

FLYING TEACHERS

Expatriates



Flying Teaching® at your workplace, at
our training centre or wherever you wish.



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Who are we?

Client needs at the forefront

You need to learn a new language or improve your existing knowledge for your stay abroad, an up-coming business trip or a presentation. Our tailor-made courses take place at the location of your choice and are specially designed to fit your needs and schedule. As a result, your valuable time can be dedicated to the learning process. We offer the highest level of professionalism at a fair price, since you pay only for the lessons, not for the infrastructure.

Who are the Flying Teachers®?

Flying Teachers® developed from the former Swiss Bank Corporation training department along with other language professionals. We offer our existing and new clients excellent language courses and the innovative Flying Teachers® programme for both private students and groups.

All of our teachers are college and university graduates who have completed additional teacher training and who are experienced teachers of adults. Our long-standing work in banks, insurance companies and various schools (high schools, commercial and technical colleges, hotel management schools etc.) has developed us into highly qualified, flexible professionals who can efficiently assess and satisfy clients' language requirements.

What are Flying Teachers® courses?

Our programme is especially suitable for people with a heavy workload and who need highly flexible teachers. For example, you could book 25 lessons over half a year (one lesson per week). You would then discuss the time of the lesson and the learning material with your teacher. Alternatively, you require coaching for an up-coming presentation and so you would book only a few lessons.

We "fly" to your office at a time that is convenient to your time schedule. In individual or group classes we will quickly and efficiently help you to develop the language skills necessary to achieve your professional goals. We offer both general and specific language training and preparation courses for all the important language certificates.



Language Tuition with Flying Teachers®

Tailor-made classes

We offer courses that are tailor-made to the needs of our clients. We conduct an extensive Needs Analysis that establishes the goals and requirements of our clients and using this information we develop an individual course concept. We only offer courses that meet the varying needs of our clients.

Bankers, consultants or researchers, for example, have different requirements than their wives who need to settle in to a new environment.

Choose your course location

Our teachers travel to the location of your choice for your lesson. This means that you save not only the travelling time, but also the associated costs so that you are able to optimise your time management.

Quality Management

The quality of our courses is guaranteed by our highly qualified teachers, who are university graduates, with additional training in the teaching of foreign languages, and who all have many years' experience. In addition, our Quality Manager continually requests client feedback and our Head Teachers regularly observe classes. Students' progress is monitored by use of regular reports and progress tests.

In recognition of the high quality of our teaching and administration, Flying Teachers® was awarded **EduQua** and **ISO** certificates in 2008. We are, therefore, one of the few schools in Switzerland to be awarded this certificate. In addition we are a CELTA training centre.



International comparison of language levels

As a result of the continuing globalisation and the increasing number of people who, either through choice or necessity, leave their homeland for another country, there is a need for people to learn a foreign language. As a consequence, the European authorities, in co-operation with many internationally active language institutions, developed a **language portfolio**. This defines and allows the measurement of the linguistic and communicative ability of the learner and comparison with internationally recognised examinations. **TELC (The European Language Certificates)** clearly defines what skills should be mastered and at which level. Based on this, the **European Language Passport** was developed. This accompanies the language learner throughout his life and offers employers the possibility to quickly assess the language level of a potential employee.

TELC Classes and exams

In addition to the individual needs of the learner, a large part of Flying Teachers® tuition is orientated to **TELC**. Flying Teachers® has been a licensed WBT (Weiterbildungs-Testsysteme) test centre for TELC tests in German since 2001. In addition, we prepare our students for these tests (equivalent to the Deutsch-Mittelstufenprüfung, Kleines und Grosses Goethe-Diplom).

German Tuition

1. Determination of the needs and goals (possibly a TELC Certificate)
2. Development of a suitable course programme.
3. Language course with a qualified teacher.
4. Ongoing quality control and reporting.



Expatriates

Flying Teachers® has developed a comprehensive plan for expatriates that focuses on the two major challenges facing a newcomer to Switzerland.

Language

We offer a full range of language courses from the complete beginner to the student who wants to take exams. In addition to German, we also offer courses in Schwiizertüütsch, the Swiss-German dialect. All courses can be taken privately or in a small group and are also available as intensive courses.

Culture

As a result of globalisation, many business people along with their families regularly come to live in and work Switzerland for varying periods of time. Business working methods are also becoming more and more international. On the one hand inter-cultural teams are working together here in Switzerland and on the other, projects are more readily being carried out multi-nationally; i.e. researched in Japan, produced in Greece and marketed from Switzerland. It is with such situations in mind that we have produced the training programme, Fit for Switzerland.

Flexibility

The main benefit of our programme is its flexibility. Participants can choose from a wide range of **German** courses and combine this with our **Cross-Cultural** programme which can be adapted to meet the needs of the professional or their family.



Language Courses

Overview

The Council of Europe uses the classifications A1–C2 to describe language levels.

A1 (Basic Level 1)

Elementary control of the language, building short sentences and understanding of simple structures.

A2 (Basic Level 2)

Hold simple conversations, understanding of grammatical structures and a good passive understanding of the language

B1 (Independent User 1)

Active language control in every day situations, formulation of personal letters, very good passive understanding of the language.

B2 (Independent User 2)

Fluent communication, understanding of news reports and newspaper articles, formulation of business letters.

C1 (Proficient User 1)

Use correct spoken and written forms even in complex situations. Understanding of complex texts.

C2 (Proficient User 2)

Use idiomatic language with almost the language level of a native speaker.



Course Descriptions

Survival communication skills

Target Group

People with no knowledge of German

Course content

Intensive communication training with the following focus: Introducing yourself; greetings; simple conversations with friends or colleagues; conducting simple telephone calls; shopping; eating in restaurants; buying train, bus or tram tickets; booking a taxi etc.

Level

A1–A2

Intensive language course

Target group

Would you like to learn German as quickly as possible? This course is suitable for people who would like to use innovative methods to meet their language learning needs.

Course content

Communication is the central point of this course. You will work intensively with the language necessary for both your private and professional life. 3–5 lessons /day are recommended.

Level

A1–B1

Social German

Target group

This course is suitable for all people who would like to learn German in a relaxed atmosphere in order to develop more confidence in every day communication and to express themselves more clearly.

Course content

The course consists of informal conversation in small groups and focuses on the ability to use the language you learn in a relaxed atmosphere.

Level

A2–B2

German for Beginners

Target group

This course is suitable for people with little or no previous knowledge of German. The basic points of the language will be systematically introduced.

Course content

Learning basic vocabulary as well as the most important grammatical structures. You will learn to understand simple texts and be able to conduct simple conversations both at work and in your free time.

Level

A1–A2



Refresher Course

Target Group

Would you like to improve all aspects of German and expand your vocabulary? This course is suitable for people with some previous knowledge of German.

Course Content

You will expand your vocabulary and consolidate and develop your grammar knowledge. All language skills: speaking, writing, listening and reading will be practiced. After this course you will feel more confident in your ability to communicate in German in your business and daily life.

Level

B1

Total Immersion

Target Group

This course is suitable for people who need to improve their German within a short time.

Course content

The Total Immersion course allows you to become more familiar with “natural” situations in German. Conversation is the main focus as well as the flexible application of the language in relevant contexts.

Level

all levels

Schwiizertüütsch

Target Group

This course is suitable for people who already speak German well or who have problems in understanding or speaking Schwiizertüütsch.

Course content

Using daily life as a focus, you will learn to speak and understand the Schwiizertüütsch dialect in various situations. You will become more confident with the vocabulary, grammar and pronunciation of the language and start to speak the language yourself.

Level

B1–C1

Improve your grammar

Target group

This course is suitable for people who already speak good German but still feel uncertain about some grammatical points.

Course content

The most important elements of German grammar will be revised and practised.

Level

A2–B2



Certificate courses

Grundbaustein Deutsch (GB)

Target group

This course is suitable for those people wishing to prepare for this exam.

Course Content

This course will develop your basic German knowledge and focus on examination tasks. Communication is central to the course, with grammar playing a secondary role. Grundbaustein is an excellent basis for the first officially recognised exam (Zertifikat Deutsch).

Level

A2

Zertifikat Deutsch (ZD)

Target group

This course is suitable for people who have already attended an intensive German course (eg. Grundbaustein) or who have the correct language level to prepare for this exam.

Course content

This course is specifically focused on preparation for the exam. You will become familiar with all elements of the exam (reading, listening, speaking writing and grammar). You should already have a good understanding of grammar and vocabulary as well as communication skills.

Level

B1

Zertifikat Deutsch für den Beruf (ZDfB)

Target group

This course is designed for people who would like to improve their communicative ability in the professional environment and who would like to prepare for an internationally recognised business examination. A good general level of German is a pre-requisite.

Course content

This certificate indicates that you have control of the majority of grammatical structures and spelling rules and possess a wide business vocabulary. You are able to understand business texts, spoken business language and comments on graphs and statistics. You are also able to express yourself clearly in business letters and can speak accurately about your career to date and in the future.

Level

B2



Special courses

3 Months German Intensive

Target Group

This course is suitable for complete beginners and those with only a little knowledge of German. In this intensive course you will learn and use the basic elements of the language in a communicative manner. This course is ideal if you are a professional with limited time availability who needs to achieve maximum results in a short time.

Course Content

Month 1 Thanks to the communicative instruction you will soon be able to express yourself in simple sentences, to understand others and to communicate in both spoken and written form.

Month 2 Particular focus will be given to vocabulary and this, in combination with the basic structures, will lead to more independent communication.

Month 3 The content of the third phase of the course will be based on your progress in their first two months and will consolidate and supplement your performance.

Level

A1

Lessons

4x90 minute lessons/week

3 Months German Super Intensive 1

Target Course

This course is an introduction to the German language for those with no previous knowledge. There will be emphasis on spoken language and the need for students to communicate in their daily lives. In three months the basic skills of the language will be introduced (speaking, listening, reading, writing and grammar). The communicative teaching will enable you to make significant progress within a relatively short time and is based on 4 lessons per day.

Course content

Month 1 In the first month you will learn to introduce yourself, speak about yourself, find out information about others, talk about your work and free time, make appointments, and make apologies etc. In addition, you will acquire the necessary vocabulary to communicate simple information.

Month 2 The topics from the first month will be developed and various grammatical points practised.

Month 3 The course concludes with covering all the basic elements of the language. At the end of the course you will be able to express yourself clearly in simple sentences.

Level

A1–A2

Lessons

20 lessons/week 08.30–11.30



3 Months German Super Intensive 2

Target Group

This course continues on from the first Super Intensive course and is suitable for any learner at A2/B1 level. You would like to have a better understanding of the language and develop a wider range of colloquial and business language. In the three months you will practise speaking German in realistic situations. After this intensive course you will possess the basic knowledge for a certificate course.

Course content

Month 1 In the first month you will consolidate and expand your existing knowledge. You will learn simple and more complex sentence structures and practise and become more confident with various possibilities of expressing yourself.

Month 2 You will learn to formulate their own opinions, analyse reports and formulate objections. Written and spoken reports will be examined in depth in order to build a better understanding of spoken German.

Month 3 You will improve and expand your vocabulary and knowledge of grammatical structures. You will be able to make spoken and written reports about things you have heard or read and be able to give information, to agree or disagree. You are now in a position to register for a certificate course.

Level

A2/B1

Lessons

20 lessons/week 08.30–11.30



Cross-cultural communication

Fit for Switzerland

Target Group

Anyone doing business in Switzerland and their families.

Training Goals

The aim of the training is to provide a tangible knowledge of the Swiss and their business and social cultures to foreign business people doing business within Switzerland.

Easy practical support so that they can master their working and everyday lives in Switzerland faster, more effectively and with greater confidence.

Course planning

The course content will be planned with the help of a questionnaire.

Course content

Students can select topics from the following:

1. Swiss topography, history, social structure, politics, education system.
2. Swiss company culture and daily business, a typical working day, hierarchy, leadership styles, leadership styles, teamwork; functions, relationship building, formal/informal styles and customs.
3. Mentality, everyday life in Switzerland, conflict areas.
4. Hard facts: industrial law, health insurance and dealing with institutions. Organisation of kindergarten, school and further education.



Organization

Duration of courses

After testing your language knowledge and setting your goals, you define the duration of the course together with your teacher.

Timetable

The timing of the lessons depends on your schedule. Your work load will be taken into consideration wherever possible.

Location

Generally, the lessons will be given at your work place.

Registration

Flying Teachers® Zürich, Tel. 044 350 33 44
office@flyingteachers.com

Flying Teachers® Bern, Tel. 031 311 55 13
office.bern@flyingteachers.com

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office.hungary@flyingteachers.com

Office hours: Monday – Friday 8.00–18.00
www.flyingteachers.com

Course confirmation

Whichever way you register, you will receive a written confirmation, which is legally binding.

(Policy for) course absences

We are unable to provide refunds of fees for portions of courses missed or not attended. If an absence is caused by exceptional, unforeseen circumstances, a written application for a refund may be submitted for consideration by the management. Pending a favourable decision, a voucher will be issued (we deduct CHF 100.00 for administrative costs) for attendance of an alternative course. Vouchers expire at the end of the year in which they are issued.

Cancellation

Cancellations must be made through the Flying Teachers® Office 24 hours before the lesson. For later cancellations, the full lesson price will be charged.

Workshops and Total Immersion Courses must be cancelled at least 5 days before the starting date, otherwise the full costs will be charged.



Course extension

Course extensions can be arranged through the Flying Teachers® Office.

Payment

The invoice will be made out for 10, 20 or more lessons as required. The signing on fees are included in this price.

Conditions of payment: net, 10 days from date of invoice.

General conditions

are published on our internet site.

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