



lingo
art

- the
- language
- training experts



Your partner for individual language courses



Andrea Kleeberger

Owner of lingo art

For more than 20 years I have been organising individual language courses for companies and executives. I am a trained personnel manager and have worked for many years as a trainer of German as a foreign language. I still teach selected courses in German myself.

I am happy to take the time and come to your premises for consultation. The personal contact to our customers is very important to me for the development of a good and long-term cooperation.

All members of my team have many years of teaching experience themselves.

You can find more details of us on our website:

<https://lingo-art.de/team/>

Talk to us. We look forward to your call.

Phone 089 13 01 158-0

or mobile 0151 41 96 58 96

Here you can easily arrange a call back appointment online:

<https://lingo-art.de/kontakt/>

We are looking forward to talking to you.

lingo art – the language training experts

Arnulfstr. 132

806334 München

info@lingo-art.de



We go into detail - Our service for you

A personal contact person for you

Personal advice is important to us. Our focus is on a good and long-term cooperation. We would be happy to **take a lot of time for you** and for your questions.

German as a foreign language, English, and all additional languages

Our language courses specifically train the **application in everyday life or at work**. We teach according to your wishes. You can choose the topics and focus individually.

Qualified language trainers

lingo art is one of the few language schools that mainly work with **permanently employed trainers**. This offers stability and flexibility and we can specifically support and train the trainers in order to permanently improve methodology and didactics.

Our trainers are native speakers or have native language skills. Many of them have **multiple qualifications** and initially learned a different profession. They know the work in companies from their own experience and have been teaching for many years.

Organization of the language courses

We support you in all questions and, if desired, we can take over the complete organization and supervision of the language courses and all participants. This saves you a lot of your time. In a first step, we clarify your needs, assess the previous language skills, and suggest group planning, topics, and focus areas. This will give you lots of ideas for discussion and decision-making. After your acceptance we will organize the course-start, select the appropriate trainer, and keep you informed about the learning progress.

In-house trainings

We would be happy to come to your premises. Your employees can learn directly in the company. This saves you time and money.

Flexible teaching times

We are very flexible in planning the course times. Very early, late in the evening or even on weekends - everything is possible.

Flexibly combinable course types

We redefine flexibility in a completely new way. You can choose the type of course you wish to take (face-to-face, virtual or telephone lessons) or you can combine the different types of course to suit your individual needs.

With **in-house courses**, individual participants can be added to a lesson virtually from anywhere in the world. In this way, participants who work on projects at the customer's site, from home or at another location can regularly attend classes.

In the case of **individual lessons**, we go even further. The participants decide from date to date whether they would like to meet their trainer in person or prefer to learn virtually or over the phone.

International tests and examinations

lingo art is a certified test centre for many international tests such as TOEIF, TOEFL, WiDAF, TFI, MoFAD, MoTET.

We test at the **desired date**.

From 3 participants upwards we also take these tests directly at your company.

We take a lot of time for you and your questions and will gladly come to your company for consultation.



We cover your needs - Our course types

classic classroom teaching

Group lessons for employees or colleagues with comparable previous knowledge or individual lessons at your company.

You collect and bundle the registrations and register all participants together.
Ideal are 4-6 participants per group.
We recommend a maximum of 10 participants per group.

virtual lessons

virtual lessons via Skype, zoom or the platform of your choice

Ideal for participants who

- have little time or
- are on the road a lot or
- are commuting between locations or
- work permanently in the field or
- for specialist topics with an expert

Ideal are 3-4 participants per group.
Maximum 5 participants per course.

open courses for your employees

Group lessons for employees with comparable previous knowledge or topics in your company.

You register the participants individually. We take care of everything else, collect all registrations, put the groups together according to previous knowledge or topics and start a course from 4 registrations.

Of course, employees for whom you have no budget or who would like to pay privately can also take part in open courses.

classic open courses run with 4-6 or 5-8 participants per group.

flexible - the solution for employees at changing work locations

Combination of classic face-to-face teaching and virtual teaching via Skype, zoom or their desired platform.

For group lessons:

You collect and bundle the registrations and register all participants together. Ideal are 4-6 participants per group.

We connect employees virtually to the classroom training.

Ideal for employees

- who are on site with customers or working in projects
- who work temporarily or permanently at another location
- who work at home from time to time

For private lessons:

The participants decide from date to date whether they want to meet their trainer live or prefer to learn virtually from a different location.

phone - intensive learning on the phone

intensive and individual one-to-one training with focus on listening comprehension and communication or specialist topics.

Ideal for employees who

- have to speak a lot in the foreign language but do not dare to or
- would like to deepen their knowledge of specialist topics with an expert or
- for employees who have little time.

Decide on an alternative or combine them in the way that best suits the participants.



We teach German as a foreign language

Our courses are designed to suit your ideas and budget. You can choose between an advanced training according to CEF, individual or specialist topics.

Intensive German course for new employees

If you are looking for a flexible intensive training for your foreign professionals, lingo art has the right solution. We redefine flexibility in a completely new way: The course times are based on your onboarding schedule.

If your new employees have time every day or only on individual days, then you integrate the German course in the way that best suits your schedule. We build up their German language skills parallel to their initial training.

How about your employees starting the day with a German course directly at your company and working after a short break?

Quick start

Skilled workers should be quickly integrated into the company or be able to cope with everyday life. If there is no time for intensive training and employees should be fully involved from the beginning, we recommend regular and constructive German training. Two course dates per week are ideal.

Better writing and formulating

We work individually on the following focal points: written communication in the workplace, e-mails and correspondence with customers, business partners or authorities, documentation, minutes, or professional articles. The participants train stylistically confident formulations and improve their written expression. At the same time, grammar skills will be deepened, and vocabulary further expanded.

Improve pronunciation

A good pronunciation is the prerequisite for successful communication in German. In individual lessons we work specifically on improving pronunciation. Our certified pronunciation trainers provide individual support.

Speak and communicate better in German

We help to learn to speak German quickly. With this course we train listening comprehension and speaking very intensively. We focus on speaking confidently on the phone, explaining, and arguing in meetings, presenting, and negotiating. The topics are tailored to the participants' wishes. Every week a new topic or an advanced training with a course book - depending on how much time you want to invest in addition to learning.

Improving grammar and structures

Finally understand and correctly use German grammar. In this course we specifically work on the weak points.

German for specialists or executives

We train skilled employees specifically for the workplace. From the very beginning, participants learn how to communicate with colleagues and business partners, write e-mails and make phone calls. We build up or deepen their German language skills step by step.

German for HR + Recruiting

We support personnel managers and recruiters in the technical language HR & Recruiting. Expand your language skills in the specialist field or discuss current HR topics with your trainer. Communication with (potential) interested parties, applicants, and employees, from active sourcing and employer branding to critical discussions with employees.

Individual coaching on specialist topics

We teach specialist topics and technical language according to the wishes of the participants, e.g. we discuss current topics, build up or extend specialist language skills or prepare for important dates and meetings in the foreign language. Our trainers provide individual support.

**Certified, highly qualified, and experienced trainers,
many trainers have multiple qualifications.**



We teach English with focus on the workplace

Our courses are designed to suit your ideas and budget. You can choose between an advanced training according to CEF, individual or specialist topics.

Business English

We train English specifically for use in the workplace. Participants learn how to communicate confidently with colleagues and business partners, how to communicate in style and how to write e-mails and make phone calls. We prepare advanced participants for meetings, train presentations or individual topics.

Better writing and formulating

We work individually on the following focal points: written communication in the workplace, e-mails and correspondence with customers, business partners or authorities, documentation, minutes, or professional articles. The participants train stylistically confident formulations and improve their written expression. At the same time, grammar skills will be deepened, and vocabulary further expanded.

Speak and communicate better in English

We help to learn to speak German quickly. With this course we train listening comprehension and speaking very intensively.

We focus on speaking confidently on the phone, explaining, and arguing in meetings, presenting, and negotiating. The topics are tailored to the participants' wishes. Every week a new topic or an advanced training with a course book - depending on how much time you want to invest in addition to learning.

Workshops specifically for the workplace

Telephoning, written communication, explaining and arguing in meetings, presenting, negotiating or individual topics such as the presentation of your company and your products or services.

We train your team intensively and individually.

English for professionals

We train skilled workers specifically for the workplace. From the very beginning, participants learn to communicate with colleagues and business partners, to exchange information on specialist topics or to discuss them.

Individual coaching on specialist topics

We teach specialist topics and technical language according to the participants' wishes, e.g. we discuss current topics, build up or extend specialist language skills or prepare for important dates and meetings in the foreign language. Our trainers provide individual support.

English for HR + Recruiting

If you are recruiting more and more specialists from all over the world and would like to communicate better with (potential) interested parties, candidates, applicants and employees, our specialist trainers will support you individually.

Legal English

for attorneys, lawyers, and research assistants

We continue to develop your specialist language skills, discuss current legal topics, or prepare for individual meetings and appointments with clients and business partners.

We have been training Legal English for many years with a highly qualified team in Munich, Frankfurt, Cologne, Hamburg, Berlin on site, alternatively virtually or by telephone.

Individual coaching for executives

We train and coach executives specifically. Better explaining and arguing, making a presentation, or negotiating. Prepare important meetings with your trainer or discuss a new topic every week.

We design all courses individually.

**We also teach other languages, of course.
Talk to us. We will be happy to advise you.**