



university of
 groningen

language centre

A photograph of three business professionals in a meeting. A woman in the foreground is speaking into a microphone, with two other people (a woman and a man) looking on. The image is partially obscured by a red banner at the bottom.

We mean business!

Knowledge to go places

The University of Groningen Language Centre

Ensuring excellence in the corporate world



At the University of Groningen Language Centre we offer General and Business language courses in a range of languages including English, Dutch and German to give you the best tools to communicate effectively in an international business environment. Our philosophy is a maximum amount of progress in a minimum amount of time.

We provide a range of small group and one-to-one courses which will enable you to further your career in the international corporate arena. All our teachers are qualified and experienced and many have experience in teaching in countries around the world. With a wide range of backgrounds, they share a passion for teaching and a commitment to their students' development. We believe in a hands-on approach delivering personalised courses uniquely targeted to the wishes and priorities of the participants. All our courses are carefully designed to take into account the individual language level of the students. All our language courses can be offered at the university or conveniently on the premises of your company. This brochure gives you a flavour of what we can offer you. If you would like further information or would like to discuss how we can help your company achieve its language learning goals then please do not hesitate to contact us.

We hope to meet you very soon.

Anje Dijk, Director

Diversity and choice for business

About our courses

Our one-to-one and small group courses are a very effective way for successful language learning. The courses are ideal for those who need to improve their language skills quickly, have very specific requirements in terms of time available and specialised language needs.

With a programme of one-to-one or small group classes, you opt for maximum amount of intensity and progress concentrated over a minimum amount of time. The ideal solution if you have little time available.

The lessons are designed according to your personal wishes and your precise objectives in terms of communication in your particular professional setting. The course content will be agreed in advance by taking into account a preliminary analysis of your specific needs. Throughout your course, you will be able to redirect the axis of the course in order to refresh, develop or gain in-depth knowledge of themes of your choice!

The course tuition will focus on specific weaknesses and increase your overall level of confidence. Activities are practical and varied to ensure that participants have every opportunity to improve their skills.

WHY CHOOSE THE LANGUAGE CENTRE?

- **Qualified and experienced teachers**
- **CEDEO accredited**
- **Rigorous quality control**
- **Individual care and attention**
- **Enthusiastic and committed team**
- **Flexible courses tailored to individual needs**

Course objectives

All our courses are designed to:

- Increase confidence and fluency in speaking
- Broaden knowledge of specific areas
- Develop understanding of grammar
- Improve writing, reading and listening skills
- Focus on personal needs and objectives
- Develop specific skills
- Improve pronunciation
- Improve business communication in a range of everyday situations
- Broaden specific vocabulary
- Liaise efficiently with colleagues, clients, suppliers, etc.

Course content

Our courses can be tailor-made in conjunction with you to include the following:

- Giving presentations
- Negotiations
- Professional and commercial communication
- Networking/entertaining, socialising in an international business context
- Participating in meetings/conferences
- Telephone communication
- Commercial writing (SWOT analysis, report writing, etc.)
- Writing business correspondence (emails, letters, etc.)
- Specific business topics to match the business interests of the participant/s
- Analysing business issues
- Expressing opinions
- Asking for clarifications, making proposals, asking for comments
- Communicating more accurately and fluently in specialised subjects
- Expanding professional vocabulary
- Working in a multi-cultural environment
- Cross-cultural awareness

What they say about us...

“The Language Centre offered me a great individual study programme which was perfectly matched to my specific wishes. The teacher was very flexible and succeeded in providing me with lesson material which was both educational and directly related to my occupation.”

[Jaap Soet, SC Heerenveen](#)

“I’ve enjoyed two courses at the Language Centre. It’s great to have a course, which is excellent value for money, tailored to your own wishes and needs.”

[Arno Overmars, DUO \(Dienst Uitvoering Onderwijs, Education Executive Agency\)](#)

“My course was very useful and I profited from the expertise and skills of the Language Centre. I especially liked the personal approach of my teacher, who was a pleasure to work with and not only taught English, but also was capable of having a discussion on topics of my research and daily business.”

[Rob Roggema, Manager Strategy and Regional Planning, Province of Groningen](#)

Translation you can trust

In addition to our range of language courses we offer companies a high quality translation and correction service at an affordable price.

For further information on how we can help you please do not hesitate to call us on 050 363 5802.

