

WORDLAND INTERNATIONAL



CLIENT'S MANUAL

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About signing up

How do I apply to Wordland International?

If you are a company, the best start for our collaboration is a meeting between your HR/Training & Development representatives and Wordland International. This way, we can explain exactly what we can do for you, and decide on mutual procedures to be followed further on in order to facilitate communication and best results in less time.

Depending on the pool of students that you intend to enroll, we will design a course procedure in order to include all details and training needs, as well as the professional makeup of the students in their language classes. This way, we can come up with testing procedures, organize and propose study groups and make you an unbeatable price offer.

If you are an individual, we can discuss the particulars of your study course in a meeting, and present to you all study opportunities consistent with your needs, time availability and budget.

In either case, registration is free of charge.

How long does the signing up process take?

The signing up process should not take more than a couple of days. First of all, we need to identify each student's needs and his/her current level in the target language, as well as any other details that enable us find the best possible solution for them.

Alongside testing and gathering student info, we send you the contract for the classes. Contracts include all relevant details and secure conditions for a mutually profitable collaboration.

When does the first course start?

Courses usually start no longer than two weeks upon contract signing.

If you were informed that Wordland International is going to be your language trainer and courses do not start within the expected time, please contact your HR/Training & Development department, in order to check that you were included in the training plan, and that the complete procedure has been carried out by both parties.

What other costs will I incur besides tuition fees?

As mentioned above, there is no registration fee. As well, testing is performed free of charge, either via internet testing or an oral interview. Manuals, general language study materials and personalized study materials are offered free of charge.

What methods of payment does Wordland accept?

Bank transfer and cash payments are both accepted. Payments include the following options: (a) in full on course start; (b) two or more payments - only the first one to be paid on course start, the others when completing a certain number of classes, proportional with payment; (c) monthly payments consistent with the number of classes completed in the respective calendar month. This latter option is available in the case of larger contracts, that include a fair number of students, and span over longer periods of time.

For individual contracts, VAT exemption is also possible. Contracts are signed for the agreed amount without VAT.

How do I get a discount?

Discounts are offered in a limited number of cases. Most likely, you are going to get a discount when enrolling a larger number of students. You are also going to get a discount if you decide to take up continuers' classes, and in the case of successful contracting if you further recommend our services.

About the school

How many student does your school have?

Wordland has taught and teaches to 100+ corporate clients and more than 5,000 individual students. At any moment, our school has an average of 2 new corporate clients and 70 individual clients a month.

You can find more information about our corporate client portfolio here. If you want more information about the programs that we have customized for our personalized corporate courses, please visit the corporate program section of our site.

Are your trainers qualified?

All Wordland trainers have taught at least 2,000 hours in 1-to-1 or group classes. All trainers have University education in foreign languages, and have extensively been trained in teaching practices, methods and materials.

Special in-house training is customized in order to meet a common framework for our trainers, and obtain the right didactic and administrative balance in customer relations. Periodically, brushup advanced and specialized training courses are undertaken by trainers abroad.

About classes

What teaching methods does Wordland use?

Wordland trainers take pride in the fact that they can easily tune and customize teaching methods to the needs and pace of any student or group of students, obtaining, therefore, good progress in optimal time.

Wordland trainers are people who love their jobs, and therefore teaching with one's heart in it makes a whole lot of difference. They do not forget, however, two important principles of adult education; that, firstly, you have to approach everything from the point of view of real life (create real-life contexts, use real-life vocabulary and interaction, as well as make random reality checks), and that in order to ensure quick progress and enable students to use the language even at beginner level, grammar is to be studied in situational contexts and as required by study matter, and not globally, because this usually creates a lag between the learners' theoretical knowledge of the target language and their actual ability to speak the respective language, which, by all means, is not desirable.

Alongside well-planned lessons, consistent with the relevant language curriculum for the studied level, trainers make extensive use of the students' target language, in the detriment of the source language, in order to maximize the air time of the studied language and create the habit of thinking and speaking the study language.

What study materials do you use?

Wordland trainers use up-to-date and customized language study materials, including general and personalized manuals designed by Wordland, as well as a variety of language sources that are helpful to the students' level and progress needs. In order to provide a 360° exposure to the language, the selected materials comprise multimedia and printed sources, as well as a multiple range of text types and sizes, dialogues, slides, media and company documents.

Where do the classes take place?

Classes are organized: (a) in your office; (b) in your residence; (c) in Wordland centers. In-company courses (a) are a good option when a company organizes classes for a large number of students, in numerous study groups, because this way the employees' time management, and organize classes in a flexible arrangement of classes and schedule, thus enabling more students to coordinate their professional tasks and their training.

For individuals, the option of having classes in their residence is particularly helpful when their daily activities are homebound.

For both companies and individuals, the option also exists to have classes in any of Wordland centers. See the contact section to find where our offices are.

When do the classes take place?

Wordland is open year round, except for national holidays.

The classes take place on weekdays between 7.30 a.m. and 9.00 p.m. 12.00 noon thru 2.00 pm are considered 'happy hours' and therefore if you intend to have classes during this time of the day, you can benefit from any of our special offers.

Weekend classes are also organized, if requested by clients, but pricing is 30% higher than the average price for the respective type of program.

Alternative options for weekend classes are intensive classes and immersion courses. Intensive classes are organized year round, and they allow you to complete a course in a limited number of weeks. Immersion training is also very beneficial, since it allows 100% use of the language. Immersion training is available in our center in Moeciu, in both weeklong and weekend formats. For more details, visit our Total Immersion pages.

Do you offer specialized courses?

Yes. For a detailed presentation of specialized courses, please visit our section relevant to the language of your choice.

Do I get a diploma?

On completing any Wordland course, you will receive a certificate of attendance issues by Wordland, specifying the course, duration, specialization and your achievements as a student.

For English classes, you may opt for an accredited diploma. This is issued in an effort by Wordland International and the Commission for Accreditation of Providers of Services of Adult Education, a joint commission of the Ministries of Education and Labor. If you want to receive this kind of diploma, you have to make an accreditation request, so that your course be monitored in line with standards in force, and be assessed on course completion according to the Commission's methodology.

Wordland certificates of attendance are offered free of charge to all students; the accredited diplomas are added to the cost of the course and included in the contract.

**Wordland International
Language and Business Training Center**

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