



Corporate English

Proposal by
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Director of Operations

Modulo Language School

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About us

We are **more** than a language school

Everything at Modulo is geared to making your experience not only educational but also enjoyable. Our dedicated team of staff and teachers always strive to bring the best for all of our customers.

We are at **convenient** locations

Of course, the most convenient location is right where you are, at your company's location. We'd be happy to send our elite teachers in your offices for training.

Also available for you are our two modern locations at Central World and Central Rama9.

Both language centers offer you free parking and are easily accessible by a direct access to the MRT or BTS. We offer a flexible lesson timetable for both in-school or in-company training 7 days a week, between 8 am and 9 pm. Studying after work at our location is easy, allowing you to get in more work time with less impact on your productivity.



Key features

All levels

We teach effectively to absolute beginners as well as to advanced speakers.

Flexible

Choose when to study to match your company's schedule and maximize efficiency.

Amazing teachers

All our teachers are Native speakers, qualified and experienced.

Great value

With Modulo, you receive the best quality training at a reasonable cost.

Personalized courses

Students can choose to study a course designed especially for their wants and needs.

It works!

Our proven, effective methods will allow you to progress quickly.



The Modulo method

How does it work? It's easy!

Follow these **4** simple steps :

Step 1 : We start with an **assessment** of your skills by one of our instructors (**for free!**)

Step 2 : We then set clear and realistic **objectives** after discussing both your **needs** and **wants**.

Step 3 : Finally, it's time to **learn** with our experienced and qualified native-English **teachers!**

Step 4 : What is the fourth step? We help you **use** the new language in a natural way with realistic **practice** exercises.

Our teaching method focuses primarily on student participation.

We believe that languages should be learnt the natural way, through a lot of speaking time and teacher-student interaction.

Of course, we still teach grammar and vocabulary but we do not spend a lot of time on the theory of the language.

Instead, we make sure that the learners practice using the new language until they are comfortable with it.

We are not training English teachers, but English speakers!



Did you know? Almost 100% of our students say to be “very” or “extremely” satisfied of their classes with Modulo.

We achieve these industry-leading results by combining our proven teaching methods and fun, relaxed classroom environment. Students learn more and participate better when they are feeling comfortable.

Speak English naturally, professionally and confidently!

The Modulo levels



Level name	Description
A1 Starter	<ul style="list-style-type: none"> • Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. • Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. • Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
A2 Elementary	<ul style="list-style-type: none"> • Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). • Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. • Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
B1 Pre-intermediate	<ul style="list-style-type: none"> • Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. • Can deal with most situations likely to arise while travelling in an area where the language is spoken. • Can produce simple connected text on topics that are familiar or of personal interest. • Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.
B2 Intermediate	<ul style="list-style-type: none"> • Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. • Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. • Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
C1 Upper-intermediate	<ul style="list-style-type: none"> • Can understand a wide range of demanding texts, and recognise implicit meaning. • Can express ideas spontaneously without much obvious searching for expressions. • Can use language flexibly and effectively for social, academic and professional purposes. • Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
C2 Advanced	<ul style="list-style-type: none"> • Can understand with ease virtually everything heard or read. • Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. • Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.

Materials - Corporate

Market Leader

The Market Leader series from Pearson-Longman is by far the **world leading** materials for studying business English at the pre-intermediate to advanced levels.



Highlights

The topics have been chosen following research among teachers to establish which are the areas of widest possible interest to the majority of their students. The program provides input in reading, speaking and listening, with guidance for writing tasks, too.

Content

- Every unit contains vocabulary development activities and a rapid review of essential grammar.
- There is a regular focus on key business functions, and each unit ends with a motivating case study to allow students to practise language they have worked on during the unit.
- There are also revision units in the Course Book that revise and consolidate the work in the main units.
- Free online activities for all English levels.



Materials - Business

Business Plus

The Business + Series from Cambridge is a great tool for improving both your company's English and **business skills** while getting a lot of hands-on practice.



Highlights

The topics have been chosen following research among teachers to establish which are the areas of widest possible interest to the majority of their students. The program provides input in reading, speaking and listening, with guidance for writing tasks, too.

Content

Business Plus is a three-level, integrated-skills, business English course, from A1 (Beginner) to B1 (Pre-intermediate) levels. Each level of the Student's Book has 10 units. Designed to be easy and enjoyable to learn, each unit features integrated skills and language practice. Units also include cultural awareness sections that connect learners to their region and beyond. In addition, TOEIC-style practice sections allow students' progress to be measured.



Materials - Skills

Collins English

Workplace English is a new series of skills books which focus on the language you really need to do **business in English** - wherever you are in the world.



Highlights

Make yourself understood in business. This program is the perfect way for business people who spend a lot of time on the phone or in meetings and want to improve their spoken English, getting their message across effectively. The focus is on the key language required to speak English accurately in business.

Content

Conferencing, Presentations and Interviews as well as email writing.

Each unit contains:

- Exercises focused on vocabulary or key structures.
- Grammar tips.
- Key phrases.








Audio CD: dialogues are recorded by native speakers, using real-life situations and key phrases specific to different situations in the business environment.



Market Leader Curriculum

This a sample of what we can teach you. We **personalize** each lesson to our students and their companies according to their levels, positions and sectors of activity.



	DISCUSSION	TEXTS	LANGUAGE WORK	SKILLS	CASE STUDY
UNIT 1 BRANDS  page 6	Talk about your favourite brands	Listening: An interview with a brand manager Reading: Building luxury brands – <i>Financial Times</i>	Words that go with brand, product and market Present simple and present continuous	Taking part in meetings	Hudson Corporation: Decide how a luggage manufacturer can protect its brand Writing: e-mail
UNIT 2 TRAVEL  page 14	Talk about your travel experiences	Listening: An interview with a sales director of a hotel chain Reading: What business travellers want – <i>Financial Times</i>	British and American travel words Talking about the future	Telephoning: making arrangements	Business Travel Services: Retain a travel agent's key client Writing: e-mail
UNIT 3 CHANGE  page 22	Discuss attitudes to change in general and at work	Reading: Mercedes, shining star – <i>Financial Times</i> Listening: An interview	Words for describing change Past simple and present perfect	Managing meetings	Acquiring Asia Entertainment: Solve the problems arising from a recent merger
WORKING ACROSS CULTURE 1 SOCIALISING					
REVISION UNIT A					
UNIT 4 ORGANISATION  page 36	Talk about status in organisations				
UNIT 5 ADVERTISING  page 44	Discuss authentic advertisements	Reading: A new kind of campaign – <i>Financial Times</i> Listening: An interview with a marketing communications executive	Words and expressions for talking about advertising Articles	Starting and structuring a presentation	Alpha Advertising: Develop an advertising campaign Writing: summary
UNIT 6 MONEY  page 52	Do a quiz and discuss attitudes to money	Listening: An interview with an investment director Reading: An inspirational story – <i>Sunday Times</i>	Words and expressions for talking about finance Describing trends	Dealing with figures	Make your pitch: Present a new idea to investors Writing: e-mail
WORKING ACROSS CULTURES 2 INTERNATIONAL MEETINGS					
page 60					
REVISION UNIT B					
page 62					
UNIT 7 CULTURES  page 66	Discuss the importance of cultural awareness in business	Listening: An interview with the manager of a cultural training centre Reading: Culture shock – <i>Finance Week</i>	Idioms for talking about business relationships Advice, obligation and necessity	Social English	Business culture briefing: Prepare a talk on business culture Writing: report

Market Leader is a great course for people that are part of (or want to join) the upper management team, as well as MBA students. On top of high level English and vocabulary, it offers a great overview of the business world with concrete, real-world examples.

Business+ Sample

This a sample of what we can teach you. We **personalize** each lesson to our students and their companies according to their levels, positions and sectors of activity.

Welcome to our company

Unit 1

1

Business situation

A visitor



Business Plus is a new business English program designed specifically for Asia. It is the perfect companion for learners of the beginner to intermediate levels. It covers all language skills with a focus on the asian business environments. Perfect for ASEAN!

A 1. Dav...
office in...
for Ly, or...

1. Welco...
2. It's gre...
3. Pleased to meet you.
4. Our office is on the third floor.
5. Please, have a seat.
6. How do you take your tea?

the restroom is?
9. I'll be right back.
10. What's the plan for the day?

B Work with a partner. Student A is at work. Student B is a visitor.

Student A	Student B
Greet the visitor. You have met before.	Greet A. You have met before.
Offer B a seat.	Thank A. Say something about the office.
Offer B tea or coffee. How does he or she take it?	Tell A tea or coffee and how you take it. Ask about the plan for the day.
Tell B about the plan for the day (meet colleagues – have meeting – lunch).	Tell A what you think of the plan. Ask the way to the restroom.
Tell B the way to the restroom.	Thank A.

• sales conference • enormous
• work on sth. • project • to share

I can welcome a visitor in a business situation.

Unit 1 1

Sample Proposal

This is a sample of a proposal. **Ask for yours today!** In the current context of a global market and the AEC, it is a perfect time for your business to reach new horizons.



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Phone: (02) 252 7282, (09) 2707 2323
contact@modulolearning.com

Quotation No: 2015-39

Company : **Business Partner Co, Ltd.**
111, Rama 9 Rd., Huai-Khwang, Huai-Khwang,
Bangkok 10300 Thailand
Phone: +66 (0) 2123-4567

Contact person : Khun Fah (0812345678)

Language : English for Beginners - Group of 3 students

Objectives : **To be able to communicate effectively in the workplace using both written and spoken English. Focus on sales and customer service.**

Schedule : Monday, Wednesday and Friday, 1pm to 4pm.

Place to study : Business Partner Co, Ltd.

Details of Pricing

Package 1 : 20 visits x 3 lessons	Amount in Baht
Tuition Fee :	66,000
Traveling cost :	9,000
Material : Business+ 1	1,500
Total : // 10% discount - daytime promotion	76,500 Baht // 68,850 Baht

Package 1 : 15 visits x 4 lessons	Amount in Baht
Tuition Fee :	66,000
Traveling cost :	6,750
Material : Business+ 1	1,500
Total : // 10% discount - daytime promotion	74,250 Baht // 66,825 Baht

--Sent via e-mail--
Modulo Language School

Business Partner Co, Ltd.

We offer extremely competitive rates for our language lessons while maintaining the highest standards of teaching quality.

Our team

Here are some of our **elite instructors**. We've only highlighted some of their qualifications. Allow us to introduce them to you. They all share a proven track record of successfully improving the English communication in all kinds of companies.



Julian, Canadian

- Graduated in Economics and Finance
- Financial advisor and corporate trainer in Canada
- 7 years of experience as a corporate trainer
- TEFL certified
- Experience in management



Mike, American

- Master of Education
- Financial advisor and corporate trainer in Canada
- Over 10 years of teaching experience in Thailand
- TEFL certified
- Academic management specialist



Rob, American

- Graduated in Communications
- Many years of corporate training in Bangkok
- Worked for 7 years as a journalist in America
- Business skills expert



Brian, American

- More than 10 years of experience in sales and customer service
- CELTA from the University of Cambridge
- TEFL certified
- Sales specialist



Edward, British

- TESOL certified
- Has studied in the US, Australia and Thailand
- Expert in interpersonal communication
- Specialist of English for IT



Robbie, Irish

- Graduated in International business
- TEFL certified
- Experience in the international hospitality industry

Sample documents

We offer **great solutions** to our language training clients that allow them to know exactly what progress has been made by our students.




We provide a free detailed report for each student before and after the course so that you can clearly see the progress made as well as class attendance.

Student's report

Student: Ms. Orawan Keeratipranon	Teacher: Robert Murphy
Level: B2+ Upper-intermediate	Date: September 16, 2014
Lessons studied: 60 lessons	Attendance: 98.7%

Language skills: Listening and Speaking with a focus on grammar. Topics covering general, workplace and business situations.

Grammar and Vocabulary Test	Result
B2+ / C1	95%

Speaking: C1+  Listening: C1 
 Reading: B2  Accuracy: B2+ 

Overall level: C1 - Advanced

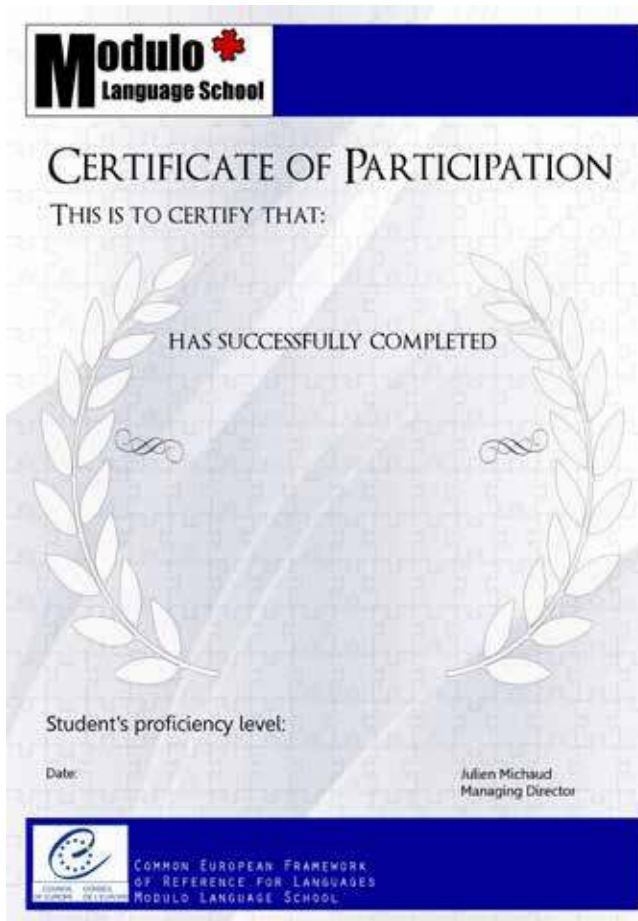
Comments: The student speaks with near perfect fluency. She has excellent accuracy, helped by her great command of English grammar. She usually uses proper structures, but she could benefit from practicing more complex ones. Her wide vocabulary range covers most situations and topics with ease. Pronunciation and enunciation are very clear.

Objectives: We recommend that she keeps improving her vocabulary with high-level words and expressions. Also, she could naturalize her speech by practicing different social situations, so as to improve her cultural understanding of the language. Lastly, writing practice on an academic level would allow her to master the most complex structures and grammar points of the English language.

Teacher's signature

Julien Michaud, General Manager
 for Robert Murphy, English Instructor

We also offer certificates of completion at no extra cost, officially registered with the Ministry of Education of Thailand.



Some recent clients

We teach English, Chinese and French to both Thai and international businesses of all sizes.

Join the ranks of the companies we have helped achieve their language training goals **by calling us today!**

