

Edificio Mechita, 1er piso
Av. 20 de Octubre, # 2315
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Online Spanish Course to Prepare for an Internship in a Spanish-Speaking Country



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For whom is the course designed?

This course will benefit anyone planning to do an internship or work placement in a Spanish-speaking country and who requires functional Spanish before arrival. It consists of private classes held over the internet using Skype¹, and has been specifically designed for beginners who need to acquire a reasonable level in a short time.



The course can focus on placement-specific language for fields from Administration to Civil Engineering. It can also cover important skills including business letter composition, telephone dialogue, effective e-mail correspondence, and informal conversation.

Do you also conduct courses at the institute itself?

Yes. We offer the same tailor-made preparation for an internship or work placement at our institute in La Paz, Bolivia. Please consult our brochure "Preparation for a Spanish-language internship in Bolivia". This brochure is also available in pdf-format through our web-site



¹ Skype is a Voice Over Internet Program (VOIP) which enables people to see and hear each other, just like in a conventional classroom.



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How long does the course last?

It depends whether you take the option with homework or without.

With homework: This course consists of 30 hours of private classes and at least 60 hours of homework. Because these are private classes, the duration of the course is fully flexible, up to 30 weeks. In our experience, a course length of ten weeks is optimal. This works out to 3 hours of class and 9 hours of homework and assignments per week.

Without homework: This course consists of 60 hours of class in total. Again, the duration is fully flexible.



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What does it cost?

Pricing per hour is as follows:

- ✓ Employee: 15 USD, 12 EUR, 8 GBP
- ✓ Employee, > 10 hrs / week: 12 USD, 10 EUR, 6.5 GBP
- ✓ Student: 12 USD, 9.6 EUR, 6.5 GBP
- ✓ Student, > 10 hrs / week: 10 USD, 8 EUR, 5.26 GBP
- ✓ 40 Hour Package: 380 USD, 300 EUR, 272 GBP

The above pricing excludes the price of a certification examination. The examination is optional and costs 30 Euros (or equivalent). This price includes the examination (3 hours online), sending the grades by e-mail (scanned) and sending a hard-copy of the official examination certificate by mail. See the heading "**Will I get a certificate**", below, for more information about the examination.

Can I try a class to see how I like it?

Yes. You can try a class to find out whether you like to be taught via the internet. We very much encourage this and offer the trial class for free. Go to <http://ie-materiales.com/new/>



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How flexible are the class hours?

Class hours are extremely flexible – all you have to do is match your availability to that of your professor's. You can book the classes yourself 24/7 via our online booking system (<http://ie-materiales.com/new/>) Bookings (or cancellations) are taken until 17:00² / 18:00³ the day before the class. After this time, classes are confirmed and booked hours will be charged to your account. (If you are ill, please let us know as soon as possible!)

² wintertime
³ summertime



Do I have the same teacher throughout the course?

For this course, we advise you to take classes with the same teacher throughout. However, if you take the course in an intensive form, you can opt to study with two teachers. For example, for a 3-week course of 10 hours per week,



you could have one hour with one teacher, and one hour with another teacher, five days a week. Our teachers keep detailed records of your progress through the course material to avoid overlap and to ensure that the whole syllabus is completed.



If your teacher is ill, we will make every effort to provide you with another teacher for your regular class time (schedule permitting). This teacher has access to your program and progress reports, as well as to information on your specific difficulties. A change of teacher should not endanger the continuity of the course. However, if you prefer, you can also wait until your own teacher is available again.

If a teacher is ill, we will contact you via email you as soon as possible.



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What happens if I cannot complete the course?

If you need to discontinue the course for any reason, we will refund you the outstanding course fee. From the full price of the course, your hourly fee will be deducted for each completed hour of class, and fifty euros (or equivalent) will be deducted for the cost of materials, administration, and registration. Alternatively, unused hours can be used later or even passed on to someone else.

What level of Spanish will I achieve?

If you follow the entire course in a serious manner and do all the homework (if applicable), we will be able to certify that you have achieved level A1 of the Common European Framework for Reference of Languages. This means that you have “ability and confidence in basic Spanish communication in familiar environments and interaction with native speakers in Hispanic countries”.



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Do I get a certificate?

To get a recognized certificate, you must take the A1 examination with the institute. This is a 3-hour online examination. We will send you the grades by e-mail and the official hard-copy of the certificate by post. The examination costs 30 euros (or equivalent).

If you do not pass the A1 examination after applying yourself seriously to all classes and homework, we will give you additional homework and/or additional hours of class. Then, you are offered another attempt to take the examination.

You may request a certificate of participation regardless of whether or not you choose to sit for an exam.

How and where can I take the examination?

You can do the examination online, from home, for example. We do require you to have a webcam running, in order for us to check that nobody is helping you. After you register for the examination, we will make it accessible to you via our website. From the moment you log on you will have exactly three hours to complete all the sections of the examination.



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What type of study material will I receive?

As soon as you have paid for the course in full, all course material will be sent to you in a pdf file via e-mail. You can read it on your computer or print it out. The pdf file is our institute's standard textbook for the A1 course.

In addition, you can download as many A1 exercises and materials as you like from our website. If you have progressed beyond Level A1, you can ask your teacher for access to the materials for Level A2.

At least 400 hours of self-study material is available for Level A1. At subsequent levels, there are additional materials for another 400 hours of study available. These include audio, video, reading material, games, and grammar exercises.

Which follow-up courses do you offer?

We offer online courses up to and including level C1.

With homework:

level	definition	private hours	homework hours	Price
A2	beginners	30	90	270 euro
B1	intermediate	30	90	270 euro
B2	advanced	50	150	450 euro
C1	superior	50	150	450 euro

Without homework:

level	definition	private hours	homework hours	Price
A2	beginners	60	0	540 euro
B1	intermediate	60	0	540 euro



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B2	advanced	100	0	900 euro
C1	superior	100	0	900 euro

If you start on the A2 course within three months of completing Level A1, we offer you a 5% discount.

How do I book the hours?

You can book your classes with your preferred teacher online at any moment of the day by logging on with your username and password at (if you don't have a username or password yet, you will receive it after the trial class):

<http://ie-materiales.com/new/>

You can book (or cancel) a class until 17:00⁴ / 18:00⁵ the day before the class.

⁴ CET wintertime

⁵ CET summertime

