formal RQF, but which are notionally RQF Level 3.

For details about awarding bodies, please visit:
www.gov.uk/government/organisations/ofqual



Achieving Success – How do we manage your progress?

MLS places great emphasis on monitoring and supporting your language and academic development. We do this from before you arrive at the College until after you leave.



Before arrival you are usually required to present evidence of your language and academic level or professional background prior to arrival at the College. Alternatively, you are encouraged to sit an MLS pre-test before coming to the College to give us an indication of your language level. For executive courses we will ask for a fuller training needs analysis to be completed.

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

Throughout the course you will be assessed on your classroom performance as well as through regular tests. Each month* in **Element 2** and twice a term on IBC courses, you will sit a formal test and have the opportunity to review this and your classwork with your tutor. You will also have the opportunity to speak to your tutor about your progress at any time through informal meetings. For students studying content modules assessment will take place twice a term through exams or coursework based assessment.

** Tests may be suspended in July and August*

Start date: Most language courses are available to commence on any Monday excluding UK public holidays and over the Christmas period. We do have term start dates four times per year and these dates act as a preferred entry point, when you will join a new class from the start. Students joining at other dates will be placed in a pre-existing group at the most appropriate level. Some courses have fixed start dates and are typically run as closed groups throughout their duration. Please see our Fees Sheet for further information.

Entry requirements: Please note there may be restrictions on language level for those seeking to study in the UK under a student visa. These levels are expressed in terms of the CEFR, which are explained on page 10. MLS may vary its admission policy from time to time. Please contact us for further up-to-date information.

Course duration: For General English language MLS recommends a minimum of 2 weeks study. Please see our Progression Chart on page 10 for details of the expected duration of study recommended to achieve specific language levels. Some courses have fixed durations. Progression from one level of learning to the next is typically expected to take 12 weeks of intensive English (30 lessons).

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

Included in the course, book and enrolment fees

- Use of the Language Laboratory
- Use of the Library
- Use of the MLS Internet Room and WiFi
- All course materials and books
- MLS welcome pack including student handbook and local map
- Academic counselling for further language or university study
- Initial placement test
- Monthly progress test in **Element 2** (possibly not in July and August) and IBC test twice a term
- MLS student identity card. Students are also advised to apply for an international student identity card (ISIC) which is a nationally recognised form of identification
- For executive one-to-one programmes with minimum 20 lessons 1:1 sold at full price only – a BULATS test can be included on request at no additional cost and subject to time availability'
- Access to the MLS Virtual Learning Environment (VLE) for the course duration

Not included in the course fee

All other items including: accommodation, exam fees, transfer to Bournemouth, local travel, local expenses and some activities on the social programme.



ANNA FREDERIKE EINFELDT, GERMANY
IBC, 2015

I'm very thankful that I studied Business English at MLS College. I had a very, very good time with the teachers and the other students. Bournemouth is such a lovely town. The beach is nearby and the sun was always shining. Lovely days. Thank you very much."

All courses are booked under the
MLS standard Terms and Conditions,
amended from time to time and as
available on our website or on request.





Since receiving authorisation to run Cambridge English exams MLS has consistently received the highest ratings in centre inspections (ratings information accurate as of August 2015).

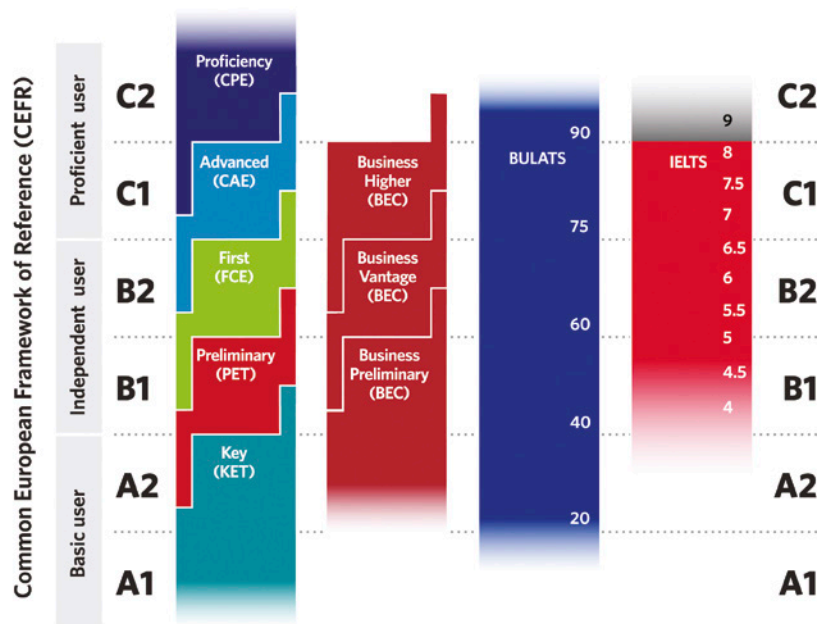
MLS College is a long-established exam centre and is open to both MLS students and to external candidates. All of the exams in the diagram opposite can be taken at the College or we can enrol you at a convenient centre for IELTS.

Whatever course you are studying, there is an internationally recognised external exam you can take to demonstrate your level of English and supplement the end-of-course certificate and report provided by MLS. Studying for an external exam will also ensure that you have a target outcome for your training course, which may have a positive influence on your progress.

The MLS Library has a good range of exam preparation and practice material that will help you to be ready for your exam. There is always an experienced teacher available who will advise you on the best exam to take for your purposes and who will help you with enrolment. You can also use the self-access Internet Room and Language Laboratory for guided exam practice.

Cambridge English

A range of exams to meet different needs



GREGORY LAUAR E SOUZA, BRAZIL
External candidate: Cambridge CAE, 2015

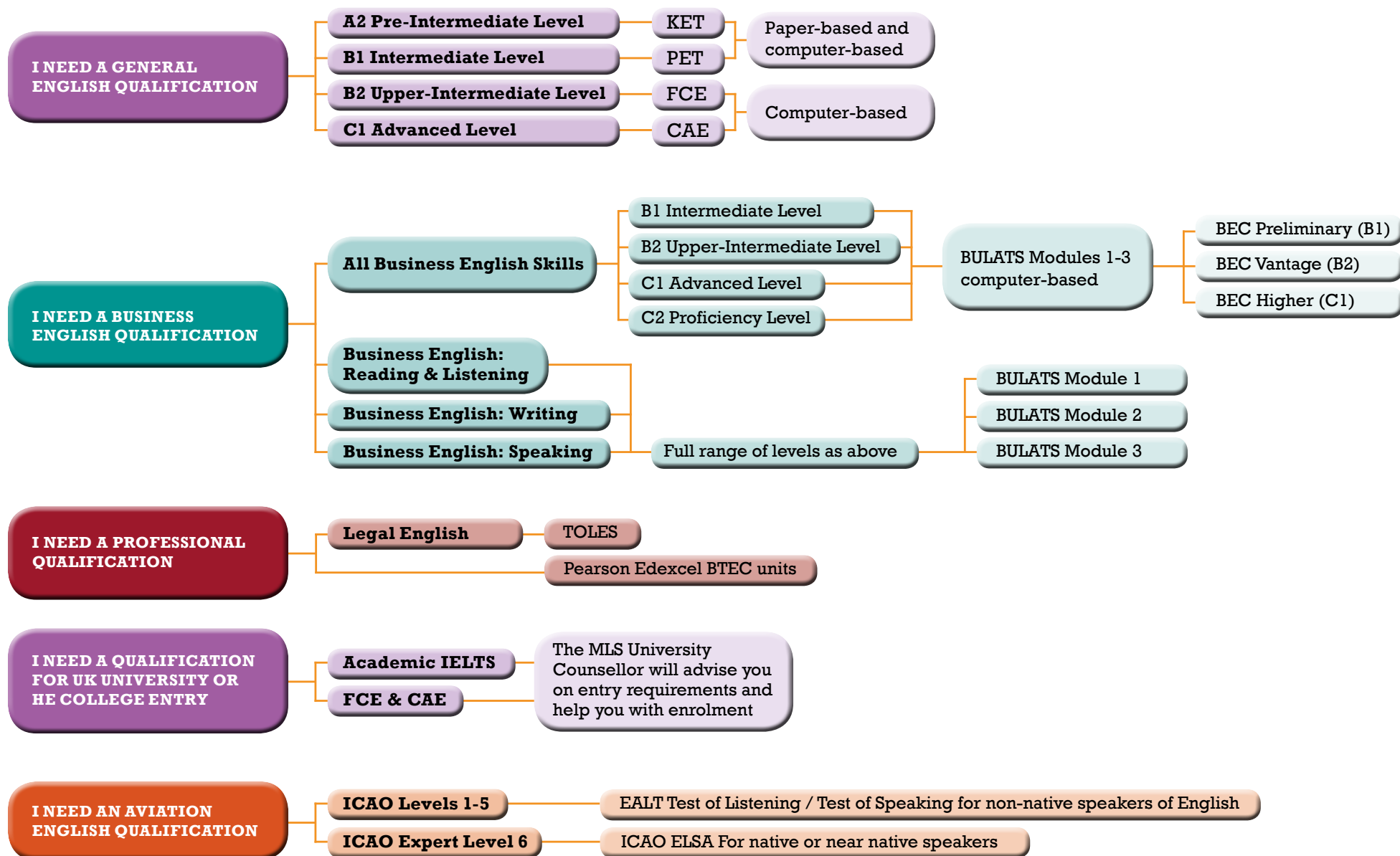
MLS is a reliable institution for those who are interested in taking any Cambridge exam. Their standards exceed the average and the same can be said about their diligence and efficiency. With their help I could excel in my exams, which will most certainly make a difference in my career in Law."

See the MLS website for the up-to-date Exams Application Form for dates: www.mls-college.co.uk/courses/english-language-exams.aspx

Please note: exam sessions are subject to a minimum number of candidates and some advertised dates may not take place. Please check before booking your course.



CHOOSING THE RIGHT EXAM



All exams are subject to minimum numbers

GENERAL ENGLISH AND BUSINESS ENGLISH EXAMS



General English Exams

There are preparation programmes specifically for Cambridge English: First (FCE) **B2** and Cambridge English: Advanced (CAE) **C1** exams at MLS. However, the General English course at **A2** or **B1** levels will help to prepare you for Cambridge English: Key (KET) and Cambridge English: Preliminary (PET) exams, which you can take in the College. Exam practice may be incorporated in the **General English Elements** and additional support can be found in the MLS Library and Language Laboratory. With the introduction of the new Cambridge English Scale there is more flexibility in the award so that a candidate who performs strongly in a PET exam (over 160 points), for example, will receive a **B2** certificate and a weaker score (below 140 points) will result in a certificate at **A2** level.

Business English Exams

The MLS International Business Communications (IBC) courses will assist you in preparing for Cambridge English: Business Certificates (BEC) and BULATS (Business Language Testing Service) and specific exam training may be available as part of a fixed syllabus within the IBC programme. Both of these exams are widely recognised in the workplace.

BULATS

This is a Cambridge English online test, with results expressed in terms of the CEFR (A1-C2) based on your performance. There are three separate modules available. Module 1: Reading & Listening; Module 2: Writing; Module 3: Speaking. Candidates can take 1, 2 or all 3 of these as required to measure their Business English competence and will receive a Test Report Form for each module. The results for Module 1 are available on the same day and for Modules 2 & 3 the results are usually available within a week of taking the test, making this a flexible choice of exam and one that is regularly run in MLS.

BULATS
Business Language Testing Service

Cambridge English: Business Certificates (BEC)

These certificates are available at three levels and in either paper-based or computer-based format at MLS.

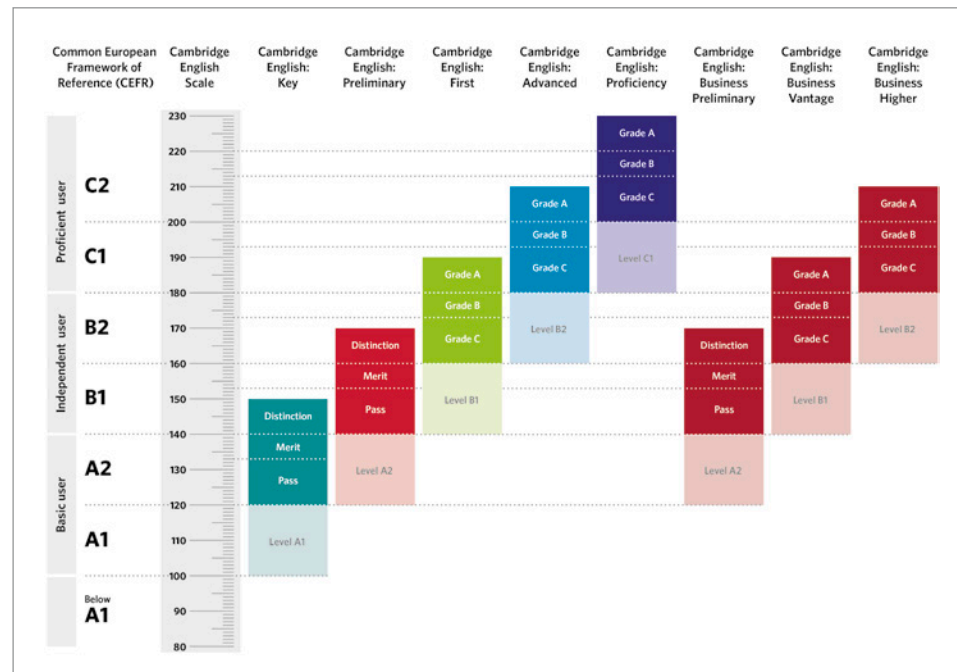
Cambridge English: Business Preliminary (**B1**)

Cambridge English: Business Vantage (**B2**)

Cambridge English: Business Higher (**C1**)



CAMBRIDGE ENGLISH
Language Assessment
Authorised Centre



GROUP PACKAGES

MLS is pleased to provide a specific quotation for your group needs

Typical group options:

TUITION

20 or 30 lessons per week (45 minutes per lesson) selected from MLS Elements.
2 weeks minimum duration. Teaching materials included.

SPORTS ACTIVITIES

Two afternoons per week, organised and run by MLS Activities teacher. Group Leader supervision is required for students under 18 years of age.

GROUP LEADER FREE PLACE

Standard homestay accommodation, organised by MLS.
Half-board Monday – Friday, full-board at weekends.

HALF-DAY EXCURSIONS

Choice of destinations including Swanage, Corfe Castle, Winchester, the New Forest, Salisbury, Southampton. Accompanied by MLS staff member.

EVENING EXCURSIONS

MLS offers evening outings to local places of interest where you can practise your English and socialise.

FULL DAY EXCURSIONS

Saturdays. With internationally mixed groups and accompanied by MLS member of staff. No entry fees included.

ACCOMMODATION

Standard single or twin rooms in local homestays, arranged by MLS. Superior accommodation also available. Half-board Monday – Friday, full-board at weekends. Packed lunches on request.

GROUP AIRPORT TRANSFERS

Return transfers Gatwick or Heathrow > Bournemouth > Gatwick or Heathrow. Includes transfer by coach/minibus on arrival. Taxi transfers on arrival in Bournemouth to homestays. Taxi transfers from homestays to departure point in Bournemouth. Stansted/Luton or other airport also available.



Accommodation

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 students have a good choice of accommodation options:

* breakfast and dinner during the week; breakfast lunch and dinner at the weekends

Code	Accommodation Type	
AC1	Homestay	Single room, half board*, no more than 4 students in the home
AC2	Twin Homestay	Twin bedded room, half board*, no more than 4 students in the home. Twin homestay can only be booked when booking with a partner or friend or as part of a specified group
AC3	Superior Homestay	Single room, half board, private access to a bathroom, use of the internet
AC4	Special Requests	MLS wishes to ensure accommodation meets a student's individual needs as far as possible. MLS cannot guarantee that any special request can be met and you should always confirm specifically on booking, should you have a specific need, in which case MLS will manage requests on a case by case basis.
AC5	Student Residences	See MLS' Separate Student Residence sheet for more information. Please note all residences are non MLS managed / owned and students will be required to agree separate terms direct with the residences.
AC6	Guest Houses / Hotels	Please ask for details of local hotels where MLS may be able to assist in booking and in achieving corporate rates.

MLS Homestays – The best way to learn the language and about the culture of the UK

MLS takes great care in selecting homestay accommodation on behalf of its students. All homestays are different and this reflects the wonderful mix of society in the UK. Houses and rooms come in different shapes and sizes and hosts themselves may be families, singles, couples, young or elderly – the variety is exciting! Homestays may be close to the school or may require a bus journey. It is the experience of living with a host in the UK that we feel is most fundamental and we ask that you work hard at integrating into your homestay. Although there are many differences, we ensure minimum standards and all students booking homestay accommodation should expect to receive the following, in line with British Council requirements:

- Dinner and breakfast from Monday to Friday. Dinner, lunch and breakfast at the weekends. Where the student will be away from the home at weekends – for example on College excursions, the host should offer the student a packed lunch
- Single room accommodation other than where alternative arrangements have been requested by the student
- A clean and comfortable bedroom
- Access to a study desk, either in the bedroom or in the homestay
- Use of bathroom on a reasonable use basis
- A reasonable area for storage, such as a wardrobe
- Bed linen and towels, washed by the homestay on a weekly basis
- To be the only student of your mother tongue resident in the home



Accommodation

Students booking superior accommodation will also receive private access to a bathroom and free in-home WiFi (reasonable use).

Full details of the expected standards of homestays are available on the accreditation UK website: www.britishcouncil.org/education/accreditation

Before you arrive at MLS you will receive a booklet about living with an English homestay to assist you in understanding any cultural differences. At any point during your stay with a homestay, you will be able to see our Accommodation Officer for advice, 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 arranging this. Prices will vary and contractual terms will apply. Please contact the College for further information.

Full information regarding our residence options is available in our separate Student Residence leaflet.

Student Care and Safeguarding

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 your 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 you take out personal travel, medical and course cancellation insurance to cover unexpected events whilst in the United Kingdom.

MLS operates a safeguarding policy for all students and particularly for those under the age of 18 or for those considered as vulnerable adults. Staff at MLS undergo Enhanced Police Checks (DBS) and we aim to maintain a rigorous safeguarding culture. Students under the age of 18 will be required to have pre-authorisation of activities from their parents and any absence from the College will be followed up urgently. Full details of the MLS safeguarding environment are available on application and are summarised on our website.



**ANAIS FLORES
SIERRA,
VENEZUELA**

FCE Exam Preparation, 2015

Despite being in a generally adult environment, I felt good and comfortable during my stay at MLS. The encouragement and appreciation I received from my teachers and the rest of the staff make me endlessly grateful; it will remain forever! My experience in Bournemouth made me grow up as a person. I had the time of my life!"

Age 17 in 2015





MLS Learning Resource Facilities

MLS offers the following facilities:

- A beautiful Victorian campus building with 25 classrooms
- Two IT suites
- A digital Language Laboratory
- Free internet access for students
- Student Lounge with WiFi
- Library
- Interactive whiteboards

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. Additional costs will apply: please see our Fees Sheet.

Please note that Bournemouth has an international airport and many European flights now arrive weekly at Bournemouth.



Activities and Excursions at MLS

After class there are many social activities that students can take part in, which will help you to meet other people in the College. Every week there is a Conversation Club and a sports activity (usually football or volleyball) that is open to everyone. There are also other regular events such as quizzes and workshops and MLS often run afternoon excursions to nearby places of interest such as Christchurch, Poole and The Purbecks. In addition to this, there are student excursions every weekend to the most interesting cities and cultural sites in the UK, such as Bath, Oxford, Stonehenge and London.

The MLS Student Representatives organise further social activities and meetings where everyone is invited to make suggestions and get involved in the MLS community. This means there are always opportunities to socialise and practise your English informally.





What's On in Bournemouth?

This is a thriving seaside town with two universities of growing importance and an international student community. Well-established as a premier holiday resort and high-tech business area, Bournemouth is in the process of major regeneration with outstanding tourist events and facilities. Whatever time of the year you decide to come, there is always something happening in Bournemouth. There are major festivals, such as the Wheels Festival, the Food and Drink Festival, the award-winning Air Festival, and the Arts by the Sea Festival. Throughout the year there are concerts, theatre, cultural and sporting events on offer to complement the beautiful natural surroundings.

The Bournemouth football team 'The Cherries' is currently in the Premier League so exciting, national level sport can be watched locally.

See websites for further information on Bournemouth:

bournemouth.co.uk
bournemouthair.co.uk
bournemouthwheels.co.uk
artsbournemouth.org.uk
afc.b.co.uk

HOW YOUR COURSES HELP OTHERS IN NEED

We thank all our students, past and present who have contributed to MLS' support of the charitable work of "Reaching the Unreached". We continue to commit funds to this wonderful charity and take this opportunity to let you know more about their work.

The work of Reaching the Unreached takes place in villages in a remote area of south India and is designed to support families, children and individuals who need assistance with health, financial, social, housing, employment, water and education matters.

The President of RTU, Brother James writes about how the educational work has developed:

"In the 1970s when RTU began... we did not run our own schools, but we decided to improve what existed in two villages in schools run by the Government, all of which were in very bad condition. Many children did not go to school because they went to work in order to support their impoverished families. We offered to replace their small wages to the families if the children went to school. This was successful and most children attended school. Eventually all the parents decided that they no longer wanted to receive that money.

Twenty five years ago we started to build our own schools and pre-schools... We now have four fairly large schools up to Higher Secondary with excellent auditoriums and a complex of science labs, dance rooms, computer labs and excellent playgrounds – and a very large sports ground. In addition to all this we have three superbly equipped mobile school science labs – each with its own teachers – which travel all over the area going to Government schools which cannot boast of even a test tube."

Taken from The RTU Newsletter



	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.

	FORMAL / NEUTRAL	INFORMAL
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,



BOURNEMOUTH AND AREA



Located in Central Bournemouth

MLS is situated in the heart of Bournemouth town centre and five minutes' walk from the sea with its seven miles of sandy beaches. The College is surrounded by cafes, restaurants and shops and the beautiful Bournemouth Gardens are a couple of minutes away. This means that our students can spend their lunch break and leisure time in the very best part of town.

Bournemouth is about two hours south-west of London and the capital is within easy reach by main line rail or coach. Bournemouth Airport is increasingly well-linked, but Southampton and Heathrow Airports are also convenient.

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 www.instagram.com/mlscollege