



**LANGUAGE  
TRAINING  
SPECIALISTS**

[www.languagelink.ie](http://www.languagelink.ie)

Since its foundation in 2008, Language Link has become a leading provider of language services and training solutions. Our team of trainers are all highly qualified with years of experience in designing and delivering tailor-made Business English, ESP and Professional Development courses which satisfy the industry-specific needs and objectives of our clients. Language Link currently works with a diverse range of international companies and organisations and we are committed to providing efficient, flexible and goal-oriented training courses which enhance and optimise our clients' ability to communicate effectively in the global marketplace.



## What we do

- > Telephone and video-conference courses
- > On-site Business English training
- > ESP courses (Business, Academic and Legal)
- > Blended learning modules
- > Professional Development courses
- > Multi-lingual language courses and services
- > Exam Preparation courses: Cambridge FCE, CAE, CPE, IELTS, TOEIC & BULATS
- > Translation and Interpreting
- > Proofreading



“

*I really enjoyed the Business English training with Language Link and it has helped my current job significantly. As a result, I am now able to have in-depth discussions in Business English with my colleagues in all areas related to business strategy. The tutor provided up to date and challenging materials to discuss topics in real conversation and corrected any grammatical mistakes I made as well as suggesting more natural expression for improved fluency.*

**- Aki Nakamura, Tokyo, Japan**

# Training Courses

English is currently the language of global trade and business and therefore, it is essential that business professionals are able to adequately express themselves in spoken and written English. Language Link prides itself on providing premier online and on-site Business English, ESP and Professional Development courses which raise, reinforce and renew clients' hard and soft skills so that they can maximise their own potential while simultaneously achieving commercial success for their company.

## Language Link is committed to providing flexible training solutions:

- > If you can't come to us, then we'll come to you. All our Business English, ESP and Professional Development courses can be delivered in our clients' premises, in Language Link's head offices in Ireland or in a selection of alternative locations around the world.
- > If you don't have a lot of time to train, then maybe try telephone training. All of our Business English and ESP courses can be delivered as on-site and / or telephone training courses.
- > If you like to test yourself, then maybe try our blended training programmes. All of our Business English and ESP courses have optional e-learning modules, designed to complement our on-site and / or telephone training courses.
- > If you come to us, then we'll help you organise everything. We understand that the quality and type of accommodation is an important part of a client's training experience. Language Link works with a range of local accommodation providers and we can offer a variety of options depending on your preference and budget. All of our accommodation options have been carefully chosen and are regularly inspected by trained staff.



## Telephone and Video-conference Courses

- > Our telephone and video-conference training solutions can be delivered as one-to-one or group courses.
- > The advantage of our online training courses is that they offer a flexible and convenient training solution for busy professionals who want to upskill at times which suit them.
- > After the initial needs analysis and consultation, the online trainer designs and tailors a comprehensive Business English training programme which focuses not only on your company's objectives but also on the individual trainee's language needs.
- > Trainees acquire industry-specific and task-specific vocabulary as well as a better understanding of business culture.
- > Trainees learn essential grammar structures which they can use in various business contexts.
- > Online trainers provide regular feedback regarding trainees' progress, which allows for the optimisation of the client's learning experience.



## **On-site Business English and ESP Training**

Language Link provides tailor-made on-site Business English and ESP courses which meet the client's particular business needs. Our on-site training workshops and seminars can take place at your place of work, at Language-Link's Irish head offices or in a variety of other locations around the world. These tailored training workshops and seminars cover a variety of topics including Business Communication Skills, Business Writing Skills, Cross-cultural Communication, EAP (English for Academic Purposes) and Effective Lecturing Skills. The duration and focus of each course can be adapted to satisfy the unique needs and objectives of the client.

### **Business Communication Skills**

This course aims to provide participants with essential English language skills so they can 1) manage and actively participate in meetings; 2) engage in telephone conversations with English-speakers; 3) give clear and compelling presentations and project updates; 4) negotiate with English-speaking clients and customers and 5) write important business emails and documents. Participants will acquire an understanding of crucial business vocabulary and related grammar structures which will enhance their general comprehension of Business English while also providing them with practical language strategies, which they can use to communicate effectively in a variety of important business contexts.

## Business Writing Skills

In order to communicate effectively in written English, a business person must not only possess a good understanding of the English lexicon and related syntactical structures, but he must also be able to use the appropriate lexical and syntactic structure in particular types of written business correspondence. The aim of this course is to provide participants with practical and essential writings skills that will enable them to communicate effectively in different formats so that they can achieve optimal business outcomes in English-speaking markets.

## Grammar for Business

English speakers use specific grammar structures in particular business situations. English language learners must be able to both recognise and utilise these grammar structures in order to communicate effectively about business-related subjects. The aim of this course is to provide participants with an extensive understanding of the fundamental grammar structures used in Business English and to teach them how to apply these structures in a wide range of particular business contexts.



## **International Business Communication**

Cultures provide individuals with distinct frameworks of understanding through which they interpret the world, and individuals from different cultures usually interpret the 'same world' in radically different ways. This cultural difference can result in misunderstanding which can negatively affect cross-cultural business-to-business relationships. The aim of this course is to enhance participants' sensitivity to cultural differences, to signpost the dangers of ethnocentrism and to cultivate participants' understanding of the constitutive role that context, paralanguage and non-verbal communication plays in cross-cultural business interactions.

## **English for Academic Purposes**

EAP trains students how to adequately comprehend, assimilate and present complex information in spoken and written English and it provides them with the required language skills [listening / reading / speaking / writing] to succeed in a variety of academic contexts. In this highly interactive course, participants will develop transferable skills in listening comprehension, oral intelligibility and written expression which will help them to decode and articulate the most intricate academic concepts and arguments in an effective and economical manner.

## **Effective Lecturing Skills**

To lecture effectively in English, a lecturer must be able to 1) contextualise, explain and critique complex information; 2) answer students' questions and provide clarifications where necessary; 3) ask questions to assess students' levels of understanding and critical engagement; 4) clearly present complex visual information; 5) correct errors and provide feedback and 6) interact with students in both formal and informal academic settings. The aim of this course is to cultivate participants' awareness of different pedagogical strategies and related grammar structures, so they can communicate their lectures effectively and help their students to achieve optimal learner outcomes.

## **Legal English Courses**

Language Link is delighted to announce its association with the 'British Legal Centre' for the provision of Legal English training courses. This partnership enables us to provide an elite, multi-faceted learning platform covering both general Legal English topics such as Contract Drafting and Contract Law, plus more specialised training options.



## Professional Development Courses

Language Link also provides a range of Professional Development training courses including:

- > Leadership and Communication
- > Problem Solving and Decision Making
- > Crisis Management
- > Emotional Intelligence.

The purpose of these highly interactive and thought-provoking courses is to strengthen and enhance essential business skills while simultaneously introducing new business methodologies and managerial aptitudes through a dynamic mixture of group work, role-playing, thought experiments and the critical analysis of relevant case-studies.

“

*Language link provided me with an excellent tailor-made course that pin pointed exactly where I needed to focus. On completion of the Business Writing Skills course, I gained a wealth of useful tips and tools which gave me more confidence in promoting our company in the best possible way.*

**- John Sheahan, Euro Car Parks (Ireland) Ltd.**

# Our Clients

Language Link currently provides premier language services and training solutions to multi-national corporations, international organisations and SMEs and we want to work with you to enhance and optimise your corporate communications strategy and capability. Our current clients include:

- > Abbott
- > Abbvie
- > Adecco
- > Ansys
- > April
- > ArcelorMittal
- > Axereal
- > BASF
- > Best Foods
- > Bilfinger
- > Biomerieux
- > BIPM
- > Boiron
- > BR3 Consultants
- > Brinks Home Security
- > Carrier
- > Cerl
- > Cheminova
- > Ciat
- > Cook Medical
- > Crédit Mutuel
- > Danfoss
- > Dimotrans Group
- > EA Sports
- > Egis
- > ERM
- > Gras Savoye
- > Grundfos
- > Hexel
- > Hiscox
- > IBM
- > IPH
- > Kohé Management
- > Kostal Ireland
- > LVL Medical
- > Materne
- > Mérieux NutriSciences
- > Mylan
- > Novacap
- > Olympique Lyonnais
- > Orexad
- > Plastic Omnium
- > Profroid
- > Publicis
- > Reel
- > Sigma Aldrich
- > Silliker
- > Sobotram
- > Societe Generale
- > Solvay
- > The University of Limerick
- > UCLY
- > United Technologies
- > Zodiac Aerospace

# Additional Services

## Translation

Language Link provides translation services in a variety of languages including Spanish, French, German, Czech, Russian, Chinese, Japanese and many more. We can translate business documents, academic assignments, bureaucratic forms or personal correspondence. All of our translations can be standard, special or certified.

## Interpreting

Language Link provides interpreting services in a number of languages for corporate and individual clients and our highly-qualified interpreters can provide either on-site or remote services.

## Proofreading

Language Link currently provides proofreading services for businesses, individuals, students, websites, publications and more. We work with both native speakers and language learners to ensure that syntax, spelling, grammar and punctuation are accurate in any type of document including: CVs, letters, business correspondences, academic assignments, theses, websites. We also guarantee that proofread documents conform to relevant style standards and best practices.



*After 25 years studying English, I really felt that there were some mistakes I had that couldn't be polished. After only one hour working with Language Link, I started to feel that I was polishing those mistakes. The way the training is run is fun and makes you participate constantly. After only 10 hours, I really feel the cost is worth it!*

**- Mikel Arriba - Computer Engineer**



## Get in touch

### Telephone

+353 [0] 61 502342

### Opening Hours

Monday – Friday 9.00am-6.00pm

### Address

Language Link,  
Ducart Suite,  
Limerick,  
Ireland.

For more information about Language Link's various language services and training solutions, visit us at

[www.languageink.ie](http://www.languageink.ie)

Learn about all of our upcoming events, seminars and workshops at:

 [twitter.com/TheLinkLimerick](https://twitter.com/TheLinkLimerick)

 [facebook.com/Language-Link-Limerick](https://facebook.com/Language-Link-Limerick)

*Effective communication is the key to success*