

FLYING TEACHERS®

Flying Teaching®

Language learning in your company.



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



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Do you want to learn a new language or prepare yourself for a period abroad or a speech?

We “fly” to you and offer optimised language tuition at your chosen location. Course content, number of lessons, time and method are agreed with you and tailored to your needs.



This is Flying Teachers®

Facts and Figures

Founded: 1997

No. of teachers: > 520

No. of staff: 46

Main office: Zürich

Branches: Berne, Hamburg,
Heidelberg (D), Orosháza (H),
Mallorca (SP)

Legal form: GmbH

Flying Teachers® “flies” to you. We teach individuals and groups at home, at work, en route, in our school rooms, or wherever our clients wish to be taught.

Flying Teachers® offers tailored language tuition, tuition support for schoolchildren and also formal education and further training for teachers.

Flying Teachers® is expert in planning and carrying out company training programmes.

Flying Teachers® prepares solutions for each client based on the best match principle.

Flying Teachers® provides activity-based, subject-centred and integrated learning.

Flying Teachers® is dynamic. New ideas are immediately put into practice, free of red tape and tailored towards specific goals.

Flying Teachers® employs over 450 teachers, each possessing a university degree and/or an internationally recognised language teaching diploma, further education in methodology and didactics and experience teaching adults.

Flying Teachers® has its own dedicated quality management department.

Flying Teachers® GmbH is eduQwa-certified (since 2002), and obtained ISO-29990:2010 certification in 2008. Further certifications and quality labels include: CELTA, SVEB-Further Education Centre, EUROLTA, TELC- and Cambridge-Examination Centre, Centre CCIIP, LCCL, TOEFL-IBT Centre, Language Skills Examiner for Hotel, Catering and Tourism.



Our offer

Flying Teaching® in your company, at our training centres or wherever you wish

We “fly” to you. We teach you at your workplace, en route to your next destination, in our centrally located schools or wherever else you wish us to be.

Core competence

Our core competence is the high level of customer orientation and efficiency. We support you with the planning and putting into practice of internal further education concepts. Our offers range from fully tailored individual courses through to complete multi-language solutions for your whole company.

Target group

Our offer is directed towards people who, due to their professional commitments, require a high level of flexibility from their teachers. In individual or group lessons, we provide you with the opportunity to gain the knowledge you need to develop further in your professional field. We offer both general language courses and specific courses tailored to individual, professional and personal requirements.

We also take care of the needs of people wishing to learn a new language from scratch, or needing to polish up their language skills before going to study the language abroad, or with specific needs such as having to give a presentation or going on a business trip abroad. To achieve your aims, we offer you language training tailored to these specific needs: for example presentation training, refining negotiating skills, simulating a job interview or even preparing an important public speech.



Teaching in your professional field

Flying Teachers® offers teaching in all languages in various professional fields. Tuition is carried out by teachers with experience in the relevant area.

- Human Resources
- Finance
- Insurance
- Technology
- IT
- Medicine
- Nursing
- Dental hygiene
- Hotel, Tourism, Hospitality
- Retail
- Railways
- Border customs
- Call centres

Expatriates

Flying Teachers® has created a special programme for expatriates, which concentrates on the two demands of language and culture that expatriates are confronted with.

The target groups for these courses are managers and specialists from abroad, along with their families, who

- are working and living for an extended period outside their home country
- are working in international teams either within their company or in joint ventures
- are often abroad for business reasons

The course structure contains not only language and methods of communication, but also core elements on the following four themes:

- History, social structure, politics, educational system
- Corporate culture and daily business life, hierarchy, leadership styles, teamwork, functions, network maintenance, formal and informal interaction with clients
- Mentality, day-to-day life, language and dialect, regional differences
- Employment law, health insurance, dealing with institutions, organising kindergarten, crèche, school and further education



Our concept

Flying Teachers® bases its courses on the following results of educational psychology.

We remember:

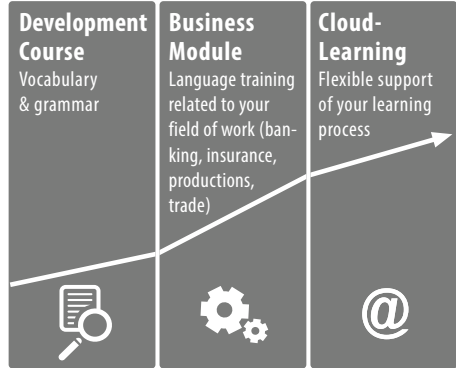
- 10% of what we read
- 20% of what we hear
- 30% of what we see
- 50% of what we hear and see
- 70% of what we say
- 90% of what we do

Skills-based teaching

Flying Teachers® places especially high value on skills-linked and theme-based teaching. In concrete terms, we attempt to make the material being taught as close to real-life situations as possible (negotiations, presentations, meetings, client care, telephone service etc.). The practice of real-life situations has proven to significantly accelerate the process of language learning.

Integrated Learning

The Flying Teachers® integrated learning concept is based on balancing the three elements of language development, client specific modules and e-learning according to the clients' specific needs. This meets the requirements of today's learning needs in terms of increasing the availability of the course content while integrating it into the familiar teaching environment. The learner can thus combine content and method, and use the new knowledge at all times.



Development course · The course contains a standard element to build up knowledge, in which the fundamental linguistic competences contained in broad language development are transmitted.

Business module · The standard course can be complemented with modules relating to the specific branch of business that the students work in. This can include vocabulary for banks or insurance companies, trade or production, social skills, presentation techniques and the language of negotiation.

Cloud-Learning · The e-learning element improves the availability of learning for the time-pressed professionals of today's business world. Material includes online exercises, ad-hoc requirements (glossaries etc.) or flexible contact with the course teacher.



Our teachers

Best match principle

The ability to apply new knowledge in practice is the key to success in language teaching. Based on the specific needs of each client, Flying Teachers® develops a solution based on the best-match principle. After clarifying the client's specific needs, a concept is drawn up which defines the aims of the educational programme, the course content and the training process. A detailed course programme is drawn up and a careful selection of the most suitable teachers carried out.

Flying Teachers® employs over 520 teachers, all of whom have a university degree and/or an internationally recognised teaching diploma, further education in methodology and didactics, and experience in teaching adults.

Branch experience

Our teachers' long experience in banking, insurance, international companies and state schools (middle schools, commercial schools, vocational colleges, technical colleges, hotel schools) has turned them into highly qualified, flexible teaching professionals.

Further education programme

In order to remain on top of their profession, all teachers are obliged to invest a minimum number of hours in further education.

Teacher training and further education

Flying Teachers® offers a broad range of training and further education courses. These are offered to the school's teachers as well as externals.



Here is a selection of the courses we offer:

- **SVEB** (Swiss Association for Further Education) certificate course. Teaching of the basics in methodology and didactics to teachers of foreign languages to adults.
- **CELTA** (Certificate in English Language Teaching to Adults). Cambridge University accredited certificate for adults wishing to teach English as a foreign language.
- **DELTA** (Diploma in English Language Teaching to Adults). Teachers with many years' experience in teaching English as a foreign language can take this Cambridge University accredited course leading to the DELTA examination, the highest qualification in teaching English as a foreign language to adults.
- Bridge from CELTA to SVEB
- Cambridge ESOL TKT Preparation Course
- Language Awareness Course
- Teacher-in-training course: Developing Teacher Training Skills
- Introduction to teaching English to health care professionals
- Teaching exam classes
- How to focus on pronunciation in a communicative way
- Teaching Business English
- Teaching English 1-to-1
- Course and lesson planning
- How to use technology to supplement your course book
- Vocabulary: teaching and retention
- Speaking and communicative activities
- Teaching and correcting writing
- Managing large classes
- Assessing learners and effective testing
- Young learners – an activity-based approach
- Using authentic texts in the language classroom
- Les diplômes de français professionnel
- Gérer des groupes hétérogènes
- Mind-map et apprentissage du français langue étrangère
- Gérer les personnalités difficiles
- Importance de la communication non verbale dans l'enseignement
- Le jeu et l'apprentissage du vocabulaire
- Heterogene Gruppen unterrichten
- Mündliche Korrekturen
- Berufsbezogener Unterricht
- Wie unterrichte ich Schwiizertüütsch?
- Konversation «unterrichten»
- MP3 Workshop
- Arbeits- und Lerntechniken bei Schülerinnen
- Preparación para certificados
- Español comercial
- Gramática para profesorado de lengua maternal Español
- Workshop for teachers of Chinese
- The Chinese language and alphabet



Our Quality Management

Flying Teachers® has a dedicated quality management department. Measures to maintain our high standards include regular lesson visits by department heads, regular monitoring of the learning programme with the help of tests and reports on progress.

1. phase: verbal monitoring

After the first two or three lessons, our clients are contacted by our quality management department. This enables feedback and other wishes to be directly transmitted to the quality manager and correspondingly to the teacher. This feedback is documented, directed to the teacher, and then archived. If required, the teacher is contacted by our quality management in order to iron out any difficulties and introduce any measures as deemed necessary. This first feedback is drawn up with any recommendations from the company's contact person.

2. Phase: written monitoring

Written course monitoring takes place towards the end of the language programme and provides an overall evaluation. For corporate clients, separate tailored evaluation is carried out.

ISO-29990:2010 Certification

The above approach led to Flying Teachers® being eduQua-certified in 2002. In 2008, our language school was one of the first to be awarded ISO-29990:2010 Certification.

Authorised education centre

Flying Teachers® is also a Cambridge University authorised education centre and a CELTA/DELTA centre. Flying Teachers® is recognised by the Swiss Association of Further Education (SVEB) as a centre for foreign language teachers. Flying Teachers® is a member of the ICC International Language Network and has provided a considerable contribution towards defining the ICC standards for guaranteeing quality. These standards are recognised in Europe and worldwide, and are a guarantee for high competence, objectivity and performance.



Our Certifications and Quality Labels

Flying Teachers® has a large number of certifications and external quality labels

eduQua-certified



ISO-29990:2010-certified company



Cambridge English Exam Preparation Centre
and official CELTA and DELTA Centre



SVEB training centre



EUROLTA (European Certificate in Language Teaching to Adults)



TELC examination centre



Centre CCIP
(Chambre de commerce et d'industrie de Paris)



LCCI London Chamber of Commerce and
Industry International Qualifications



TOEFL-iBT Centre



Union of Swiss Private Schools



Certificate of Quality and Best Practice



English Examination for Hotel, Catering and Tourism





Our Services

Complete solutions for companies

Flying Teachers® offers global solutions for companies throughout Switzerland.

These are structured as follows:

1st phase: Skill Screening

The company's employees' linguistic skills are assessed and assigned to groups accordingly.

2nd phase: Planning

Professional assessment of linguistic competence and requirements, professional advisory service, and construction of language teaching concepts.

3rd phase: Execution

- Creation of detailed course programme
- Selection of suitable teachers
- Internal publication of programme, internet solutions etc.
- Course management systems and online aids
- If required: takeover of complete course administration process by Flying Teachers

4th phase: Progress monitoring

- Measurement of progress
- Reporting system with attendance monitoring
- Quality control

Outsourcing of course administration

For corporate clients, Flying Teachers® can take over the entire administration of the language learning programme. Communication between clients, human resources and Flying Teachers® is transparent and clearly defined for all parties involved. The core element in the communication is our internet course administration tool.



Flying Teaching®: individual language tuition

We “fly” to you. We teach individuals and groups, at work, en route, in our centrally located school rooms or wherever you wish.

Course content, frequency, location, time and method are tailored to your individual requirements. The spectrum of possibilities ranges from traditional teaching through coaching for an upcoming presentation to teaching in specialised branches (science, banking, insurance etc.).

Flying Teaching® Executive Line

Optimised teaching for management with our best and most experienced teachers. In intensive courses, the executive’s current knowledge is perfected and job-related skills practised. Our courses are designed to meet the highest demands.

1. Types of Tuition

Corporate teaching for groups and Individuals throughout Switzerland.

Private teaching for clients throughout the whole of Switzerland.

Group and individual tuition in our training centres in Zurich and Berne.

Integrated Learning

The Flying Teachers® integrated learning concept contains:

Development Course · Vocabulary and grammar

Business Module · Language training related to your field of work (banking, insurance, productions, trade)

Cloud-Learning · Flexible support of your learning process



Coaching

Your personal coach offers tailored support for specialised individual requirements in all professional areas.

Learning on the Train

You are often en route and would like to use the time to prepare yourself for upcoming duties. A personal coach accompanies and supports you while you are travelling.

Learning on the Telephone

You regularly have 15 or 30 minutes to spare and would like to use this to improve your language knowledge. Pick up the phone or use Skype and you can have your tuition via the phone.



2. Teaching intensity

Normal intensity:

Once a week, 45, 60 or 90 minute lessons

Higher intensity:

Twice a week: 45, 60 or 90 minute lessons

Intensive crash course:

Three to fifteen 60-minute lessons per week

Workshops

½- to 5-day workshops on specific subjects

Total immersion courses

From 2 days. These courses are based on the immersion concept (complete immersion in the new language environment). Each day consists of eight hours of teaching exclusively in the language being learned.

3. Course Contents

Language and communication training

- General courses from A1–C2 levels
- General and business-related brush-up and communications courses at A2–C2 levels
- Preparatory courses for all internationally recognised certificates at A1–C2 levels
- Teaching for specific professional fields in all languages at A1–C2 levels. The teaching is carried out by teachers with appropriate professional experience in the field in question.

Teacher training*

- SVEB I for language teaching professionals with foreign language didactics and practical teaching
 - CELTA
 - DELTA
 - Bridge from CELTA to SVEB I
 - Various workshops
- * Please request our separate brochure



Teaching for schoolkids*

- Supporting teaching for schoolchildren (all subjects and levels, individual and group tuition)
- Probationary period support for Sek and Gymi
- Gymi exam preparation course, individual or group coaching
- Matura exam preparation
- LAP preparation
- Multicheck preparatory course
- Talent development for gifted children
- English for kids
- Holiday intensive courses

* Please request our separate brochure

Intercultural Communication*

The aim of this course is to bring Switzerland, its culture and habits closer to you.

The course is directed in particular at expat managers and business people with their families who live and work in Switzerland.

* Please request our brochure "Fit for Switzerland".

4. Further language services

Translating and Interpreting

Our experienced team of translators takes care of your translating and interpreting needs in all languages

Editing

Assistance in writing texts in all languages and fields. Training in writing and professional competence

Proofreading

Text correction in all languages and fields

Intensive language courses for top managers*

We offer highly intensive language training tailored to specific personal requirements. Our concept is to connect holiday or business trips with targeted language training.

* Please request our separate brochure



Flying Teaching® English

Language	Area	Knowledge
English	English A, B, C (Standard courses)	
Certificate courses	TELC Basic blocks TELC Certificate KET (Key English Test) Pre-PET Course PET (Preliminary English Test) FCE (First Certificate in English) CAE (Certificate in Advanced English) CPE (Certificate of Proficiency in English) BEC (Business English Certificates) SAT IELTS ILEC, ICFE TOEFL, TOEIC, ITEC, GMAT, GRE	Placement Placement PET/ Placement FCE/ Placement CAE/ Placement Placement Very good
Conversation	Brush-up your English A, B, C Conversation Small Talk Cross-Cultural Communication	Basic to very good Good to very good
Specific courses	Business English Presentations and Meetings E-mails, Notes, Letter Writing, Telephoning English for IT Medical English English for Hotel, Catering and Tourism English for Trainers and Secondary School Teachers English for Aviation	Good to very good Good to very good Good to very good Good to very good Good to very good Good to very good Good to very good
Other*	CELTA, DELTA, Bridge CELTA to SVEB I	

* please request our separate brochure

A = Basic User

B = Independent User

C = Proficient User



Course descriptions English

English A, B, C

Our standard courses offer beginners and more advanced students an ideal opportunity to learn a language. Vocabulary, grammar, and oral and written skills are practised in equal measure.

TELC

The European Language Certificates.

Cambridge English: KEY

Level A2. The Cambridge Key English Test is the first of the five classic Cambridge examinations.

Cambridge English: Preliminary

Level B1. Students at this level are able to express themselves orally and in writing on subjects including work, school, free time, etc.

Cambridge English: First

Level B2. Students possess a level of fluency and spontaneity which enables them to converse with native speakers without major difficulties on both sides. They can understand the main elements in complex texts, and express themselves clearly and in detail on a wide range of subjects.

Cambridge English: Advanced

Level C1. The students are able to independently write texts and communicate fluently. The CAE is the second-highest certificate in English and emphasis is placed on a large expansion of vocabulary and improvement in writing skills.

Cambridge English: Proficiency

Level C2. The participants can communicate flawlessly. The CPE is the highest exam in English as a foreign language and is a requirement to study at British universities.

Cambridge English: Business Certificates (all levels)

The BEC exams are offered at three different levels, and are comparable with PET, First Certificate and Advanced. All concentrate on business.



Cambridge English Exam Preparation Centre

Flying Teachers is an accredited Cambridge ESOL Examinations Centre and is licensed to offer Cambridge examinations at all levels. This enables us to offer you a complete programme: course, exam preparation, and the exam itself.

Flying Teachers® is thus language school and Cambridge English examination centre in one, enabling us to offer top support to candidates preparing for one of the famous Cambridge language certificates.

TOEFL (Test of English as a Foreign Language)

This examination is a prerequisite for all students wishing to study at a college or university in America. The course, which takes place either during the week or on Saturdays, concentrates on communication (vocabulary and grammar).

TOEIC (Test of English for International Communication)

If English is a prerequisite in your profession, the TOEIC test offers a confirmation of ability to communicate in the language. Students need to have English at FCE level or above.

ITEC

This is a two-day psychological test of suitability (group work, presentations) for students who have taken the TOEIC test.

GMAT

Graduate Management Admission Test

This exam is a prerequisite for most MBA courses in Europe and overseas. The courses concentrate on English and mathematics.

GRE

Graduate Records Exam

A prerequisite for most Masters studies in Europe and overseas. The main elements are English, mathematics and writing.

Brush up your English

Broaden your English knowledge: intensive oral and writing training, expansion of vocabulary, and repetition of grammatical difficulties.



SAT

Required for entry into American universities. We prepare the students for the linguistic and mathematical elements of the test.

www.collegeboard.com

IELTS

(International English Language Testing System)

We also offer the IELTS exams, which are accepted by many universities, colleges and immigration authorities in the English-speaking world. The course is tailored to this examination.

www.ielts.org

Conversation/Small Talk

Intensive oral training, vocabulary expansion, and looking at certain grammatical difficulties.

Literature

In this course, newspaper articles, short stories and novels are discussed, and you are brought a step nearer English literature.

Cross-cultural communication

Do you have regular contact with English-speaking people? Do misunderstandings occur despite your good English knowledge? With text examples and your own experiences, your English knowledge is broadened, in particular in cultural differences.

Business English

English for business use. Vocabulary and business themes and situations.

Office communication

English as spoken and written in the office environment. Writing letters, telephoning and conversation.



Presentations

In this course, the oral skills and techniques required for speeches and presentations are practised.

ILEC

(International Legal English Certificate)

The new Cambridge ILEC Certificate is an advanced examination (B2 and C1) for lawyers or other professionals with a legal background. It is also suited to students studying areas of law which are taught in English, whether here or abroad.

ICFE

(International Certificate in Financial English)

Cambridge ICFE is an exam at a high level (B2 and C1) for those seeking a career in the financial world or as auditors.

English for Aviation

Tailored English tuition for people in the aviation branch.

English for Human Resources

The internationalisation of company employment and leadership places new demands on HR staff. English knowledge now forms a key element in HR competence. Flying Teachers' long experience offers you a competent partner to support you in continually improving your skills and abilities in English.

Medical English

English for the medical sector: doctors, dentists, physiotherapists, ergotherapists, pharmacists, laboratory assistants and researchers, medicinal practice assistants, etc.

English for medical and nursing professions

Both in nursing education and further training, it makes sense to formulate minimal standards in foreign language competence which should be fulfilled to enable nursing to be carried out smoothly. Flying Teachers® prepares tailored concepts for individual institutions, and authors its own teaching materials.

English Examination for Hotel, Catering and Tourism – ELST

The demands for foreign language knowledge in this branch are multifaceted. The most varying areas, from hotel management to the translation of menus, need to be covered. Flying Teachers® possesses many years' experience teaching languages in hotel schools.

The English Examination for Hotel, Catering and Tourism is a recognised certificate of aptitude. It offers current and future employers a clear indication of how well the candidate can apply English skills in specific situations.



CELTA and DELTA

Would you like to obtain an internationally-recognised teaching diploma? Flying Teachers holds both diploma courses several times per year.

Please request our special brochure!



Flying Teaching® Executive-Line

Language	Area	Previous knowledge
English	Effective Writing	Placement test
German	Executive Meetings	Placement test
French	Presentations	Placement test
Italian	English for Lawyers	Placement test
Spanish	English for Financial Services	Placement test
Chinese	English for Bankers	Placement test
Russian	Report Writing	Placement test
for high flyers	Financial Newspapers and Conversation	Placement test
	English business/profession German business/profession French business/profession Italian business/profession Coaching Presentations English for Human Resources Chinese for Business people	

**For a complete overview of our courses, please visit our web site:
www.flyingteachers.ch**



Flying Teaching® German

Language	Area	Knowledge
German	German as a foreign language (standard courses)	German A, B, C Placement
Diplomas	<p>Sprachenzertifikate Telc: Start Deutsch 1+2 Zertifikat Deutsch B1 Zertifikat Deutsch B2 Zertifikat Deutsch B2 +Beruf Zertifikat Deutsch C1 Zertifikat Deutsch C2</p> <p>Goethe-Zertifikate: Start Deutsch 1+2 Zertifikat B1 Zertifikat B2 Zertifikat Deutsch für den Beruf Zertifikat C1 Prüfung Wirtschaftsdeutsch International C1 (PWD) Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS)</p>	<p>SD1 + SD2 ZD / placement</p> <p>ZdfB</p> <p>PWD / placement GDS / placement</p>
Other courses	Neue Orthografie Wirtschaftsdeutsch International Korrespondenz Konversation Deutsch am Arbeitsplatz Deutsch für Gesundheitsberufe Deutsch für Taxi-Chauffeure Deutsch für Immigranten (Integrationskurs) Deutsch für Expatriates	<p>good good to very good good to very good none none Start Deutsch 2 None None</p>

* Please request our separate brochure

A = Basic User

B = Independent User

C = Proficient User



Course description German

German A, B, C

Our standard courses offer you, whether beginner or advanced, an ideal opportunity to learn a language. Vocabulary and grammar, as well as oral and writing skills, are practised in equal measure.

Start Deutsch 1 (SD1)

The examination is the first on the six-level scale of competence.

Start Deutsch 2 (SD2)

Specific preparation for the Grundbaustein Deutsch. Basic German knowledge.

Zertifikat B1 / Zertifikat Deutsch (ZD)

Proof of appropriate general German knowledge.

Zertifikat B2

Proof of a more advanced language level.

Zertifikat Deutsch für den Beruf / Deutsch B2 + Beruf (ZDfB)

Proof of appropriate level of German knowledge for working life.

Zertifikat C1

Proof of qualified mastery of the German language.

Wirtschaftsdeutsch International (PWD)

Proof of business German knowledge for advanced students.

Zertifikat C2 / Grosses Deutsches Sprachdiplom

Proof of near mother tongue mastery of the German language.

Correspondence / Editing

You learn to express yourself correctly, intelligibly, and precisely. Alongside the formal construction of a letter, we will expand your written competence with a writing workshop.

Conversation

The aim of our conversation courses is to remove inhibitions in speaking German and raise your competence in oral communication.

German at work

We work with you to develop the necessary workplace linguistic skills to enable you to work independently and communicate with your colleagues.



German for health sector professionals

German for professionals in the health sector, including nursing staff, doctors, dentists, physiotherapists, ergotherapists, pharmacists, laboratory assistants and researchers, medical practice assistants etc.

Flying Teachers® offers special preparatory courses for this certificate. The aim of the course is to prepare candidates for the examinations and familiarise them with the structure of the exams.

TELC language certificates for health sector professionals

The new TELC language examinations for medical and nursing professionals assist those coming from abroad to gain recognition of their professional qualifications. They offer doctors and nursing staff the opportunity to demonstrate their medical competence. The examinations can be sat at Flying Teachers®.

- TELC Zertifikat Deutsch B1-B2 Nursing
- TELC Zertifikat Deutsch B2-C1 Medicine



Flying Teaching® French

Language	Area	Knowledge
French	Français A, B, C (standard courses) Conversation générale Grammaire répétition	good to very good good to very good
French for Professions	Français de la Banque Français du Secrétariat Français de l'Assurance Français pour des professionnels de la santé	good to very good good to very good good to very good
Diplomas	Diplômes Alliance Française DELF, DALF CCIP DFP A2–C1 DFP Médical, Secrétariat, Scientifique et technique, Affaires, Juridique, Tourisme et hôtellerie	Placement Placement

A = Basic User

B = Independent User

C = Proficient User



Overview French

Français A, B, C

Our standard courses offer you, whether beginner or advanced, an ideal opportunity to learn a language. Vocabulary and grammar, as well as oral and writing skills, are practised in equal measure.

Conversation générale

French conversation broadened and practised. You read and discuss subjects which are of interest to you.

Grammaire répétition

Revision of grammar according to your specific needs.

Français de la Banque

Learn and practise banking expressions.

Français du Secrétariat

Learn and practise oral skills which are essential for you to master day-to-day office situations, including telephone calls, emails, writing letters and notes, etc.

Français de l'Assurance

Specific vocabulary and expressions for the insurance industry.

Diplômes Français

Preparation for all the recognised French examinations.

Français pour des professions médicales

French for medical professionals including nurses, doctors, dentists, physiotherapists, ergotherapists, pharmacists, laboratory assistants and researchers, etc.



Flying Teaching® Chinese*

Language	Area	Knowledge
Chinese	Chinese for beginners Chinese for beginners with previous knowledge Chinese for Intermediate/Advanced	good to very good
Professional Chinese	Introduction to Business Chinese For a business trip (Survival Chinese)	
Diplomas	HKS (Hanyu Shuiping Kaoshi) Preparation	Placement test
Other	Intercultural Communication with China	

* Please request our special brochure!

A = Basic User

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Overview Chinese

Workshop on Intercultural Communication with China

This workshop will help you to understand cultural differences and ease working with the economic power of today's China. The following subjects are dealt with:

Where are the Chinese values to be found?

How does one communicate with the Chinese?

What are the old traditions?

What is the Chinese mentality?

What is Chinese culture?

How does the Chinese language sound?

Chinese for beginners

Introduction to the Chinese language and script for students without any previous knowledge.

Chinese for beginners with previous knowledge

This is a continuation of the beginners course (see above). Day-to-day vocabulary is expanded, basic texts and dialogues are read and understood, simple sentences are practised in written form, and slightly more demanding sentence forms introduced and practised.

Chinese for intermediate/advanced students

Expansion of basic vocabulary and deepening of grammatical understanding. Overcoming inhibitions, learning to write basic texts in Chinese and talk about specific subjects.

Introduction to Business Chinese

Participants are already at intermediate level, and are introduced to certain key Chinese business situations which are then practised and mastered.

Chinese for business trips, or Survival Chinese

This course provides you with the most important words and expressions you need in order to survive in China.

HSK preparation

Preparation for the standardised Chinese examination for the elementary, basic and intermediate levels.



Flying Teaching® Italian

Language	Area	Knowledge
Italian	Italiano A, B, C (standard courses)	
Diplomas	Corsi lingua italiana: (Con certificato finale) livelli A, B, C*	Placement test
Other courses	Italiano commerciale Italiano bancario Italiano per professioni sanitarie	Very good Very good
Other	Tailored professional courses upon request	

A = Basic User

B = Independent User

C = Proficient User

* recognised by the University of Perugia



Overview Italian

Italiano A, B, C

Our standard courses offer you, whether beginner or advanced, an ideal opportunity to learn a language. Vocabulary and grammar, as well as oral and writing skills, are practised in equal measure.

Italiano commerciale

You are already acquainted with the fundamentals of Italian. The course offers you the opportunity to broaden and practice your knowledge of Italian commercial language.

Italiano bancario

You are already able to make yourself understood competently in Italian and in this course you learn all the expressions required in your profession.

Conversazione

This course is for students who already have a good standard of spoken Italian and who would like to continue to improve in this area. You read and discuss articles on general and specific themes.

Certificati di lingua italiana (level: A, B, C)

You already have a good basic knowledge and would like to obtain a diploma. At the end of each level you obtain a certificate. The diploma level C, recognised by the University of Perugia, indicates very good knowledge of Italian.

Italiano per professioni sanitarie

Italian for medical professionals including nurses, doctors, dentists, physiotherapists, ergotherapists, pharmacists, laboratory assistants and researchers, etc.



Flying Teaching® Spanish

Language	Area	Knowledge
Spanish	Español A, B, C Repetición gram. Conversación Español comercial	(basic courses) good good to very good very good
Diplomas	D.E.L.E.: C.I.E. / D.B.E. / D.S.E.	Placement test
Other	Profession-related course content Español para profesionales de sanidad Upon request	

A = Basic User

B = Independent User

C = Proficient User

Overview Spanish

Español A, B, C

Our standard courses offer you, whether beginner or advanced, an ideal opportunity to learn a language. Vocabulary and grammar, as well as oral and writing skills, are practised in equal measure.

Repetición gramatical

The most important grammatical structures you need are repeated and practised.

Conversación

You read and discuss selected newspapers and short stories.

Diplomas de español

You can prepare for the various Spanish certificates recognised by the Spanish ministry of education.

Español para profesionales de sanidad

Spanish for people active in the health sector, including nurses, doctors, dentists, physiotherapists, ergotherapists, pharmacists, laboratory technicians, researchers, medical practice assistants etc.



Flying Teaching® other languages

Language	Area	Knowledge
Arabic	Learning on the telephone	A, B, C
Brazilian	Learning on the train	Grammar
Bulgarian	Learning at lunch	Conversation
Chinese	Coaching	Branch language
Croatian	Intensive Crash Courses	Language certificate
Czech	Total Immersion Courses	
Danish	Workshops ½–2 days per week	
Dutch	Translating and interpreting	
Greek	Proofreading	
Hebrew	Editing	
Hungarian	E-learning	
Japanese	Integrated learning	
Norwegian		
Polish		
Portuguese		
Romanian		
Romansh		
Russian		
Serbian		
Slovakian		
Swedish		
Thai		

A = Basic User

B = Independent User

C = Proficient User



Language levels according to European standard

Level	Target
A1 Basic level 1	You can understand certain words and simple sentences. You can make yourself understood in a basic way. You can write a short simple postcard.
A2 Basic level 2	You can understand basic information. You can locate concrete information in basic texts. You can make yourself understood in day-to-day situations. You can write short, basic notes and messages.
B1 Intermediate level 1	You can understand the main information in areas including work, school and spare time activities. You can understand texts in day-to-day or business language. You can take part in discussions about family, hobbies, work and travel, and offer your experiences and impressions in reply.
B2 Intermediate level 2	You can follow longer dialogues and texts on concrete and abstract subjects. You can communicate with native speakers in normal conversation. You can extract information from reports and present arguments.
C1 Advanced level 1	You can follow longer dialogues as well as understand long, complex texts, identify implied meanings. You are in a position to express yourself spontaneously, fluently, and precisely. You can write about complex issues and select an appropriate style.
C2 Advanced level 2	You have an almost flawless understanding of everything you read and hear. You can compile information from various sources and present it in a structured way. You can express yourself spontaneously and very fluently, and can differentiate between fine nuances even in complex linguistic matters.



Language certificates

Level	Exams English	Exams German	Exams Italian
A1 Elementary 1	<ul style="list-style-type: none"> – Start English (SEng) (TELC) 	<ul style="list-style-type: none"> – Start Deutsch 1 (SD1) (TELC) – Goethe-Zertifikat A1 	<ul style="list-style-type: none"> – Start Italiano (Sita) – TELC Italiano A1
A2 Elementary 2	<ul style="list-style-type: none"> – Cambridge English: KEY 	<ul style="list-style-type: none"> – Start Deutsch 2 (SD2) (TELC) – Goethe-Zertifikat A2 	<ul style="list-style-type: none"> – TELC Italiano A2 – Italiano Livello Elementare (Gita) – Certificato della Lingua Italiana (CELI 1)
B1 Intermediate 1	<ul style="list-style-type: none"> – Cambridge English: Preliminary – Cambridge English: Business Preliminary – Certificate in English for Hotel and Catering Industry 	<ul style="list-style-type: none"> – Zertifikat Deutsch (ZD) (TELC) – Goethe-Zertifikat B1 	<ul style="list-style-type: none"> – Certificato d’Italiano (Cita) – TELC Italiano B1 – Certificato della Lingua Italiana (CELI 2)
B2 Intermediate 2	<ul style="list-style-type: none"> – Cambridge English: First – Cambridge English: Business Vantage – Certificate in English Stage 3 – Certificate in English for Business Purposes – Certificate in English for Technical Purposes – Cambridge: ICFE (Financial English) – Cambridge: ILEC (Legal English) – TOEFL iBT – TOEIC 	<ul style="list-style-type: none"> – TELC Deutsch B2 – TELC Deutsch B2+Beruf – Goethe-Zertifikat B2 	<ul style="list-style-type: none"> – Certificato Superiore d’Italiano (CSita) – TELC Italiano B2 – Certificato della Lingua Italiana (CELI 3)
C1 Advanced 1	<ul style="list-style-type: none"> – Cambridge English: Advanced – Cambridge English: Business Higher – ICFE – ILEC – TOEFL iBT 	<ul style="list-style-type: none"> – TELC Deutsch C1 – Wirtschaftsdeutsch International (PWD) – Goethe-Zertifikat C1 	<ul style="list-style-type: none"> – Certificato della Lingua Italiana (CELI 4)
C2 Advanced 2	<ul style="list-style-type: none"> – Cambridge English: Proficiency – TOEFL iBT 	<ul style="list-style-type: none"> – TELC Deutsch C2 – Goethe Zertifikat C2/ Grosses Deutsches Sprachdiplom (GDS) 	<ul style="list-style-type: none"> – Certificato della Lingua Italiana (CELI 5)



Exams French	Zertifikate Spanish
<ul style="list-style-type: none"> – Start Français (SFra) – TELC Français A1 – DELF A1: Diplôme d'études en langue française du Ministère Français de l'Education Nationale 	<ul style="list-style-type: none"> – Start Español
<ul style="list-style-type: none"> – Certificat de Français Module préparatoire – TELC – Français Niveau Élémentaire (EFra) – TELC Français A2 – Certificat d'Etudes de Français Pratique 1 (CEFP1) – DFP A2: Diplôme de français professionnel A2 – DELF A2: Diplôme d'études en langue française du Ministère Français de l'Education Nationale 	<ul style="list-style-type: none"> – Certificado Inicial de Español
<ul style="list-style-type: none"> – Certificat de Français (CFra) – TELC Français B1 – Certificat d'Etudes de Français Pratique 1 (CEFP2) – DELF B1: Diplôme d'études en langue française du Ministère Français de l'Education Nationale – DFP B1: Diplôme de français professionnel B1 – DFP B1 Tourisme & hôtellerie: Diplôme de français professionnel tourisme hôtellerie B1 – DFP B1 Secrétariat: Diplôme de français professionnel secrétariat B1 – DFP B1 Scientifique et technique: Diplôme de français professionnel scientifique et technique B1 	<ul style="list-style-type: none"> – Diploma Básico de Español – Certificado Español para Relaciones Profesionales
<ul style="list-style-type: none"> – TELC Français B2 – DFP B2 Affaires: Diplôme de français professionnel B2 – DFP B2 Médical: Diplôme de français professionnel médical B2 – DFP B2 Juridique: Diplôme de français professionnel juridique B2 – DFP B2 Secrétariat: Diplôme de français professionnel secrétariat B2 – DELF B2: Diplôme d'études en langue française du Ministère Français de l'Education Nationale 	<ul style="list-style-type: none"> – Diploma de Español Nivel intermedio (D.I.E.)
<ul style="list-style-type: none"> – DFP C1 Affaires: Diplôme de français professionnel C1 – DALF C1: Diplôme approfondi de langue française du Ministère Français de l'Education Nationale 	<ul style="list-style-type: none"> – Diploma Superior de Español
<ul style="list-style-type: none"> – DFP Affaires C2: Diplôme de français professionnel C2 – DALF C2: Diplôme approfondi de langue française 	





A selection of our clients

Belvoirpark Hotel School
Careum Bildungszentrum
Deutsche Bank
Hewlett Packard
Flughafen Zürich AG
Gastro Social
Rahn & Bodmer Banquiers
RUAG Deutschland
RUAG Schweiz AG
UBS AG
Zürcher Kantonalbank



Our Administration

Course programme

Our course programme is published in brochures and on our website. For corporate clients, the company course programme, student placement tests and group building can be carried out online.

Registration

Registration for courses can be carried out via the telephone, via email or via our website.

Placement test

Our placement tests are free and offer you a clear indication of your level and a suitable course.

The tests are to be found at our website (<http://www.flyingteachers.ch>)

Group building

Course participants are assigned to courses based upon the results of their placement tests. We also endeavour to take into consideration wishes concerning time and day of the course.

Lessons: time and day

For individual and small group courses, the time and day the lessons take place are up to the participants. Courses may commence with as little as 48 hours' notice.

For larger group courses, the time and day the lessons take place are decided upon in line with the participants' requirements and with the agreement of the HR department.

Changes to the time and day of courses require the agreement of participants and the teacher.

Course materials

Flying Teachers® takes care of the ordering of course books and other supplementary materials.

Absence register, reporting, exam results

Our teachers keep a register of course attendance, which together with a report on progress is supplied to the client at the end of the course. A list of exam candidates and the attained exam results is also supplied to our clients.

Replacement teacher

Should a course's usual teacher be unable to teach, Flying Teachers® provides a replacement for the lesson or lessons. For courses leading to examinations, a replacement teacher is automatically assigned.

Exam registration

Flying Teachers® carries out mock tests in advance of examinations to provide candidates with a fair assessment of their likely exam chances. Only candidates that have passed the mock examinations are then registered to take an examination.

Quality Management

The quality of our courses is assessed via course evaluation forms and contact with the participant by telephone. Any feedback and wishes of any sort may be passed directly to our quality managers.



Commitment

For all course registrations, you receive from us a course confirmation with an invoice. The receipt of the course confirmation requires the participant to pay for the course (within 20 days): non-payment of the invoice does not count as withdrawing from the course! Payment for intensive courses is required at least four days prior to course commencement.

Withdrawal from course

In the event of the participant leaving the course before completion the participant has no right to receive a refund. In the event of illness etc, a written request may be made to the company director, at whose discretion a voucher for another course, to be attended within a year, may be issued (CHF 100 processing charge).

Cancellation

Flying Teaching® lessons may be cancelled or postponed without charge by contacting our offices at least 24 hours in advance. Cancellations less than 24 hours before the lesson starts are billed to the full amount.

Group course lessons cannot be cancelled. Lessons which participants miss cannot be refunded.

Workshop and total immersion courses may be postponed up to five days in advance. Cancellation after this deadline results in the full cost being levied.

Course extension

Please contact our offices to extend courses; they will be happy to oblige.

General Terms & Conditions

These are published via the following link:
www.flyingteachers.ch/327.html



Our organisation

Owners

Edit Adrover

Antonio L. Adrover

Director

Edit Adrover, QV-Head

Administration and course organisation

Zurich

Edit Adrover, Office Management

Borbála Réderné Osváth, Administration

Antonio B. Adrover jun., Administration

Luzia Schmidli, Special tuition for young people,
Administration

Christina Walker, Administration

Eszter Balterer, Administration

Anita Kocsis, Administration

Imre Cuna, Administration

Alexandra Almeida, Apprentice

Bruno Porto de Lacerda, Apprentice

Branch Berne

Claudia Brunschwyler, Administration

Thierry Cattin, Administration

Corinne Oberli, Administration

Branch Ungarn

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Anita Jank, Administration

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Orsolya Kovács, Administration

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Barbara Winz
Josef Brogli

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Margaretha Balmer, Human Resources Teachers

Examinations, Diplomas, Further Education

Cristina Vieira Oberholzer, Cambridge,
CELTA, DELTA, SVEB Bridge
Judith Prinz, SVEB, TELC
Chrystelle Chopin, CCIP
Antonio L. Adrover, TOEFL, LCCI, ELST
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quicktest

Pedagogic management and department heads

Cristina Vieira Oberholzer, Head
Sue Wood, Medical English

Choreanne Frei, Medical English Assistant
Luzia Schmidli, Teacher Training
Gill Houghton, English course material

Teacher contacts

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Sue Wood, Medical English
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Chrystelle Chopin, French
Laura Donati, Italian
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Marina Bauer-Jrowskaja, Russian, Slavic languages
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