

## Our language training options

### About Prolingua

Since 1983, Prolingua has been offering professional language training

Over 32,500 hours of training per year for almost now 40 years means that Prolingua is expert in understanding the needs of individuals and companies. Our range of products and tailor-made courses will provide you with a solution no matter how specific.

Furthermore, Prolingua is also a member of Eaquals (Evaluation & Accreditation of Quality in Language Services), which guarantees a consistently high level of service for our training courses. With a team of almost 75 trainers and support staff all working in Luxembourg in our language centre equipped with 20 training rooms, Prolingua focuses on close client contact, exchange and efficiency.

There will always be a solution to meet your needs, whether it be discovering a new language or refreshing your level, for general or more specific needs, whether the courses are online, in person or in phygital.

### Languages taught



### EAQUALS

The European Association for Quality Language Services

#### A guarantee of quality for our language training

EAQUALS represents centres of excellence in language training. Few centres are able to meet the strict criteria necessary for accreditation. In Luxembourg, there is only one centre: Prolingua.

#### What does this mean for our clients?

- Extremely motivated trainers
- High level of training standards
- Modern teaching methods
- Professional quality management
- Careful evaluation of language levels
- Competent, efficient and flexible administration team
- Regular audits



## GROUP COURSES AT PROLINGUA

This formula is proposed only for general language courses. In groups which are open to the general public, at Prolingua Language centre, these courses follow a fixed timetable.

### Quarterly courses

- Group courses with a maximum of 8 participants, twice a week, 90 minutes, at lunchtime, or in the evening, 19 lessons over 10 weeks.
- 28,15 hours of face-to-face lessons and 5 hours of e-learning.
- 3 sessions per year.

### Intensive courses

- Group classes with a maximum of 8 participants, 4 times a week, 125 minutes, in the morning or in the evening, 12 lessons over 3 weeks.
- 25 hours of face-to-face lessons and 5 hours of e-learning
- 12 sessions per year at regular intervals.

### Included

Access to our 'My Prolingua' platform for DE, EN, FR, LU.

### You will find on our website:

- Course calendar
- Course levels
- Course times
- Placement tests
- Online registrations





## TAILOR-MADE COURSES

### Face-to-face courses

Individual or group courses in-company with a maximum of 8 participants

- 10, 15, 20 or 30 units of 50 minutes
- Sessions of 60, 75, 90 or 100 minutes etc. depending on the availability of the participants.

### Distance learning

Individual online course (Zoom, Teams ou Webex)

- Minimum 20 sessions per course
- 1 to 2 sessions of 25 minutes per week.

The training objectives are defined during contact between the participants and a member of the educational department. Following this meeting, a program proposal is established according to the needs of the learners.



DE



EN



FR



LU



ES



IT



NL



PT



RU



PL

## General language

To acquire and develop the skills needed for communicating in everyday situations.

- to improve written and oral expression
- to improve listening comprehension
- to improve reading comprehension

Based on learning skills for everyday life, for socialising and routine situations.



## Business language

Improving oral and written skills, in order to guarantee efficient communication in a professional environment.

- developing vocabulary for the business world
- developing language skills necessary for professional communication

These courses for individuals or small groups will help you improve linguistic skills in professional situations by using learning activities in a professional context which may be shared by different sectors.



## Courses for specific purposes

Improving oral and written skills, in order to guarantee efficient communication in your sector.

- to develop communication skills, both written and oral, within a professional context
- to develop language skills and vocabulary necessary for a specific sector: banking, finance, insurance, hotels, health, industries, retail, transport etc.

Over more than 35 years, Prolingua has been challenged by many different professional situations which required a rapid and adapted training solution. There is a solution for each and every situation!



## Specific objectives courses

Improving communicative skills and linguistic knowledge linked to specific situations in the professional world:

- Meetings
- Telephoning
- Written expression
- Presentations (Powerpoint)
- Negotiating

Our specific objectives courses are based on participants exchanging their experience and integrating their professional knowledge into practical activities, simulations, case studies, role plays etc... Professional documents used by the students in their jobs may be used as support material for classroom activities.



## Phygital

### PHYGITAL COURSES

#### What's Phygital ?

A flexible and practical solution that gives the freedom of continuous learning. Prolingua adapts its course formulas in response to your needs and offers the possibility of attending the same course either in face-to-face or in digital. Learners will have the opportunity to connect to the course at home or from the office, or to participate face-to-face in the Prolingua premises. In order to continue to guarantee a quality teaching service, the number of learners per course will remain fixed at eight.

### The advantages

Phygital will give you the immense freedom of the face-to-face course, even if you are at the office, teleworking, or unable to travel. Students who wish to come on site will have the opportunity to do so. Learners who are unwilling or unable to attend a course will receive, as for them, a Zoom link to connect from their home or their place of work. Thanks to new quality equipment, you will be able to interact with the trainer and the students present, as if you were in the same room!

Do you have a last minute meeting or not the time to come face to face? Connect remotely to your language course.

### The languages



## LEVELS OF THE COMMON EUROPEAN FRAMEWORK REFERENCE (CEFR)\*

\*Common European Framework of Reference for Languages

### Prolingua and the CEFR

The CEFR responds to a desire to bring more transparency and coherence to the learning, teaching and evaluation of language skills.

- It is used as a reference for evaluating the level of students and for defining the real needs and objectives of the learner.
- It provides a common terminology to teachers and assessors.
- It allows comparison of certificates, test and diplomas

The CEFR defines 6 different levels of language skills, which are represented by the following key terms:  
Basis user, independent user, proficient user.

The CEFR considers that language use is linked to actions (action-oriented approach) and therefore to competencies.

### Learning at Prolingua

- The syllabus programme is the reference guide to the course.
- It corresponds to the action-oriented approach by separating all the tasks by level.
- The required skills are further detailed in sub-tasks.
- The required linguistic elements are also listed.
- Precision is given to languages skills to be dealt with (oral or written expression, oral or written comprehension).

#### Basic User

- A1 Breakthrough
- A2 Waystage

#### Independent User

- B1 Threshold
- B2 Vantage

#### Proficient User

- C1 Effective Operational Proficiency
- C2 Mastery

	Levels	Modules	
PROFICIENT User	C2	We offer made to measure courses for the C levels	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 more complex situations.
	C1		Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and 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.
INDEPENDENT User	B2	B2-4	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.
		B2-3	
		B2-2	
		B2-1	
	B1	B1-3	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 whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
		B1-2	
BASIC User	A2	B1-1	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.
		A2-2	
	A1	A2-1	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.
		A1-2	
		A1-1	



## Code of ethics

Accredited Members of Eaquals undergo regular inspections, and courses accredited by Eaquals are regularly verified, to ensure that there is:

A commitment to:

- Professional conduct and integrity;
- Provide opportunities for language study and/or professional training in a teaching/learning environment of high quality within a clearly organised curriculum framework;
- Improve and develop continually the means and resources available for study and training;
- Uphold the Eaquals Information Charter.

An undertaking:

- Not to discriminate in any way against course participants, staff or other stakeholders on grounds of gender, sexual orientation, race or religion;
- To inform course participants and clients about clearly specified procedures for dealing with complaints, dissatisfaction, discipline or non-participation, with cases being referred to the Eaquals Ombudsperson when necessary;
- To uphold the Eaquals Staff Charter and Charter for Course Participants.

Acceptance of a duty to:

- Take all reasonable steps to ensure the welfare and safety of their course participants and staff;
- Provide written assurances, verified by Eaquals, that the institution concerned has been established and operates according to all relevant national and local legislation, including company law, employment, accounting, taxation, advertising, privacy, hygiene, safety, insurance and copyright;
- Work towards making provision for persons with special needs.
- The existence of a registered legal entity with a published, physical address.

## Contact us for:

- Information or quote for made to measure courses
- Possibilities for companies and professionals
- A presentation of our company and our language courses