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1. About Us

Language Atelier was founded on the 1st January 2008 with the aim of offering high quality language services thanks to a **careful selection of teachers and translators** for our team and to a **professional, efficient and accommodating approach with clients**. The school offers **three kinds of services: language courses** both for companies and the general public, **translations** (including sworn translations) and interpreting.

In all these years of activity, we have developed our business and have gained a lot of experience in organizing **customized language courses** for companies based on clients' needs: our language school brings our clients a **high quality and adaptable solution** to their business language learning requirements because our **courses are tailored-made** to the clients' needs.

Thanks to a team of **qualified, experienced and enthusiastic teachers and translators** and to a **regular and direct communication** between our management, teachers and students, we're always ready to **accommodate the client's requests**.

2. Our Principles

HIGH QUALITY LANGUAGE SERVICES

We work with a carefully selected team of teachers and translators. As we know them personally and understand their qualities, we are able to match them to the right client according to their specifications, such as working method and specialization, personality, and approach.

MAXIMAL SUPPORT, CUSTOMIZATION AND FLEXIBILITY FOR OUR CLIENT

We prepare for you tailor-made language services and provide an effective follow-up with fully support during the whole learning or translating process

RELIABILITY, TRUST

You can always count on us because our aim is to establish a relationship of trust with our clients, the same one we cultivate with our working team: for us trust is the key to a successful cooperation.

3. Why Choose Us

- We offer **high-quality** services for **convenient prices**
- We choose **personally** the adequate teachers according to the clients' needs
- Our teachers are **qualified** and **motivated**, we know their specialization, their methodology and their approach: they use **brand new teaching methods** based strongly on **communication** and alternate **different types of activities such** as reading, listening, learning through games and watching videos.
- We provide you **maximal support** with the organization of courses for your company's employees - all you need is to describe us the course requirements to us
- Maximum **competence, flexibility** and **helpfulness**: our aim is to provide the best language services in order to fully satisfy the clients' needs; we will take **all your requirements** into consideration
- **Immediate feedback, efficient and reactive administration**: we are **always at your disposal** for changes in the course's organization, teacher substitutions or in general problem-solving. You can contact directly us - no need to pass through other departments: we take care of our clients with the highest responsibility

4. Benefits for Companies

- ⇒ **FREE ASSESSMENT TEST** for the students in order to determine their level and form groups for the course
- ⇒ **FIRST DEMO-CLASS FOR FREE**
- ⇒ **CONTINUOUS SUPPORT**
- ⇒ **FINAL EVALUATION AND CERTIFICATE OF ATTENDANCE** for each student
- ⇒ **LOGO** of your company on the first page of our web site
- ⇒ **8 % DISCOUNT** on public courses of any language for family members of our students

5. What Clients Say about Us

We are currently organizing courses of various languages for 2 main clients: the companies, Footshop (www.footshop.cz) and Camping Gaz (www.campinggaz.com/cz). If you'd like references, in addition to those below, feel free to contact their HR managers:

- ⇒ **Footshop** (www.footshop.cz): English and Czech courses for their employees / small groups and individual classes



- ⇒ **Camping Gaz** (www.campinggaz.com/cz): English, German, French, Czech and Italian for their employees / groups and individual classes



If you'd like to have some references, feel free to contact these companies' HR-managers:

Footshop: Barbora Langerová, barbora.langerova@footshop.cz, +420 732 184 436

Camping Gaz: Lada Čermáková, lada.cermakova@newellco.com+420 734 300 568

You can find the complete list of our current and former clients at www.languageatelier.eu

In the next page, there are examples of direct feedback from our clients and students.

⇒ **Barbora Langerová – Office Manager – Footshop**

“We’ve been cooperating with Language Atelier for over three years and we couldn’t have chosen a better partner for improving the language skills of our employees. As an office manager, I really appreciate the fast and always kind communication with Lorenzo and Erica, which are always willing to help me in any emergency situation. Their lecturers are highly educated professionals and all of us look forward to every single lesson. I cannot recommend any better school.”

⇒ **Ilkim Yauvruloglu Schuster Cluster Yield Manager – Hilton Hotels**

“I’ve been studying German with Language Atelier for almost one year and I’m fully satisfied with their services: they did many efforts to accommodate my requests and the result is brilliant. My current teacher Laura is great and helping me to improve my German on a consistent growth, she’s really professional, patient and friendly. The director is also great; he keeps following our progress and my satisfaction monthly basis which I appreciate a lot. I highly recommend Language Atelier for their professionalism, flexibility and reliability.”

⇒ **Laura Winterling – CEO, Space time concepts GmbH, European Astronaut centre (EAC)
– www.spacetimeconcepts.com**

“When I was looking for a Russian intensive course in Prague was pretty easy to choose Language Atelier: I looked for different schools but in the end I got a really nice reply from Language Atelier: it was very fast and they immediately answered to my questions, I had the feeling that all my questions were answered and I received the right kind of support because they could offer me exactly what I had in mind....at the end I had certain ideas and certain wishes and what I like most of the school is that the teachers are really interested in going in the direction I need right now.”

6. Language Atelier Services

6.1. Language Courses for Companies

We can organize courses for your company in a wide range of languages: **English, German, Czech for foreigners, Russian, French, Spanish and Italian.** Upon request, we are also able to offer courses of some less commonly requested languages such as **Japanese, Dutch, Swedish, Croatian, Slovenian, Chinese, Arabic and more.** You can choose the teaching location of your selected course:

- **IN-COMPANY COURSES:** the courses take place in your company or in your office. We give precise instructions to the teachers how to get to your premises and about the general rules of conduct and behavior at your company's office.
- **CLASSROOMS IN THE TOWN CENTRE:** the courses take place in our cozy classrooms in the historical center of Prague at the address Týnská 21, about 5 minutes on foot from the tram / metro station Náměstí republiky (yellow line) and from the tram / metro station Staroměstská (green line). The classrooms are fully equipped to facilitate language courses with white board, printer and wi-fi connection. The students also have the opportunity to have refreshments, such as tea.

IN ADDITION

- **BUSINESS COURSES:** this course introduces key business concepts and subjects and develops practical language skills for the modern business world. Business men and women will find these courses enjoyable, stimulating and most importantly, practical.
- **SKYPE COURSES:** you could receive language lessons sitting comfortably at home or in your office in front of your PC. The skype classes are a modern way of learning languages and they are recommended especially if a student would like to improve his or her conversation skills.
- **INTENSIVE COURSES:** if a student has a limited time to learn a language and would like to improve his or her skills as soon as possible, he or she might choose an intensive course and decide on frequency of lessons.
- **EXAM PREPARATION COURSES:** If a student would like to pass a language exam or certification, this is the appropriate course for him or her. Our teachers have experience with exam preparation of different kinds, such as Cambridge Exams, IELTS, and TOEFL (English), as well as exams in other languages. Don't hesitate to tell us which exam would you like to pass and we will find the right teacher for you

6.2. Request a Language Course – How it works

We always recommend arranging a meeting in order to establish a direct relation with the client and to discuss in person all the course details. You can also proceed in the following ways:

1. Write us the course details to our mail (la@languageatelier.eu):
 - Language(s)
 - Preferred duration of classes (60 min. / 90 min.)
 - Location
 - Frequency per week
 - Number of students
 - Special requests (e.g. business / intensive course)
2. On the basis of your requests we quote you a price
3. When the price and the payment method have been agreed, we select the teacher whose profile best meets the client's requirements
4. We collaborate with the client to organize the course. This includes: division of the students' groups according to their language level; assignment of the formed groups to the appropriate teacher; scheduling; selection and allocation of teaching material, and so on.
5. After the first week of classes we ask the students or the person responsible for the courses (e.g. HR manager) for the feedback on the lessons
6. In case you're not satisfied with the first class, we will proceed with the immediate change of the teacher
7. We give you support for the whole duration of the course and facilitate the fast and effective communication of information between teacher and client. We are the intermediary between the teachers and the company and therefore always available for anything related to the courses and the teachers
8. At the end of the course we provide you with the students' evaluations and the certificates of completion, if needed

6.3. Translations

We work strictly with professional translators who have many years of experience in translating texts and documents written in general style, technical language (e.g. instruction manuals) and also legal language. We ensure that the text to translate is processed by reliable translators who maintain its absolute confidentiality and is sent by the agreed deadline. Before sending the final translation we provide the final check to detect the presence of possible format changes, lack of text or typing errors. We can offer many language combinations, especially if the source or the target languages are Czech, English, German, French, Spanish or Italian but we can also arrange other languages if needed. Here is the list of all our translation services:

- **STANDARD TRANSLATION:** texts with general contents
- **TECHNICAL TRANSLATION:** texts or documents with technical terms of a particular field, e.g. instruction manuals, detailed description of a particular activity, medical certificates, etc
- **LEGAL TRANSLATION:** legal documents, contracts, attorney letters
- **PROOF-READING:** correction of a text by a native speaker
- **SWORN TRANSLATION:** the translator has to be registered in the Official Register of Translators (Seznam soudních tlumočnicků). The translation will be bound to the official document with the translator's stamp and signature

6.4. Request a Translation – How it works

1. Send the text to be translated to our email address (la@languageatelier.eu) with the following details:
 - The source language
 - The target language
 - The type of text
 - The deadline
 - If it's a sworn translation, please specify*
2. Once we give you confirmation of our translator's availability for the language combination requested, please send us the translation by mail (if you haven't yet)
3. Once we receive the translation, we make you a price offer
4. We send the translation to the selected translator and make sure he/she will send the version in the target language before the deadline
5. We double-check the translated text to make sure there are no format or typing mistakes
6. We will send the translation to the client by the deadline agreed

*Please note that if you request a sworn translation, we need the original document (or a certified copy): we give it to the translator, he binds it to the translation, signs it and stamps it. You can collect it from our school (or we can deliver it to you) as soon as it is ready

6.5. Interpreting

The interpreters that work for Language Atelier offer a helping hand to guide customers smoothly through business meetings, seminars, and/or presentations. Language Atelier interpreters in business meetings and presentations ensure successful communication of data and information.

There are the 2 classical interpreting methods we can offer:

- **SIMULTANEOUS INTERPRETING**: the interpreter translates before the speaker stops his/her speech.
- **CONSECUTIVE INTERPRETING**: the interpreter takes notes during the speaker's speech and after it he/she reproduces the whole speech or concept in the target language.

6.6. Request an Interpreting- How it works

1. Write the following details to our email address (la@languageatelier.eu):
 - The source language
 - The target language
 - The type of interpreting required (simultaneous or consecutive)
 - The date
 - The type of event and the topic
2. We give you confirmation of our interpreter's availability and send you a price quotation
3. On acceptance of the offer, we will ask the client for more detailed information about the topic, in order to forward it to our interpreter: he or she will need this information to study the topic and learn the related vocabulary
4. We will personally meet our interpreter for the final instructions and to make sure everything is prepared
5. Afterwards, we ask for the client's feedback to ensure that everything went well

7. Contacts

If you'd like to check more informations about us
check our web-page:

www.languageatelier.eu

or contact us:

Lorenzo Di Bisceglie +420 773 467 824

By e-mail

la@languageatelier.eu

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