

AVOC TALEN



**AVOC is a professional language centre
which has been established
in Venlo (NL) since 1973.**

The company comprises a language training institute and a translation agency, and offers a complete package of services in the language sector, viz.:

I Language Training

- individual language courses
- language courses in groups
- intensive courses
- project and in-company training

II Language Services

- translations of all languages
- interpreting services for meetings
- assistance with language and texts

THE AVOC APPROACH

With its combination of the most modern methods and techniques, the input of enthusiastic and experienced teachers and the expertise accumulated over twenty years, AVOC can adequately meet the most diverse language needs.

AVOC organizes language courses for beginners and advanced students, with made-to-measure programmes of lessons, in the daytime and/or evenings. These courses can be followed either by individuals or in groups, and are aimed at the general or specific use of language. The flexible and personal AVOC approach has an appropriate answer to every demand in the form of a language course which fits in perfectly with the requirements of a company, organization or private individual.

In addition, a professional team of AVOC employees is always ready to translate texts, provide the services of an interpreter and assist with writing and editing texts.

AVOC TALENINSTITUUT & VERTAALBUREAU

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LANGUAGE TRAINING: THE AVOC FORMULE



A broad and flexible range of courses

AVOC provides a broad and varied range of courses, using the most modern teaching resources and methods.

AVOC organizes courses in the following languages:

English, French, German, Italian, Spanish, Portuguese, Swedish, Danish, Polish, Russian, Greek, Arabic and Indonesian. (Other languages on request.)

Besides, AVOC is specialised in teaching DUTCH to foreigners.

Practice-based

AVOC courses are primarily aimed at practice, i.e., geared to the specific skills which the student on the course needs in practice. In many cases the emphasis is on oral skills, but an AVOC course can also be geared, for example, to (commercial) correspondence, or learning to read technical manuals.

Personal approach and advice

Every applicant is invited to come for an introductory talk. His personal wishes and requirements are outlined, and he can take a test. Following this introduction, AVOC produces recommendations for a particular course of study, and an estimate, taking into account the applicant's objectives and possibilities. This careful intake procedure means that AVOC can always guarantee a made-to-measure course. Continuous supervision and personal attention throughout the course form the basis for successful progress.

In other words, AVOC draws up a flexible course programme adapted to every training requirement, varying from a course of 1 or 2 hours of lessons per week to an intensive course of 30-40 hours per week, given individually or in groups, during the daytime or in the evenings.

Officially recognized examinations

All AVOC training can conclude with a recognized examination.

INDIVIDUAL COURSES



AVOC organizes individual language courses with flexible programmes from 1 to 40 hours per week.

These approaches each have their specific advantages. The choice of course depends to a large extent on the objective the applicant wishes to attain, and on the time available to him. In this respect, personal preference also plays an important role.

The advantages of a course on an individual basis are:

- It is possible to start at any time.
- Dates and times of lessons are determined in consultation with the person taking the course (flexible timetable).
- The person taking the course has the teacher's full and undivided attention.
- The standard, rate and content of the course are completely geared to the person taking the course.
- The person taking the course can introduce his own (commercial) material.
- Efficiency leads to time gains.

An individual course can consist of:

private lessons with the teacher, lessons in the language laboratory, computer-aided language teaching, or a combination of these elements.

POSSIBILITIES

3. Private lessons with teacher (native speaker)
1-10 hours per week; per block of 10 hours (day/evening).
4. Accelerated method: language training "MANAGEMENT".
Combination of private lessons with the teacher, language laboratory and computeraided training.
2-15 hours per week; per block of 20 or 30 h. (day/evening).
5. Intensive training "V.I.P." (Very Intensive and Personal)
30-40 hours per week; minimum 1 week (daytime).

V.I.P. TRAINING: Very Intensive and Personal



The V.I.P. training is a day course in which the participant concentrates full time on learning a language for one or more weeks.

Following a careful assessment of needs, an individual course plan, geared entirely to the participant's job, situation and standard, is drawn up.

A choice can be made from lesson programmes of 6-8 hours per day. Private lessons with a teacher form the most important component of a V.I.P. course, and these lessons can be supplemented with extra training using the language laboratory, video and computer. Different teachers, the variety of resources used in lessons, and the teaching materials specially developed for this purpose ensure that the participant soon becomes familiar with the language being learnt. Furthermore, the flexible structure of the course makes it possible to incorporate the participant's own materials in the lesson (manuals, brochures, etc.). The normal lesson programme can also be extended with a lunch option. This option entails that lunch is taken in the company of a "native business senior", so that practical aspects are combined with pleasure in a very effective way.

When an intensive course is the appropriate solution:

- in the case when a language must be learned or brushed up in a short space of time, e.g., for:

- * transfers abroad
- * accepting a new job
- * taking part in an important trade fair or conference
- * takeovers of or by a foreign company

- if the time available to the person involved does not enable him to plan a course over a longer period with a regular study timetable, e.g., because he travels a lot or has an extremely busy or irregular professional life.

Advantages of an AVOC intensive course

Freed from the day-to-day workload, the applicant can concentrate fully on the language being learnt.

Full use of the available time.

Flexible lesson programmes and course structure.

The very intensive and personal approach leads to surprising results in a very short time.

PROJECT AND IN-COMPANY TRAINING



In many businesses and establishments there is an increasing need for an understanding of foreign languages, and cultural contacts and co-operation with foreign clients are becoming more intensive.

The success of these projects is based on AVOC's thorough approach. This comprises:

- a precise analysis of needs and identification of the objectives;
- a thorough examination of the structure and background of the group of applicants and an inventory of their knowledge and standard;
- the creation of a course plan which corresponds to the starting points that were drawn up;
- carrying out the course plan with experienced teachers with set mid-term evaluations.

In order to set up or take over companies abroad, employees are increasingly involved in international activities.

That is why it frequently happens that several people need to learn or brush up the same language for the same purpose. In this case it is best to set up a special course.

Over the years AVOC has acquired great expertise in this. AVOC has successfully set up and carried out numerous projects with groups varying from 10 to 250 participants.

Some examples of projects which have been run include:

- Dutch for staff personnel;
- technical English for production personnel;
- commercial French for sales personnel;
- English for the computer department;
- Spanish for external employees;
- technical German for the building industry;
- French for bank employees;
- Dutch for written communication for heads of departments.

(references available)

COURSE RATES

AVOC TALENINSTITUUT (01-01-2012)



Individual Courses

- | | |
|---|--------------|
| 1. Private lessons per 10 hours | EUR 660,00 |
| 2. Language training "MANAGEMENT":
10 private lessons + 10 h. lab./comp. | EUR 830,00 |
| 3. Intensive training "VIP" (price per week)
6 hours of tuition per day | EUR 1.550,00 |

OPENING HOURS:

Venlo:

Mon + Thu:	09.00 - 12.00 h. 13.00 - 21.00 h.
Tue:	09.00 - 12.00 h. 18.00 - 21.00 h
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Wed + Fri:	09.00 - 12.00 h.

**For intensive courses open
every day from 09.00 - 18.00 h.**

In-company training

Prices on request

All prices are exclusive of books and other study materials.

LANGUAGE SERVICES



Increasingly, companies - and by no means only large ones - have intensive international contacts.

AVOC's language service comprise 3 activities, viz.;

- translation activities
- interpreting services
- assistance with text and language

Translation activities:

AVOC translates from and into any language required, based on a number of professional criteria.

- translators exclusively translate into their mother tongue;
- specialist translators for specialist fields;
- translations are checked and revised before delivery;
- punctual delivery time due to precise planning;
- sworn translators for official documents;
- use of the most modern technical equipment (PC, fax, modem).

Interpreter services:

For conferences, discussions, seminars etc. AVOC provides:

- professional and specialized conference interpreters;
- remote control interpreting systems;
- experienced discussion interpreters;
- help with telephone conversations with other countries.

Assistance with text and language:

The demands on the quality of written texts are increasingly strict. Therefore businesses, organizations and private individuals increasingly require assistance with language.

In this context, AVOC provides:

- assistance in writing texts, speeches, CVs, etc.
- checks articles and reports for stylistic and spelling errors;
- provides training for the improvement of writing skills.

Prices: on request.

In this, both verbal and written communication plays an extremely important role. In many cases you cannot afford to make mistakes, and the communication has to be perfect.

Mistakes in a folder or a business card immediately create a negative impression, and often have a counter-productive effect on market development. A misunderstanding during the discussions on a contract can lead to far-reaching consequences, multilingual conferences or meetings are inconceivable without interpreters etc. As there is no business which has all these specialist areas in-house, AVOC's professional language services are increasingly called upon.

AVOC stands for quality, speed and reliability.