



PRO-ED

Professional Education Consulting Co., Ltd.

...World Class English

THE TOEIC COURSE!



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I. Our School

As you know, the English language is the international standard for communication, it is essential for everyone to have the necessary English skills to have better opportunities in their careers, business and to be successful in life. **Pro-Ed** recognizes this importance. Therefore, we offer professional education, provided by well qualified teachers from enrolment to completion. With full student evaluation throughout the course and materials and instructors dedicated to your needs.

With many years experience accumulated in corporate training using the latest materials and equipment available, **Pro-Ed** ensures that all learners have the best opportunity to realize and achieve their own English speaking potential. With full corporate facilities, committed staff and trainers we are ready to design a course for your direct requirements.



2. Mission Statement

Pro-Ed strives to achieve the highest standard in corporate training throughout Bangkok and outer regions. Thailand is becoming an evermore international country; therefore the need for English is growing rapidly. We aim to address this need by supplying well qualified, professional, friendly and responsible teachers directly to your company.

3. Corporate Training

To assist our clients and their ever demanding schedules, **Pro-Ed** offers the option of studying on site. Our corporate training serves the needs of any organization with tailor-made courses specially designed to increase their capabilities in language proficiency. By focusing on extensive practice relating the language being studied to real business experiences, our corporate training will enable learners to communicate effectively in real life situations.

4. Training Objectives

At **Pro-Ed** we are aware of the company's and the student's own direct requirements. We aim to address all of these necessities through an interactive learning schedule that will focus on the company's targets whilst delivering the language or skills needed to achieve effective communication.

Company's Targets

- 🌐 Tackling Problems
- 🌐 Telephoning
- 🌐 Making Arrangements
- 🌐 Client hospitality
- 🌐 Successful Meetings
- 🌐 Presentations
- 🌐 Negotiating
- 🌐 Cultural Awareness
- 🌐 Etc...

Student's Needs

- 🌐 Comprehension
- 🌐 Correct Structure
- 🌐 Practice
- 🌐 Pronunciation
- 🌐 Self-assurance
- 🌐 Required Vocabulary
- 🌐 Listening Ability
- 🌐 Written Clarity
- 🌐 Etc...

All companies and student's vary in their requirements from a successful English course. However, there are some general targets that apply to all; increased practical ability, awareness, usage and an overall confidence in language proficiency; these are obviously targets for everyone. The simple truth is that if you gain so do we!



5. An Effective Classroom

There are many things that build a successful classroom. 1. Ensuring that all students are of a suitable level of ability to study together. At **Pro-Ed** all students are assessed accurately to guarantee that students can communicate with the language delivered during the course. Each assessment is compiled of a written and oral placement test. The grade from this test also determines an accurate starting point for further evaluation and realizing effective goals for the future. 2. Another significant element of the learning process is the spirit or atmosphere of the class; whether it's a one-to-one class or a large group, the tempo must be positive, up-beat, inspiring and happy!

6. Class Sizes

All class sizes are available from private (one-to-one) courses offering direct training to tackle complex issues or to gain rapid advancement for a future work commitment, i.e. an overseas seminar; to medium sizes classes (10-20), very effective for general training, with plenty of interaction to stimulate students and create a positive approach towards English; to large groups (30-100) for a conference weekend which is typically focused upon team building with the use of English. This option is extremely beneficial for larger companies where departments rarely interact on a personal basis.

7. Courses

At **Pro-Ed** we focus on all corporate language, with tailored courses to meet your specific requirements. To offer you an idea of a few of the courses available:

- 🌐 Retail – Customer Relations
- 🌐 General Business (Tailored)
- 🌐 Technical (Engineering, etc...)
- 🌐 Hotel and Tourism
- 🌐 Restaurant / Catering
- 🌐 Nursing / Medical
- 🌐 Service Industries
- 🌐 Import / Export
- 🌐 Every Day English (Tailored)
- 🌐 Email and Written Correspondence

These courses can be tailored to meet the overall requirements and can cover all skills – speaking, listening, writing, reading, as well as concentrate on pronunciation, vocabulary, usage and grammar. After placement tests and interviews with potential participants the course can be detailed and appropriate materials agreed upon.

Levels: Starter – Advanced

Structure: Typically 40 - 80 hour courses



8. Course procedure

Pre-course

Initial needs analysis
Pre-test
Arrange classes
Design material
Enroll students
(1st Class / Ice – breakers)

Course duration

Preliminary classroom evaluation
10 Hour class report
(Guarantee class effectiveness)
Mid-course test
(Check student's retention)
Final test & reports
(Check students overall progress)
Conduct class survey

Post-course

Submit final reports
(Issue certificates and appraisals)

Discuss future development



9. Your Course!

Overview of Preparation Course for the TOEIC test

Course Outline 60 hours

The Test of English for International Communication (TOEIC) was first developed in 1979 by ETS to assess the English language skills of people working in multinational companies, schools and government organizations around the world.

Since English is one of the most commonly used languages for international commerce, employers have seen the need to have a standard measure of the language skills of their employees. The new TOEIC test has evolved to take into account current theories of language proficiency and to reflect the needs of today's test users. It includes a variety of tasks and requirements as detailed below.

There are five sections in the course; together they cover the main topic areas usually found in the TOEIC test and develop all the skills necessary to achieve your goal:

Offices and Personnel

Identifying a situation

Using preposition correctly

Adjectives & adverbs

Describing a process

Expressing emotions

Time and dates

Responsibilities

Prefixes & suffixes

Verb Tenses

Nouns, pronouns & synonyms

General Business & Finance

Business/office vocabulary

Conditionals and suggestions

How; ability and performance

Facts, opinions and obligation

Parts of speech

Reading in context

Subjects and determiners

Sequence markers

Cause and effect

Housing and Property

Physical relationships between people and property

Relevant answers

Recommendations & suggestions

Problems & solutions

Writing to your target audience

Times & events



Travel

Extracting details from a picture
Indications of time
Guessing topics
Using question words to obtain the topic
The right word for the right place
Passive and active
Signs and restrictions

Technical Areas

Homophones and homonyms
Thoughts and reasons
Prepositional phrases
Specific occupations
Skimming text
Conditionals

These chapters will help students to develop the skills, strategies, and vocabulary that are necessary to do well in the test.

Practice Tests

There are three practice tests during the TOEIC test preparation course, including listening, reading and writing. Each test contains 200 items and provides complete practice of the actual test.

TEST 1; provides a starting point for the course and allows the students to have clear idea of improvement.

TEST 2; will encourage the students after seeing their progress from the start and offer further direction for the future.

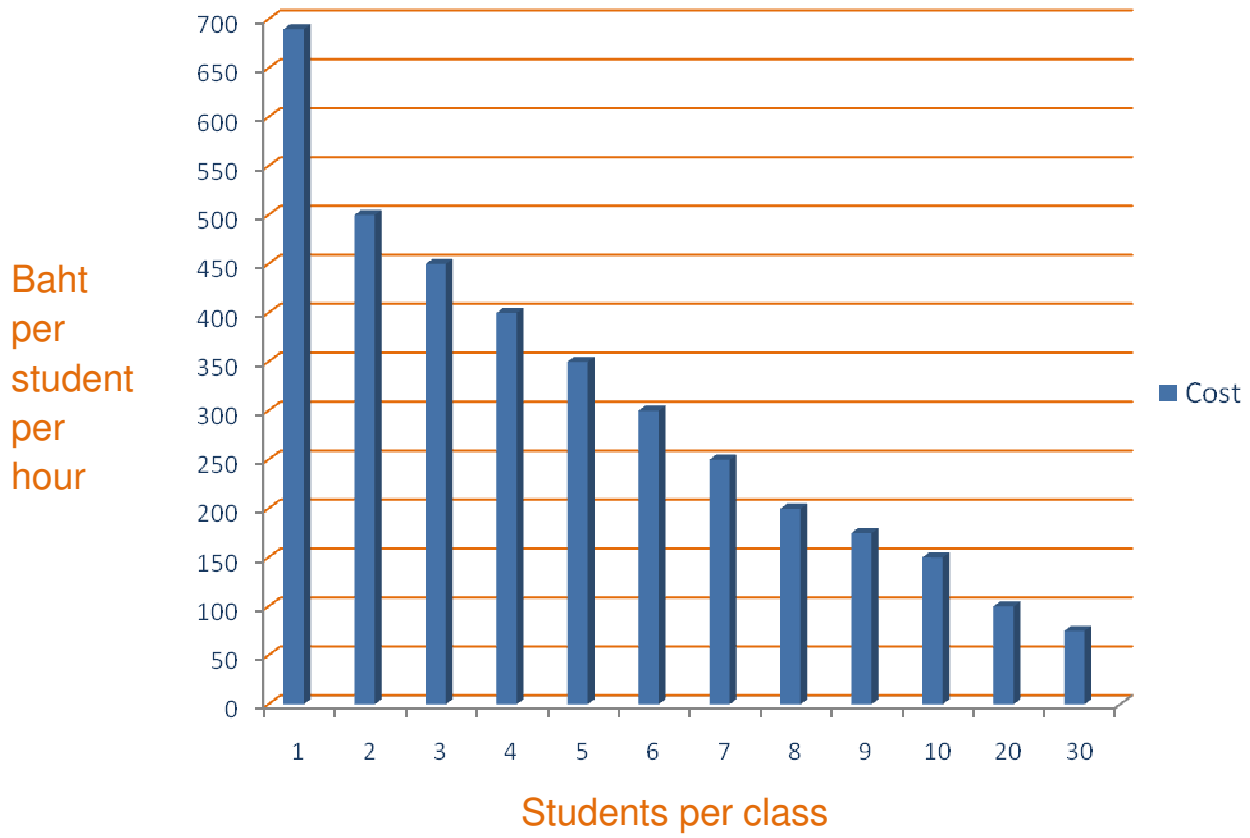
TEST 3; the final test gives a true reading of the students ability at the end of the course and an accurate assessment of the score the students can expect in a real TOEIC test.

The TOEIC Test

The actual TOEIC test takes two hours and tests both listening and reading skills through a range of authentic tasks. These tasks are designed to reflect the kinds of situations students may encounter in the global business world.



IO. Cost Analysis



II. Summary of Details:

Course:	Your Course! TOEIC Preparation Course
Level & Schedule:	To be discussed
Start dates:	To be discussed
Duration:	60 hours per course
Tuition fee:	999฿ per hour (maximum 10 students)
Total tuition fee:	59,940฿
Material fee:	To be discussed
Total payment due:	59,940฿ (not including transport & materials)
Transportation fee:	To be discussed
Payment terms:	To be discussed
Payee:	Professional Education Consulting Co.,Ltd.

For further information or to organize a free consultation, please contact:



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