



lingo
art

- the
- language
- training experts



Your partner for individual language courses



Andrea Kleeberger **Managing Director**

For more than 25 years, I have been supporting companies in organising, running individual language courses, and advising them on how to get the most out of their training budget. In addition, I still teach selected courses for specialist topics myself, such as German for HR & Recruiting.

Together with my team, we support companies that want to train their employees in German (foreign language) or English with the aim to improve communication and collaboration.

The personal contact with our customers is of utmost importance for building a good and long-term relationship.

I'm looking forward to working with you.

You can find more details about us on our website:

[More information on the lingo art team](#)

Talk to us. We are looking forward to your call.

Phone 089 13 01 158-0

Here you can easily book a call back appointment or an online meeting:

[Book a consultation appointment](#)

We will gladly take time for you.

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We go into detail - Our service for you

A personal contact person for you

Our focus is on an **appreciative and long-term cooperation**. We are happy to take plenty of time for you and advise you on how to get the most out of your training budget. This also includes **individual advice** for each employee who is interested in language training and for individual support of all participants.

German as a foreign language and English

Our language courses specifically train **using the language in everyday life or at work**. We can create a bespoke training programme based on your needs and goals, based on CEF, if desired supplemented with your topics or completely individual (specialist) topics.

Organization of the language courses

We support you in all questions and, if needed, we can take over the complete organization and supervision of your language courses. This **saves you a lot of your time**. In a first step, we clarify your needs, assess the current language skills, and make suggestions on group planning, topics, and core areas. This will give you lots of ideas for discussion and decision-making. After your booking we will organize the course start, select the appropriate trainer, and once the course started, keep you informed about the learning progress.

Flexibly combinable course types

We redefine flexibility in a completely new way. You can choose to take **face-to-face or virtual lessons as well as lessons on the phone** or you can combine several types according to your individual needs or change from lesson to lesson.

With in-house courses, participants can **join 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 in Germany or abroad can still regularly attend classes.

Flexible teaching times

We are very flexible in planning the course times. Monday to Friday from 07:30 am to 09:00 pm, if requested on Saturdays will be possible. We organize your courses in a way that suits you and the participants.

Qualified language trainers

lingo art is one of the few language schools that mainly work with **permanently employed trainers**. This offers high quality, 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 originally come from different professional backgrounds. They know from their own experience how companies work. Most of them only decided to become a language trainer in the course of their careers and gained their teaching **qualifications and certificates** later on. Nevertheless, all trainers have been teaching for many years.

You can find an overview of our current qualifications on our team web page.

International tests and examinations

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

You can set up a test appointment **on your preferred date**.

From three participants upwards you can also take these tests directly at your company.

In addition, we prepare individually for telc exams and the Goethe certificate for CEF levels B1 to C2.

Most of the German trainers in our team are **certified examiners for telc German**, we know the exam format and the evaluation criteria very well and can specifically prepare the participants for their telc German exam.

We take a lot of time for you and your questions.



We cover your needs - Our course types

classic – face-to-face lessons

Group lessons for your team with comparable previous knowledge or individual lessons at your company. Four to six participants per group are ideal.

virtual - virtual lessons

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

Ideal for participants who

- work from home or
- in any other location around the world or
- are on the road a lot or
- are commuting between locations or

We recommend 4 to 6 participants per group.

flexible - the solution for every situation

Combination of classic face-to-face tuition, virtual or telephone lessons.

Hybrid teaching for group lessons

More and more employees are working from home, are on assignment at the customer's premises or are working at other locations in Germany or abroad. Agile working, changing work locations and international project work present new challenges for employee training.

We make it possible for participants to be virtually connected to the classroom training at your premises. No matter where they are working from. Participants decide from week to week whether they want to attend the course at the company in person, whether they want to join the class virtually or whether the class should run completely online.

Flexibility in one-to-one tuition

Participants decide from lesson to lesson how much time they have for lessons (30, 60 or 90 minutes), whether they want to meet their trainer in person or virtually, or only have time for training on the phone, whichever suits their schedule best.

virtual open courses

Open virtual courses for your team

Learning together with colleagues promotes collaboration and improves communication within the company. You can train employees and, if desired, their families from various locations in Germany and abroad together. Open courses are ideal if you can only give partial financial support or if employees have to pay part or all of the course fees themselves.

We recommend 3 to 6 participants per group.

virtual open courses for everyone

Learning together with others is more fun and motivating. If you have a limited budget or if only a few people in your team are interested in a language course, we can arrange open courses for employees from different companies. We will consider individual scheduling requests and organize the course in a way that suits everyone.

As an employer, you can pay all or part of the course fees; participants who pay on their own account can pay in monthly instalments. Courses in German (foreign language) start on a regular basis.

3 to 6 participants per course

phone - intensive learning on the phone

Intensive and individual one-to-one training on the phone 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 feel confident enough or
- would like to discuss specialist topics with one of our expert trainers or
- who have little time.

Decide on one of the options or combine them
in the way that best suits the participants.



German as a foreign language

German courses from CEF A1.1 to C1.2

We will gradually build up your German language skills according to the CEF. Participants will learn speaking, listening, reading and writing, plus the basics of grammar and pronunciation.

Intensive course

Individual lessons with flexible appointments: several times a week, from 90 minutes to 8 hours per day. Integrate the German course into the working day in the way that best suits your employees' schedule. How about your new employees starting the day with a German class, then working after a break and applying directly what they have learned?

Improve writing skills

Writing in a foreign language means a lot of stress. Great progress can be seen after just a few **individual lessons**. Participants learn how to phrase stylistically correct sentences and how to write formal emails and letters. They will improve their general writing.

Improve speaking skills

We train listening comprehension and speaking intensively. All topics are tailored to participants' needs and the requirements of the workplace. Communication in the workplace, making phone calls, explaining and arguing in meetings, presenting and negotiating - we train individually.

German for skilled workers and trainees

General business German skills are a good basis for most places of work. Many foreign employees have already attended a business German course after a general one and have thus studied the topics relevant for work or for starting a career in Germany. However, they only come across the specific vocabulary for the workplace in the company itself. We train skilled workers and trainees in the confident use of German skills in everyday working life, individually tailored to your company.

German Language Coaching for Executives

In **one-to-one tuition**, managers choose the topics according to their needs. We provide individual support or coaching on many specialist topics or supply help in preparing for important appointments and meetings.

German for HR + Recruiting Specialists

We train and coach HR managers and recruiters in German and in the specialist language of HR + Recruiting. In this way, they build up or further develop their language skills in the specialist area.

Open virtual courses for your team

Learning together with colleagues promotes collaboration and improves communication within the company. Open courses are ideal if you can only give partial financial support to your team or if employees have to pay part or all of the course fees themselves.

virtual open courses for all

We teach employees from different companies in one course. As an employer, you can pay all or part of the course fees; participants paying on their own account can pay the course fees in monthly instalments.

Individual exam preparation for telc German or Goethe Zertifikat from CEF B1

Employees from **non-EU countries** often need proof of their German skills to be able to stay or work in Germany for a longer period of time. Depending on the industry and qualification, this may be CEF B1, B2 or higher. We prepare participants in individual lessons for all telc or Goethe certificate exams.

Improve your pronunciation in German

Good pronunciation is a prerequisite for successful communication in a foreign language. If specialists and managers are poorly understood in their everyday work, our pronunciation training can help. We improve pronunciation in just a few appointments.

Certified, highly qualified and experienced trainers.



Specific English language training

English courses from CEF A1.1 to C1.2.

Participants build up their English skills step by step according to the CEF. They will train speaking, listening, reading and writing, plus the basics of grammar and pronunciation.

Business English for Professionals

We train English specifically for the workplace. Great progress can be seen after just a few **individual lessons**. Participants learn how to phrase stylistically correct sentences and how to write formal emails and letters. They will improve their general writing.

Improved writing

Writing in English means stress for many. Participants learn how to phrase stylistically correct sentences and will improve their written expression. At the same time, they will expand their grammar skills as well as their vocabulary.

Improved speaking and communication

We will train listening comprehension and speaking intensively: speaking confidently on the phone, explaining and arguing in meetings, presenting and negotiating. The topics we choose depend on the needs of the participants

Workshops specifically for the workplace

In workshops, we focus on one topic: phone calls, written communication, explaining and arguing in meetings, presenting, negotiating, specialist topics e.g., job interviews with potential future employees or individual topics such as the presentation of your company and of your products or services.

English training for specific topics

We teach specific topics and language according to the participants' needs, e.g., discuss current topics and build up or extend specialist language skills. Our trainers provide individual support in many specialist areas (e.g. sales, marketing, finance or controlling, technical support).

English for HR + Recruiting

If you are recruiting a rising number of specialists from abroad and would like to communicate better in English with candidates, applicants or employees, our specialist trainers for HR + recruiting will coach you individually.

Legal English

For attorneys, lawyers, and research assistants. We train or develop your Legal English skills, discuss current legal topics, or prepare for individual meetings and appointments with clients and business partners.

Individual coaching for executives

In individual coaching, managers choose the topics according to their needs. We provide individual support in many specialist areas or prepare participants for important appointments and meetings in English.

Open virtual courses for your team

Learning together with colleagues promotes collaboration and improves communication within the company. Open courses are ideal if you can only give partial financial support to your team or if employees have to pay part or all of the course fees themselves.

Intensive training

New international projects or assignments can present a challenge for some employees. Intensive and **individual lessons** several times a week, from 90 minutes to 8 hours per course day. Integrate an intensive course into the working day in the way that best suits the participants' schedule.

Talk to us. We will answer your questions.



Do you have any questions or would you like
to discuss your current situation?

If you would like to talk to us personally about your current situation or would like individual help,
contact us and arrange a non-binding telephone or virtual appointment
to discuss how we can best support you.

Click here for a non-binding telephone or virtual appointment:

Book an appointment

We look forward to talking to you.

We teach German on site in companies
in Munich and its surroundings, and in Berlin

We teach English on site in companies
in Munich and its surroundings, in Berlin, Hamburg, Cologne and Frankfurt