

## Needs Analysis Questionnaire

This questionnaire is designed to help us plan your course and select or design suitable course materials for you. Please complete the questionnaire yourself. Think about each question carefully and then write short answers. Do not worry about writing correctly!

### Background

Please write two or three sentences about your job, your responsibilities and your company

### Experience with English

Please write two or three sentences about your experience of using English. For example: *Have you had lessons recently? Do you use English regularly? Where and when do you study English now?*

### Needs for English

Please write two or three sentences about why you need to improve your English and about the situations where you will need to use English in the future.

### Level of English

Please use the following criteria to assess your level of English:

- |                     |                             |
|---------------------|-----------------------------|
| 1 Beginner          | 2 Elementary/False Beginner |
| 3 Pre-intermediate  | 4 Intermediate              |
| 5 Post-Intermediate | 6 Advanced                  |

SPEAKING	<input type="checkbox"/>	LISTENING	<input type="checkbox"/>
READING	<input type="checkbox"/>	GRAMMAR	<input type="checkbox"/>
VOCABULARY	<input type="checkbox"/>	WRITING	<input type="checkbox"/>

# Executive and Professional Courses

2020 Course Prices  
Application Form  
Needs Analysis



*Accent*

International Language Consultancy

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*Accent*

# Course Information and Prices 2020

Accent International provides three formats for English Language Training: Individual Intensive, Small Group and Combination Courses.

## Included in Course Price

**All Accent courses provide a complete package. Everything is included so that the only additional money needed is for personal spending.**

The courses include:

- Transfers between Exeter and Accommodation on arrival and departure
- Lunch with trainers every day of the course
- Full social programme
- Initial diagnostic assessment
- Final report and advice for the future
- Daily transport to/from Accent by Accent cars
- Refreshments during the day
- All materials and equipment
- Course design
- Membership of Past Students' Association

The number of hours per week includes lunch and breaks as these are always with trainers and are planned as an integral part of the course. Contact hours, in fact, always exceed the number of hours indicated.

## GENERAL REGULATIONS

The deposit paid at the time of enrolment will be deducted from the total amount due for course fees. The enrolment will be valid only after it has been confirmed by Accent. If Accent is unable to accept your enrolment the deposit will be returned. In certain courses minimum numbers of participants are required for the scheduled activities. Accent reserves the right to cancel courses where minima are not achieved. Any fees or deposits paid will be returned in full. Alternatively, an individual intensive course of equal or greater value will be offered.

**CONDITIONS OF PAYMENT:** All fees for the full period of enrolment are payable before arrival. Delay in making payments in no way lessens the participant's liability to pay but may result in cancellation of the enrolment by Accent. Fees are not refundable once the course has commenced.

**ACCOMMODATION:** Accommodation is booked from midday on the Sunday before the course until midday on the Saturday after the course. Exact arrival and departure times should be notified to Accent. No reduction can be made for any late arrival or early departure.

**CANCELLATION:** Cancellation before arrival must be made in writing to Accent. The deposit is not refundable. Balance of fees is refundable only if written cancellation is received by Accent four weeks prior to commencement of course.

**ATTENDANCE:** Students enrolled on a course organised by Accent undertake to attend classes. A student has no claim to a refund of fees should the whole or part of a course or any activity, paid for in advance, not be attended.

**INSURANCE:** Students are not insured by Accent against illness, injury, accident, theft or any loss of personal effects. Accent or its representatives cannot accept responsibility for any accidents occurring during the course, on or off the course premises, on excursions or during activities. Personal insurance cover is therefore recommended. Full personal insurance cover should be taken out to include medical and any other expenses and also loss of fees should the whole or part of a course or any activity, paid for in advance, not be attended.

**AGE: Minimum age for Accent Courses is 21**

## Individual Intensive Courses

Course Number	Description	Price per week
I50	50 hours per week of one-to-one training	£3450
I40	40 hours per week of one-to-one training	£2600
I30	30 hours per week of one-to-one training	£2400
I20	20 hours per week of one-to-one training	£1700

I20 does not include social programmes and lunches.

## Small Group Courses

Course Number	Description	Price per week
SG 40	40 hours per week of in a small group of 2-4 participants only	£1200

## Combination Courses

Course Number	Description	Price per week
CCA	40 hours per week 50% one-to-one and 50% small group	£1870
CCB	35 hours per week 20 hours in a small group, 10 hours in one-to-one and 5 hours in supervised self-study	£1660
SG Plus	40 hours per week 35 hours in a small group, and 5 hours in one-to-one	£1460

## Accommodation

Executive Home Stay Accommodation	Price per week
High-quality accommodation. Room with private bathroom, breakfast and evening meal from Monday to Saturday (lunch with trainers) and all meals on Sunday	£335
Accent strongly recommends Executive Home Stay but hotels, guest houses and apartments are also available. Prices depend on level and period.	

## Optional Pre- and Post-Course Package

Face-to-face, online training programme 6 x 50-minute sessions before UK 4 x 50-minute sessions after UK	£450
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<b>Booking Fee</b> Added to each booking to cover administration time and costs	£120
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Prices in Euros, if requested, will be calculated at the time of invoicing, according to the exchange rate at that time. Accent reserves the right to change these prices if the exchange rate varies significantly.



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## Application Form

Mr  Mrs  Miss  Date of Birth: \_\_\_\_\_

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company: \_\_\_\_\_ Nationality: \_\_\_\_\_

Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Native Language: \_\_\_\_\_

## COURSE DETAILS

Starting Date: \_\_\_\_\_ Finishing Date: \_\_\_\_\_

COURSE: INDIVIDUAL: I50  I40  I30  I20   
Please complete needs analysis questionnaire overleaf

COMBINATION COURSE: CCA  CCB  SG Plus   
Please complete needs analysis questionnaire overleaf

COURSE: SMALL GROUP: SG40   
Please complete needs analysis questionnaire overleaf

ENGLISH FOR FAMILIES   
Please complete needs analysis questionnaire overleaf

OPTIONAL PRE-COURSE/POST-COURSE PACKAGE? Please tick the box if required

## ACCOMMODATION DETAILS

Accommodation required:

Executive Home Stay:

Hotel 3 star  4 star  Smoking  Non-smoking

Do you have any allergies? No  Yes  Details: \_\_\_\_\_

Do you need a special diet? No  Yes  Details: \_\_\_\_\_

Which do you prefer? No young children in Home Stay  Young children in Home Stay are OK  No preference

Other information/request: \_\_\_\_\_

INTERESTS, HOBBIES, SPECIAL REQUIREMENTS (Please describe here):

## DECLARATION

I understand and agree to accept the general regulations printed opposite

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE COMPLETE THIS FORM AND RETURN WITH A PHOTOGRAPH TO ACCENT AT THE ABOVE ADDRESS.