

MLS

30 years of structured English language training



International confidence and eloquence
in the English language gives you an
influential voice in the world

The Octorial programme

The unique advantage of the course is that it offers both a high level of individual attention with a wide mix of team work training and mentored independent learning sessions. The Octorial programme is a carefully structured programme, crafted by educationalists and which includes continuous assessment with daily, weekly and monthly milestones for each student according to their personal objectives.

The course includes:

Language skills lessons to develop language competency

The **grammar, logic and rhetoric lessons** build the core skills of grammar and sentence structure and the art of constructing an argument. Inspired by the trivium of a classical Liberal Arts education, these are the foundation stones of language knowledge.

The **comprehension, vocabulary and précis lessons** use a wide variety of authentic materials such as literary texts, news articles, research reports and current affairs audio and video to build new vocabulary and develop listening comprehension skills and speaking skills. There is an emphasis on intonation and pronunciation. The art of editing and summarising is practised in the précis exercises.

The **composition and text analysis lessons** focus on developing the student's skills and flair for written English. Students work on practice exercises in a range of styles and registers including creative writing, short stories, improvisation, essay writing, reports on researched topics, reviews, commentaries and literary criticism. Reading comprehension and understanding of the written word is developed in the text analysis sessions. Socratic circles are used for text discussions.

Continuous assessment ensures that each learner feels challenged. There is a progress test every Friday.

Communication skills lessons to build confidence and fluency

• Plenary Sessions

Designed to bring students together at the start and end of the school day. The morning plenary acts as a warm-up session. The afternoon plenary gives students an opportunity to reflect on the learning experiences of their day.

• Spoken Performance Workshop

Students are set tasks which challenge them to develop their speaking and active expression in the language. There is also a focus on non-verbal communication such as body language.

• Team Project

Each week, students work in small teams to produce and deliver a project at the end of the week. This gives real-life practice in presenting and formal writing. Students also develop problem solving, collaboration, organisation and planning skills. Digital connections with sister schools allow students to collaborate with other teams from outside the school, to create real-life examples of authentic digital connections.

The Mentored Dissertation for critical thinking skills

The Mentored Dissertation is a piece of work which is personal to your study objectives and which is completed over the duration of your course. It is tailored to the level of the student and can include: a piece of research, a video project, a collection of essays, a piece of creative writing, a personal statement and CV, exam practice texts and exam essay writing under timed conditions. At the beginning of each week, the Dissertation Tutor sets individual goals with each student and works with the student during the week to support them in the achievement of these weekly targets. The projects which you create in this session evolve as your course progresses because your personal objectives change as you see your own progress.

Level testing and milestones

On arrival, students are tested in both speaking and writing. Then we monitor you in each throughout the week because your rate of progress can differ in each. On your second day you complete a short 'First Impressions' feedback form which helps us to address any areas for attention. In the middle of your course, you have a mid-course interview with the Lead Teacher to review study objectives. After departure, students can choose to maintain contact with tutors in one hour Skype sessions for post-course support or instruction if needed.

Essential programme

A programme of 18 hours per week, but with full-time student commitment. Students may select their choice of 18 hours from the Octorial programme. Outside of lesson times, students are welcome to remain in school to work on personal study assignments and to make use of all of the school facilities.

Enhanced programme

The Octorial programme is supplemented with one-to-one lessons with a personal tutor. This combined approach allows you to aim for fluency in the international setting of the classroom while you examine areas of specific interest or revise areas of weakness with your tutor in the one-to-one lessons.

This programme is very effective for professionals who desire some focus on their area of speciality such as marketing, law, finance, medicine, engineering, etc. In the one-to-one lessons tutor and student can explore specific content in depth which allows the student to gain fluency in their area of specialisation and therefore improve their management and leadership skills.

Course dates

Courses start every Monday throughout the year.

Minimum age: 17 years



Sample timetable - Octorial programme

08.45 - 09.00	Plenary session
09.00 - 10.00	Spoken Performance Workshop
10.00 - 10.15	Break
10.15 - 11.15	Grammar, logic and rhetoric
11.15 - 11.30	Break
11.30 - 12.30	Comprehension, vocabulary and précis
12.30 - 13.00	Team Project
13.00 - 14.00	Lunch
14.00 - 15.00	Composition and text analysis
15.00 - 15.15	Break
15.15 - 16.15	Mentored Dissertation
16.15 - 16.30	Plenary session: consolidation
16.30 - 17.30	
	or 18.00 - Individual lesson (Enhanced programme)

All timetables are samples and may be subject to change.

All classes are taught in a maximum group size of 8 except for Spoken Performance Workshop and Mentored Dissertation which are taught in a maximum group size of 12.

All lessons are of 60 minutes duration.





Progress driven

For specific requirements and accelerated results

Maximum 8 per class
Individually monitored progress

Exam Preparation

- TOEFL
- BULATS
- IELTS

The skills you achieve equip you to progress in professional contexts or in further education, such as studying at an English speaking university. You are trained to communicate effectively in a wide range of themes and topics.

Reading and writing practice includes: analysing data, presenting an argument, speed reading skills for detail and gist, critical thinking skills for making evaluations and giving opinions.

Interactive oral practice sessions encourage the expression of ideas and opinions on a wide range of topics and issues. Students also focus on pronunciation and intonation for greater fluency.

Listening exercises use authentic materials based on real-life situations to develop comprehension skills for maximum success in the listening test.

Weekly review tests highlight areas which need attention and are a good way to track progress. You are given regular exam practice under timed conditions, drills and exercises from past papers, essay writing practice and you are coached in personal success strategies for your exam by your tutors. Mock exams under timed conditions give you an idea of which exam score you will achieve.

Enhanced Exam Preparation

The Exam Preparation programme is supplemented with one-to-one lessons with a personal tutor. In these lessons you focus on the content of your exam with revision exercises and personal drills. You sit mock oral exams with your tutor and you are coached in written exercises under timed conditions, according to the requirements of the exam.

Course dates

Courses start every Monday throughout the year.

Minimum age: 17 years



Sample timetable - Exam Preparation

08.45 - 09.00 - Plenary session
09.00 - 10.00 - Spoken Performance Workshop
10.00 - 10.15 - Break
10.15 - 11.15 - Grammar, logic and rhetoric
11.15 - 11.30 - Break
11.30 - 12.30 - Comprehension, vocabulary and précis
12.30 - 13.00 - Team Project
13.00 - 14.00 - Lunch
14.00 - 15.00 - Composition and text analysis: exam focus
15.00 - 15.15 - Break
15.15 - 16.15 - Mentored Dissertation: guided exam practice
16.15 - 16.30 - Plenary session: consolidation
16.30 - 17.30 or 18.00 - Individual lesson (Enhanced programme)

All timetables are samples and may be subject to change.

All classes are taught in a maximum group size of 8 except for Spoken Performance Workshop and Mentored Dissertation which are taught in a maximum group size of 12.

All lessons are of 60 minutes duration.



For specific requirements and accelerated results

Maximum 1 per class
Individually monitored progress

One-to-one lessons for specific purposes

One-to-one lessons offer students a programme which is designed precisely to their own unique requirements. In this way, you make the maximum possible progress because the teacher is able to focus on your needs and your personal learning style in every lesson.

Throughout the day, you can supplement your lessons with self-study in our quiet areas or self-access centre. This helps to consolidate the work done during lessons. Teachers set self-study exercises and give direction and guidance for students to maximise the consolidation time between lessons.

Throughout the programme, tutor and student work closely together and build a personal action plan for the student to take away at the end of the programme.

Areas of professional specialisation include:

- Medicine
- Finance
- Law
- Oil and Gas Industry
- Engineering
- Pharmaceuticals

Areas of academic specialisation include:

- Exam preparation
- University entrance preparation
- Study skills for postgraduate research

Course dates

Courses start every Monday throughout the year.

Minimum age: 17 years



Sample timetable – 25 one-to-one lessons per week

08.45 - 09.00 - Plenary session

09.00 - 10.00 - Grammar and rhetoric

10.00 - 10.15 - Break

10.15 - 11.15 - Comprehension and vocabulary

11.15 - 11.30 - Break

11.30 - 12.30 - Spoken performance

12.30 - 13.30 - Lunch

13.30 - 14.30 - Composition and text analysis

14.30 - 15.00 - Break

15.00 - 16.00 - Specific study strategies

16.15 - 16.30 - Plenary session

All timetables are samples and may be subject to change.

All lessons are 60 minutes duration.



For three months or six months in Montreal

Gap Year Education

Over the months of the course, your level of English comprehension and fluency increases significantly, setting you up to become an effective and resourceful learner with the ability to cope in high-pressured situations using English.

The programme can be taken as a 3 month or a 6 month programme. Each programme includes practice in the skills needed for further academic study or for professional life such as: note-taking, speed-reading, text analysis, giving presentations, essay writing, précis, Skype calling, video diaries, critical thinking, action research and project management. In the Mentored Dissertation session you work on your 3 month or 6 month dissertation project.

During the course you build a Learner Portfolio which is a record of your work and your progress including video, audio and written material. We encourage you to sit an exam during your course (such as an IELTS or a TOEFL exam) so that you graduate with an international qualification. The programme includes a 15 minute coaching session each week on strategies for preparation for higher education including: interview techniques and practice, writing a personal statement and writing a CV.

Three or six month Gap Year Education

Months 1 and 2	Develop core language skills Sit BULATS exam
Month 3	IELTS/TOEFL exam preparation Three month dissertation completed
Months 4 and 5	Option of one hour per day of mixed subjects such as politics, economics, philosophy IELTS/TOEFL exam preparation
Month 6	Advanced presentation skills Leadership skills Six month dissertation completed

At the end of your course, you leave proficient in English, with a broad range of knowledge and skills for the next step in your professional or academic career.

Minimum age: 17 years



Constant improvement: an accumulation of gains

leads to a deep understanding so that language becomes instinctive

The Octorial programme illuminated

The wide range of authentic materials and content allows each session of the day to serve the needs of every learner including those studying for specific academic or professional purposes.

		Confidence and fluency for life skills	Specific success strategies for exam preparation	Language and leadership for professional development
15 mins	Morning Plenary A powerful start to the day	Builds confidence, resilience and removes the fear of public speaking.	Useful practice for the spoken exam or interview situations.	Familiarisation with public speaking - useful practice for all situations involving speaking to an assembled group audience.
60 mins	Spoken Performance Workshop Verbal and non-verbal communication skills	Develops the ability to adjust the style and register of your language to the situation. Communicate your message effectively and connect with your audience.	Fluency and performance skills for the spoken exam including compensation strategies to help you adapt quickly to the unexpected.	Techniques to help your fluency and performance. Useful when addressing an audience, giving verbal instruction or expressing opinion.
60 mins	Grammar, logic and rhetoric Core skills	A rich vocabulary and accurate grammar gives you the confidence to be bold with your use of the language.	Essential core skills for exam success.	A strong foundation which gives you increased scope in your spoken and written use of the language.
60 mins	Comprehension, vocabulary and précis Core skills	Develops your fluency and includes real-life communication tasks, such as use of Skype and digital link-ups.	Practice in comprehension and speaking tasks for the listening and speaking parts of the exam.	Develops your speed of listening, absorbing, assimilating, processing and reacting. Use of phone and Skype. Practice in adapting to different styles and registers.
30 mins	Team Project In mixed level teams for authentic interaction	Team building and collaboration skills. You gain experience of working in English in cross-cultural situations.	Team building and collaboration skills. Develops your ability for problem solving and clear communication in cross-cultural situations.	Problem solving in international groups develops leadership, project management skills, team work, collaboration, creative thinking.
60 mins	Composition and text analysis Core skills	Creative writing, essay writing, reading of authentic texts. Develops imaginative use of vocabulary and style in your writing.	Practice tasks for the writing part of the exam such as essay writing practice.	Mastery of writing documents (letters, emails, reports) which are clear and professional. Achieve a personal writing style.
60 mins	Mentored Dissertation Individual focus on specific needs or interests	Research projects for your personal portfolio.	Repeated practice tests and drills under timed conditions to ensure that you are a competent and confident exam candidate.	Refined critical thinking skills in research projects or areas of specialisation.
15 mins	Closing Plenary To consolidate and review	A review of the day's achievements helps you to plan your learning strategy for the next day.	Consolidate and plan homework and identify areas for revision.	Consolidate, review and identify areas for revision. Convert your strategy into results.
60 or 90 mins	One-to-one Lessons Additional focus	On the Enhanced programme this is an opportunity to dedicate time to an area of particular interest with your tutor.		
60 mins	Homework	Preparation assignments are set as homework each evening		

Accommodation, cultural programme, travel and application



Homestay

Staying in a homestay gives you the opportunity to relax in a friendly, local home. This allows you to continue practising your English in a natural setting, exposing you to new language for a greater scope of expression.

Your homestay accommodation includes:

- Single room accommodation
- Bed, breakfast and evening meal with your hosts daily
- No other student who speaks the same language in the home.

Apartments and studios

Spacious, furnished apartments and studios are available all year round and located in downtown Montreal (15 minute walk from the school).

Your cultural programme

Outside of lessons a varied cultural programme is provided. These activities give students the opportunity to practise their English in relaxed and informal situations. Regular activities include social evenings in the school, international lunches, quiz nights, guided walks and museum trips. Your course includes two activities per week.

Weekends

Weekends are left free for you to explore Montreal. The city also has excellent travel links with Ottawa and Quebec, and is ideally situated for exploring Canada's dramatic countryside.

Travel

Montreal is well served by bus and train connections from the city airport. Alternatively, we offer a personal taxi service on arrival and departure. The taxi reservation is made by the school and charged on the course invoice.

How to apply

Please contact us by phone or email or complete the course application form.

On receipt of your application we contact you with a confirmation of your place and to identify your personal language learning requirements.

On the first day of your programme, you take a short test of written and spoken English to confirm your level and you meet with the Lead Teacher for an analysis of your needs and to set your progress objectives.





Application Form

Please send this form to:
Montreal Language Studies
999 de Maisonneuve Ouest, suite 1610
Montreal, Qc H3A 3L4
Canada

Tel: 001 514 397 1736 Toll Free: 1 800 699 9929
Fax: 001 514 397 9007 info@mlsinc.ca

PLEASE PRINT IN BLOCK LETTERS

Personal Details

Mr Ms/Mrs Miss

Family name _____ First name _____

Nationality _____

Address _____

City _____

Postcode _____ Country _____

Telephone _____ Fax _____

Email _____

Date of birth _____ Occupation _____

Mother Tongue _____ 2nd language _____ 3rd language _____

Contact in case of an emergency:

Name _____ Telephone _____

How did you hear of MLS? _____

Have you attended a course before? Yes No

Name of your school/college (under 18s) _____

Name of your university (students) _____

Name of your company (professionals) _____

Passport Information

Name as it appears on the passport _____

Passport Number _____

Level of English

Have you ever studied English before?

Yes, for _____ years No

English language level Elementary (A1) Pre-intermediate (A2) Intermediate (B1)

Upper-Intermediate (B2) Advanced (C1) Proficient (C2)

*A1-C2 Common European Framework level descriptors

Aims and Objectives

Why do you want to improve your English? _____

Terms and Conditions

How to book a course

To secure a place on an MLS course, please return the Application Form together with payment of non-refundable deposit or book online at www.mlsinc.ca.

Payment of fees

On receipt of the application and deposit a letter of confirmation is sent with a Statement of Fees which should be settled at least 4 weeks before the course starting date. In the case of registration less than 6 weeks before the course starting date, the full amount of the cost of the course must be sent with the Registration Form. PLEASE NOTE: students will not be allowed to start their course unless FULL PAYMENT has been received by the School. All bank charges must be paid by the student. PLEASE NOTE: if you require a visa the school will provide the visa letter or Certificate of Acceptance of Studies (CAS) only when full payment has been received by the school. All bank charges must be paid by the student. In the event of an unsuccessful application all fees will be returned in full, less the cost of the CAS.

Accommodation address

Accommodation begins on the Sunday before the course starts and finishes on the Saturday after the course ends. Students who have requested the School to book host family accommodation on behalf of the student will receive details of their host family address at least 5 days before the course starting date, unless they enrol late. This enables those students travelling independently to let the host family know of their approximate time of arrival.

Conditions for cancelling or changing a course by the Student

- If the School receives the cancellation before the course starting date, the School will retain the deposit.
- After the course has started, a student must give 10 days' written notice to the Principal of changes to or cancellation of a course. A cancellation fee equivalent to 1 week's course fees will be charged. Refunds cannot be made for non-attendance, absence due to illness or any other cause.
- If a student wishes to be absent from the course for 1 or 2 weeks for the purposes of taking a holiday s/he must give the Principal at least 2 weeks' notice in writing.
- Students who choose to exchange their original choice of course for one of greater value must pay the difference between the two at the time of requesting the upgrade.
- Any refund due when a course is changed or cancelled, or a holiday taken, will be paid to the person who paid for the student's course at his/her home address at the end of the course. 'End of the course' here is defined as the last date of the course specified on the booking form (i.e. if a student books a 12 week course and decides to leave after 4 weeks s/he will not be refunded until 12 weeks after the start of the course).
- If a student is denied a student visa or study permit and provides the School with a copy of the rejection letter on or before the first day of classes, the School will refund the course fees.

Change or Cancellation of a course by the School

Sometimes it is agreed between the School and a student that it would be beneficial for the student to be moved to another School course. When this happens only a course of at least equivalent cost will be offered by the School.

The School reserves the right to cancel a course, or make changes to course arrangements, without liability, if forced to do so for reasons beyond its control. If this happened, the School would seek to offer alternative arrangements, dates or venues.

If the School cancelled a course booked and paid for by a student in accordance with these terms other than for reasons beyond its control, and did not offer an alternative acceptable to the student, the School would pay compensation as follows:

- Where the cancellation is before the start of the course, compensation equal to the deposit paid by the student or
- Where the cancellation is after the start of the course, compensation equal to one week's fees.

Liability and Insurance

Students should make sure that they organise their own travel insurance to cover medical costs and repatriation costs in the case of an illness or accident.

The School acts only as an intermediary between its students and travel organisations and between students and host families. Unless and to the extent caused by the School's negligence, the School cannot be held responsible for any delay or accident during a journey nor for any incident which may happen during the student's stay with the host family. The School will, however, endeavour to defend the student's interests in the event of breach of contract on the part of the travel organisation or the host family.

The School reserves the right not to allow on the course a student suffering from any illness, medical condition, or mental or physical disability which has not been disclosed on the Application Form.

This brochure, issued by the School, gives the only terms and information that can be referred to in the event of a disagreement between the student and the School. These terms and conditions are governed by English law and do not affect your statutory rights under English law.

Personal Information and Photographs

We use the personal information that you give us, including information about your health and religious or dietary requirements, to perform our contract with you. We may also use it to ensure that we comply with UK law, for internal training, or to send you further information about our courses and services. We do not share your details with third parties other than as necessary to perform our contract with you. The information you give us is kept securely on our computer system, and is accessible by the schools and offices in the group of companies to which the School belongs, including those outside the European Union. If you do not want to receive further information from us, please write to us at the address below. Please contact us if you want to see a copy of the information we hold, or have questions about our use of your information.

The School reserves the right to use photographs taken during courses to illustrate its promotional material. If a student wishes that his or her photo should not appear in this material, they should advise the School during the photo-shoot. These photos have no commercial or contractual value.

Information about the School

The School is closed on 25 December, 26 December and 1 January.

In these terms "the School" means MLS.

Courses at the School are operated by Instill Education Limited, a company registered in England and Wales under company number 01293463 and with registered office at 38 Binsey Lane, Oxford, OX2 0EY United Kingdom

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All information correct at time of printing



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English *by*
Octorial