

LINGO

COURS DE LANGUES
SERVICE D'EVALUATION
TRADUCTION / REVISION

☎ 514 527 6097 ✉ info@lingocanada.com
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NEQ #2261793451

PROFILE

LINGO Canada is a creative language school dedicated to providing customized courses and translation services. We offer a multitude of courses & 'made-to-measure' services in a variety of languages such as **ENGLISH, FRENCH, SPANISH, ITALIAN** among others. Our dynamic and motivating teachers are carefully selected to suit each client, whether it be group or private courses, by phone or in person, in order to meet objectives determined in individual course plans. We evaluate and constantly follow-up with each and every client to aid in assuring the quality of our services and to maximize client satisfaction. Our translations aim to capture not only text content, but also the underlying messages and style.

OUR PRODUCTS & SERVICES

- CUSTOM LANGUAGE CLASSES (GROUP & PRIVATE)
- CORPORATE LANGUAGE CLASSES
- KIDS' LANGUAGE CLASSES
- LANGUAGE PROFICIENCY TESTS FOR HR
- PHONE LANGUAGE CLASSES
- LANGUAGE COACHING & WORKSHOPS
- CUSTOM IMMERSION PROGRAMS
- TRANSLATIONS
- REVISING & EDITING

OUR STYLE

Custom programs

Coaching style by experienced professionals

Active teaching

Adaptable based on client requests

Cultural, integration and learning support - not just language classes

LINGO

LEARNING OPTIONS AVAILABLE

Business Linguistic Support Services

We offer flexible and simple programs to support you during business hours by using a variety of teaching tools and media. Your teacher can help you improve the quality of your work in your second language by being available when you need it most. Here are some ideas on how to use your "hour bank" or design your program to best suit your needs.

Conquer Learning Barriers via Language Courses & Coaching

We offer language classes and coaching covering a multitude of topics, skills and formats. One of our specialties is to remove language blocks for people who feel they are not progressing or need more particular attention. We truly love taking people to the next level and helping acquire a new language or new linguistic skills, whatever the reason. Our programs are flexible and simple with a focus on application of skills as well as formal knowledge acquisition.

E-Mail Service

Send your documents for revision/translation assistance :

- Review or correct real-life documents
- Send your homework or articles you wish to discuss in future courses
- Practice templates and standard communications
- Copy your teacher on any real communications for discussion in class times
- Have your teacher assist in translating your communications

In-Person Services

Teacher can accompany you as consultant in certain activities :

- During interviews to evaluate language skills of candidates
- On office/factory tours or during negotiations to take notes
- On visits outside of the office to encourage use of second language
- To coffee shop or restaurant to imitate business or social environments
- On research trips for products or information

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MORE LEARNING OPTIONS AVAILABLE....

Our Workshops

A selection from the wide range available in a language of your choice :

INTRO TO FOREIGN LANGUAGE FOR TRAVEL (6-15 hrs) (Culture, expressions, introductions, alphabet and pronunciation, comments, requests, numbers and dates, food and beverages, assistance, directions)	\$300-750
CONVERSATION REFRESHER (10-20 hrs) (Conversation for those who already know a language and simply wish to practice, update skills and acquire some new vocabulary. Good for practicing specific topics prior to personal trips or business travel)	\$500-1000
POLITENESS/SERVICE WORKSHOPS (3-10 hrs) Design your own based on your industry needs (requests, refusals, interrupting, added sophistication, thanking, reception)	\$150-500
WRITING WORKSHOPS (3-15 hrs) Design your own based on your industry needs (formalize, vocabulary, variety, standards, letter endings, sophistication, correction)	\$150-750
CUSTOM WORKSHOPS (3-30 HOURS) Design your own or have us design them for you	\$150-1500

Immersion

Call us for your custom program and to discuss your needs. See our other language course products to combine elements that best suit your needs. Most programs involve a multi-teacher session, including a great variety of activities and locations. We specialize in super-creative, customized immersions with permanent acquisition being key.

Telephone & Skype Classes

Call your teacher and schedule 30-minute to one-hour phone conference calls.

- Practice language prior to meetings as a warm up.
- Review a presentation for pronunciation.
- Reading for pronunciation practice.
- Go over documents verbally before sending to recipient
- Ask advice on how to formulate sentences, deal with delicate issues, make requests.
- Have teacher sit in silently on conference calls to assess performance & correct errors

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PROCEDURES & PRICING DETAILS

How we test

Our tests take 15-45 minutes per person, as we take the time to profile students thoroughly. We consider the **following criteria** :

Learning style	Personality/interests	Language skill level (usage)
Grammar knowledge level	Schedule	Teacher match/selection
Profession	Culture	Mother tongue/origin

Free Corporate Tests

Our placements tests are **FREE of CHARGE**, and are used to determine groupings or to create custom programs for private classes. There are no hidden costs in our courses, whether you take 5 hours or a full 40-hour program - the hourly rate remains the same. It is our pleasure to evaluate and test needs before providing you with a detailed quotation and solutions for your employees. Time needed: 30 minutes per employee.

Free Tests for Individuals

We offer a **FREE evaluation** of your needs and language level in order to give you proper & complete advice on the best solutions for your case. After your test, we can send you a quote with possible program choices depending on your budget, ranging from \$150 for a 3-hour workshop through to a full immersion at \$4000. Please note all our classes are custom-built for each case. Free evaluation takes 15-30 minutes per person.

Call us today to set up an appointment !

PRICING & LOCATIONS

Local Service : Montreal & suburbs, Laurentians area

Mobile service locations :

Services via telephone, e-mail, conference, workshops, seasonal in-person classes, translation in Canada, United States, Australia, China, France, Mexico and the UK

Pricing in a nutshell :

- Montreal Island (most locations + our office) & Phone classes = \$50/hr
- Montreal Island (less accessible by public transport) = \$55/hr
- Montreal off-island Suburbs (Laval, South Shore, Repentigny) = \$55/hr
- Laurentians (most areas) = \$60/hr
- all pricing includes private and semi-private classes (1-2 people)
- Group pricing available at a supplement = \$55-70/hr
- all pricing is all-inclusive (no hidden enrolment, placement test or material fees)
- minimum lesson times vary per location (1.5 to 3 hrs)

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OUR LEVELS

It takes 1-2 sessions to complete a level thoroughly. Each session lasts around 30 hours. Mixed levels exist, for example: Beg 3 grammar with Inter 2 understanding

Beginner 1, 2 and 3

Intermediate 1, 2 and 3

Advanced 1, 2 and 3

We also offer 'plus' levels for special circumstances such as :

- students who have learned material, yet are not able to apply it in reality
- More challenging levels
- More challenging languages with increased memorization / new alphabets

These levels are aimed at revising & practicing concepts, deepening knowledge on the subject matter until fully integrated.

Beginner 1+, 2+ and 3+

Intermediate 1+, 2+ and 3+

HUMAN RESOURCES SERVICES – CORPORATE LANGUAGE CLASSES

Full Service Admin

We can also manage administrative training tasks to relieve Human Resources of workload. We prepare custom enrolment forms, listings, reports and take care of confirmations for groups and feedback from students to make your life easier. Fees apply to some of these services. Please enquire.

Skills Tests for Hiring & Promotions

Evaluate employees on-track for promotions OR potential candidates who wish to join your team.

Evaluations can be carried out by telephone or in person at the location of your choice and always include a written or spoken report to the manager concerned. Evaluations can be targeted to test specific skills such as politeness (reception, sales, customer service) or persuasion ability (management, sales, team leaders). Evaluator reports back to HR or manager by voicemail, phone conference, email or written report, as per your request.

- Evaluation of English, Spanish or French for HR purposes
- By telephone (15-45 minutes)
- In person (30 min-2 hours)

Call us for a quote. All our testing services are customized based on your needs.

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LINGO GROUP LANGUAGE CLASSES in Outremont

Rates = \$200-\$750 per person (taxes, material & enrolment fees ALL included)
1.5 or 2 hour class once a week at our Outremont schoolroom
Groups of **2 to 5 participants (customized program & individual attention)**
Tell us what you want....we're listening...

Course Fees Include:

- Pre & post-session evaluation (placement test & report)
- Customer Service
- Starter Material Kit (custom Lingo sheets)

Call us to book a placement test – it's FREE!

LINGO mp3 AUDIO LESSONS

Rates = \$25-\$100 per package or \$10 per individual lesson
Learn on the run. Fix up persistent errors. Effective and efficient results.
Enhance pronunciation, vocabulary & auditory memory. Excellent value for money.

Each Course Includes:

- 15-25 mins of recording
- listen & repeat exercises
- vocabulary, pronunciation and fluency exercises
- active participation PLUS useful information

Choose your own package or let us help you!

LINGO ON-SITE WORKSHOPS FOR BUSY PEOPLE only \$75 per person at Lingo Outremont!

Fascinating workshops that present language skills from new & original perspectives.

Seasonal workshops at nights and weekends for those who can only commit to short, intensive classes in precise topics. Ideal for busy people or those on a limited budget, and especially good for independent learners.

\$75 per 3-hour class
maximum per class : 6 people

Topics : tense reviews, culture of grammar, pronunciation, debating, writing skills, conversational skills, sophistication, politeness for work, business language.

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CUSTOMER REVIEWS

Grace à LINGO, à la patience et surtout à la compétence de mes profs je m'exprime mieux en anglais et surtout j'ai, je crois, vaincu ma timidité.

GL, General Electric

The skills and teaching process demonstrated by Lingo staff using working environment discussions and logical grammar buildup were fantastic, and enabled me, within one year, to master enough of the Spanish language to exchange fruitfully with my staff and colleagues in Latin America. It definitively is a great motivational and teambuilding tool in those regions to know that senior management can communicate in their own language.

RG, Gildan

Relaxed atmosphere and dynamic teaching.

G.R., Ubisoft

Each time I talk about the lessons I receive from Lingo, the first thing I say is that the teacher knows really well how to evaluate her client's needs.

ML, Hybride Technologies

Le professeur a réussi à me faire parler ce qui n'est pas toujours chose facile. Très structuré, mais souple en même temps. C'est toujours très dynamique et on sent que le professeur maîtrise sa matière.

M.P., Ubisoft

Depuis l'année 2002 j'utilise les services de Lingo Canada. Le directeur se concentre sur les besoins du client et reste toujours attentive aux étudiants et aux différentes demandes d'amélioration qui lui seront formulés. Elle réussit, avec son équipe de professeurs qualifiés, à répondre aux différentes exigences. Les exercices pratiques sont diversifiées, très amusants et permettent une meilleure collaboration entre les collègues de travail. Toujours en processus pour s'améliorer ou ajouter de nouveaux projets, Lingo Canada est une excellente école pour apprendre.

EP, IRSST

Normalement j'ai toujours des suggestions à faire mais cette fois-ci non. Le format est très bon. C'est un cours 'one on one' bien adapté à mes besoins. Les sujets de conversations portant sur mon travail me permettent d'aller chercher le vocabulaire dont j'ai besoin. C'est un mélange de structure, de vocabulaire, d'exercices à partir d'un manuel et de conversations pratiques dynamiques.

RG, Ubisoft

LINGO

TRANSLATION SERVICE

We like to work using a variety of vocabulary suggestions for our clients, so they can best choose the brand image or style of text required. We like to be informed so we can take into account the underlying messages, target audience, cultural elements, company image or personal style of the writer. We tend to often work with clients we also teach in order to acquire an in-depth understanding of their operations and/or mentality.

LANGUAGES : French, English, Italian, Spanish, Mandarin Chinese, among others.

SPECIALIZATIONS AND EXPERIENCE :

- Marketing, Sales, Customer Service.
- Psychology, Education & Philosophy.
- Human Resources, Policies & Training.
- Cinema & Visual Effects.
- Cultural & Creative Domains, Artistic texts (events, promotional texts).
- Tourism: Spas, Hotels And Restaurants.
- Administrative Documents, Job Descriptions, CVs.
- Web-Sites

Translation (Standard) : .24c per word (No minimum for regular clients)
Translation (Bulk) : .18-.22c per word
Revision & Editing : \$50 per hour (No minimum for regular clients)

NO HIDDEN COSTS ! NO COMPLEX CALCULATIONS !

Need a quick quote ?

Call Danielle at 1-514 967 6097 AND email your document to : danielle@lingocanada.com

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CONTACTS – LANGUAGE SCHOOL

Call us anytime ! Please do not hesitate to leave a detailed message as we are often on the road....it will be our pleasure to call you back as soon as possible.

Canada (Montreal Head Office)

Phone (24-hr response time) : Office & Info-line 514-527-6097
Email (48-hr response time) : info@lingocanada.com
Urgent requests (less than 24-hrs) : Danielle O'Brien 1-514-967-6097 (cell)

Management :

Company Director: Danielle O'Brien	danielle@lingocanada.com	1-514-967-6097
School Director : Annie Laberge	annie@lingocanada.com	1-514-885-3887
HR Director: Annie Laberge	annie@lingocanada.com	1-514-885-3887
Translation Director : Danielle O'Brien	danielle@lingocanada.com	1-514-967-6097

Language Courses Directors - English :

Danielle O'Brien, General Director	danielle@lingocanada.com	1-514-967-6097
Corporate: Stephanie Coco Palermo	stephanie@lingocanada.com	1-514-836-6975
Private Clients: Robyn Penney	robyn@lingocanada.com	1-514-553-2678

Language Courses Director – French (corporate and private clients):

Annie Laberge	annie@lingocanada.com	1-514-885-3887
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CONTACTS – TRANSLATION

Mobile service locations :

Canada, United States, Mexico, Australia, China, Greece, Italy, France and the UK.

Need a quick quote? First time with us ?

TRANSLATION DIRECTOR : Danielle O'Brien 1-514-967-6097 (cell)
Send your documents for evaluations : danielle@lingocanada.com
Please also leave us a little message to let us know about your project- we are often on the road all day!

Already a client of ours ?

- 1) Send your documents & deadlines to the translation coordinators for your language
- 2) Copy Danielle for billing, quotation, management & archiving purposes
- 3) The coordinators will confirm availability & delivery time-frames

Manager : Danielle O'Brien	danielle@lingocanada.com	1-514-967-6097
French Coordinators : Annie Laberge	annie@lingocanada.com	1-514-885-3887
Marc-André Lapointe	marcandre@lingocanada.com	1-438-875-9975
English Coordinator : Danielle O'Brien	danielle@lingocanada.com	1-514-967-6097
Spanish Coordinator : Rocio Tamez	rocio@lingocanada.com	1-514-715-4802
Other languages : Danielle O'Brien	danielle@lingocanada.com	1-514-967-6097