

Contents	Profile =elemadrid=
1 – Strategy & Overview 2 – Course types & Extra-practice 3 – Prices, Course dates & Conditions 4 – Accommodation 5 – Registration form	Target group: adults who wish to learn Spanish for job related or private purposes Minimum age: 20 years Capacity: max. 50 students Starting dates: every two weeks, all year round (incl. Christmas holidays) Location: in the center of Madrid right beside the main entrance to the Retiro citypark Levels: from absolute beginners to very advanced Team: committed, skilled professionals with a lot of experience Facilities: fully equipped, comfortable and relaxing Housing: for all budgets: from shared flats, families, hostals and apartments up to 4-star-hotels

**You want to achieve a maximum of Spanish skills in minimum time?**

Practice geared learning	&	Learning geared practice
Course type of your choice: A, B, C or P Tuition in small learning groups (max. 7 Pers.) Private lessons Job related Spanish courses Lessons between 9am and 4pm (Standard Cours A from 9am to 12:40am) See page 2: Course types		<b>Practice Immersion:</b> These innovative learning activities give you a maximum of real Spanish language practice in a broad variety of genuine situations: fun, stimulating and efficient. Fortifies self confidence and settles classroom-input. Daily after 4pm <b>Extra practice:</b> If you want more practice opportunities see on page 2 additional options

**Your learning success is directly linked to the amount of practice time you master**

**Your Spanish abroad stay**

Welcome to a fascinating and varied language program. Our courses are aimed at working adults from all over the world who want to learn to speak Spanish well and efficiently. Whether you are starting from the beginning or simply polishing your skills, our hands-on practical approach ensures that theory is put into immediate practice at every level of learning.

At **=elemadrid=** your learning of Spanish starts in the classroom. Then we take you out into the Spanish community so you can practise what you've learned, exploiting the opportunities of your surroundings.

All registrations include formal classes in the morning and structured language practice activities in the afternoon, plus access to the school facilities, which offer a comfortable frame for study, relax and leisure organisation. Your stay will be challenging, educational and exciting.

**Your classes**

Small and homogeneous groups provide a pleasant and stimulating learning atmosphere: personal attention, well thought-out explanations, a high degree of interactivity, a variety of learning games such as simulation of typical everyday situations like role plays, team work and exercises.

The focus of all group lessons is on general Spanish while also taking important Latin-American variations into consideration. Where necessary, we also recommend private lessons to reinforce and keep up to speed with the material covered.

At **=elemadrid=** you will be discovering Spain both inside and outside the classroom. In classes you will be concentrating on your language skills while exploring Spanish themes. Support materials such as exercises, videos and other visuals, and reading texts provide insights into your host country. Your natural curiosity about Spain will be awakened, motivating you to launch into the **Practice Immersion** program.

**Practice Immersion**

The **Practice Immersion** program complements your classroom learning. It provides the essential ingredient of all successful language learning: **daily practice** in a genuine Spanish environment. You come in contact with a large number of different kind of speakers in a big variety of situations. Experience shows that this kind of immersion has a tremendous influence on you learning progress.

While increasing your fluency, Practice Immersion is at the same time a rich source to learn a lot about Spain and the Spanish speaking world. The activities are structured and guided by an **=elemadrid=** teacher and are beneficial for all levels. All activities are accompanied by qualified learning materials.

A notice board displays the five activities programmed for the week. Sign up for as many activities as you wish to attend.

**Rainbow Immersion™** usually starts after 4pm and lasts from 2-4 hours according to the activity.

## Extra-practice

## Weekend excursions

Extra fee. Can only be booked in Madrid. See website.

=elemadrid= offers excursions outside Madrid every Saturday. For a reasonable price (between 25 and 55 EUR) you get a lot to see, you learn about people and places, you deepen the feeling for the different culture. All excursions include a booklet and language support.

## Professional colleague meeting service

Extra fee. To be booked minimum one month in advance.

This service provides contacts with Spanish specialists for you to explore your profession in Spanish and in Spain. The cost is 100 EUR. Details and options are available in advance. Lawyers, architects, teachers, physicians, social workers, publicity professionals, security agents, IT specialists. Other contacts on request.

## Special focus Spanish courses

All special focus Spanish courses are offered as private lessons. You may choose whether to combine them with group lessons for general Spanish or book a completely private course. Talk to us, we will help you find the right solution.

## Spanish for medical personnel

Many physicians and nurses especially from the US have improved their job related Spanish with =elemadrid=. We offer special courses for those who work in hospitals, private practice or social services and wish to learn Spanish to be able to deal better with Hispanic patients. The training programme is adapted according to the learning goals.

## Business Spanish

You are going to be working in a Spanish-speaking country. We can offer you a course that is tailored to your needs. Based on a needs-analysis, we will define your learning goals and propose a specially designed course.

## DELE diploma preparation training

The Spanish DELE language diplomas are officially recognised certificates of competency in language. Our courses will help you to prepare yourself for the DELE test both efficiently and systematically.

## Didactic training for Spanish teachers

elemadrid offers specialist training for teaching Spanish as a foreign language to adults. You will find more information at: [www.elemadrid.com](http://www.elemadrid.com)

## Intercambio

Free. Only available in Madrid. Example list on website

A long and successful list of Madrilenians offering Spanish conversation in exchange for your native language is available at =elemadrid=. Socialise with locals, exchange opinions and develop your language skills.

## Leisure Activity Courses

Extra fee. Can only be booked in Madrid. See website.

=elemadrid= can enrol you in a local hobby course with Spaniards. Join a course and get to know Madrileñians. Courses are usually in the late afternoon, one-off or ongoing. Pottery, cooking, wine tasting, fashion design, Flamenco, Sevillana, Tango, Salsa, Merengue. The Spanish level required varies according to the course.

## Details to all Spanish courses...

## Starting dates &amp; course duration

Group courses start every two weeks all year long (including Christmas and New Year holidays!). One-week-courses are possible, but we recommend a minimum course duration of 2 weeks. The courses have an open end. The program is intensive. For durations of more than 12 weeks we recommend a break.

## Determining your Spanish Level

At =elemadrid= it's a two step-process:

1. A distance level test, sent with your booking confirmation, helps us assign a preliminary level.
2. First day evaluation in Madrid includes a written test and an interview.

## Age

The minimum age for all courses is 20. The average age in 2004 was 34.

## Airport pick-up

- Madrid airport is well-connected to the center of Madrid by metro, bus and taxi.
- Airport pick-up is available on request

## Receive 'Gramática Lola' in advance

Prepare yourself in advance with our grammar book. Postage extra.

## Class sizes

Standard group: max. **7 students**

Mini-group: max. **4 students**

**1 lesson = 50 minutes**

## Course types

## Course A (Standard)

20 lessons per week in standard group (max. **7 students** per class) plus **Rainbow Immersion™**, a real all-round training. Classes are dynamic and suitable for the average student. This is our most popular course.

## Course B (Intensive)

Course A plus 10 lessons in a mini group (max. **4 students** per class) plus **Rainbow Immersion™**. This course is suitable for students who want quick results and are keen to work hard.

**Note:** Not available to beginners.

## Course C5 (Combined)

Course A plus **one** private lesson per day. This course combines speedy group learning with maximum attention to personal objectives. This is also the option to combine a special job related focus with a general group course.

## Course C10 (Combined)

Course A plus two private lessons per day. This choice gives you more time for individualized learning or special focus training.

## Course P (Private lesson)

Private lessons are an option to provide additional support. They can be arranged as you go.

Private courses are for students requiring job-related Spanish:

## Course P10, P20 and P30 (Private)

A program of private lessons can be tailored to your learning objectives. This option is the favourite of time-restricted executives. Alternatively choose the number of private lessons that suits your timetable.

## Our teaching team

Our dynamic team of qualified teachers is committed to excellence in teaching. They are all native speakers from Spain with many years experience teaching Spanish at all levels and to a variety of nationalities. Our teachers take an active interest in each student inside and outside the classroom, encouraging and inspiring learning. At =elemadrid= you will have contact with a minimum of two teachers - one for grammar and one for conversation - plus those you meet via the **Practice Immersion** activities.

The teachers are experts on Spain and Madrid, and along with the administrative team, are keen to open your eyes to the delights of your target country.

## Course Fees 2007/2008 in Euro

Course Type	A	B	C5	C10	P10	P20	P30	P
Lessons/Week	20+10*	30+10*	25+10*	30+10*	10+10*	20+10*	30+10*	One private lesson
Weeks								
1	275	434	530	775	520	1040	1560	53 EUR per lesson
2	520	838	1030	1520	1040	1872	2808	
3	735	1212	1500	2235	1560	2652	3978	
4	880	1516	1900	2880	1872	3536	5304	
5	1100	1895	2375	3600	Price on request			
6	1260	2214	2790	4260				
7	1470	2583	3255	4970				
8	1680	2952	3720	5680				
9	1791	3222	4086	6291				
Additional week	+199	+358	+454	+699				
All course types require a registration fee of 50 EUR								

\* All courses include every week 10 lessons of "Practice-Immersion"

**Note:** The course fees above are based on continuous stays without intermediate breaks . Interrupted courses maintain the decreased course price but add a break fee of 50 EUR.

## Registration

Register by fax, online, email, phone or conventional mail:

- Registration form - complete and return to =elemadrid=.
- Booking confirmation - same day service where possible. Deposit charged on confirmation of booking.
- Distance level test - sent with booking confirmation. Complete and return to =elemadrid=.

## Payment of fees

- Deposit of 180 EUR must be paid to formalize registration. Methods of payment accepted are credit card, bank transfer or cheque drawn on a Spanish bank. The deposit is the first payment on account not an extra charge.
- Outstanding payment due on first day of course in Madrid, by cash or credit card.
- Gramática Lola, independent of a course, is payable by credit card only.

## Early departure &amp; Booking changes

Costs for parts of a course missed due to illness, early departure, delayed arrival, etc. will not be refunded.

Any changes to bookings on the part of the client after receipt of booking confirmation will incur a charge of 50 EUR.

## Cancellation

Cancellation charges are as follows:

- Up to 15 days before arrival at your booked accommodation there is a charge of 60 EUR.
- 14 days before arrival at your accommodation there is a charge of the deposit of 180 EUR.

Note: some accommodation is subject to additional deposits and special cancellation fees.

## Insurance

=elemadrid= liability insurance covers all elemadrid-monitored tuition times (including **Practice Immersion** activities).

General travel insurance and private liability insurance are recommended for any claims that may arise outside elemadrid-monitored tuition times.

Please make sure that you have private liability insurance, especially if you have booked family or flat-sharing accommodation.

EU nationals are insured against accident and illness through the state insurance fund.

Non-EU nationals are advised to take out an international health insurance policy valid for Spain.

## How to calculate the total price

Select course type and duration in weeks and add the registration fare of 50 EUR.

## Included in the course fee

- Booked course
- Leveltest
- Grammarbook
- Tuition material
- Certificate of assistance
- Use of facilities from Monday to Friday 8:30am to 8pm (Internet, Cafeteria, Library, DVD, Video etc.)

## Not included in the course fee

- Registration fee: 50 EUR
- Photocopies
- Drinks
- Phone & Fax
- Public transportation, restaurants and museum tickets during "Practice-Immersion" learning activities

## Companion Discount

For bookings of more than 2 persons we offer price reductions.

Details on [www.elemadrid.com](http://www.elemadrid.com).

## Course starting dates &amp; public holidays

	2007		2008
	dates	holidays	dates
<b>January</b>	8, 22	1	7, 21
<b>February</b>	5, 19		4, 18
<b>March</b>	5, 19		3, 17, 31
<b>April</b>	2, 16, 30	6	14, 28
<b>Mai</b>	14, 28	4, 18	12, 26
<b>June</b>	11, 25		9, 23
<b>July</b>	9, 23		7, 21
<b>August</b>	6, 20	17	4, 18
<b>September</b>	3, 17		1, 15 29
<b>October</b>	1, 15, 29	12	13, 27
<b>November</b>	12, 26	2, 9	10, 24
<b>December</b>	10, 24	7, 25	8, 22

You may request to enter a course between these starting dates if you are not an absolute beginner.  
>>>Please confirm public holidays at booking

## Our bank affiliation

Bank transfer details must contain **your name** and the following information:

Bank name and Place:

**Banco Santander Central Hispano BSCH, Madrid, Spain**

IBAN (International Bank Account Number):  
**ES83 0049 2862 6223 1432 2604**

BIC / SWIFT-Code:  
**BSCHESMM**




Account holder:  
**ELEMADRID**

Please remember to pay all bank charges at your end.

## 4 - Accommodation List

=elemadrid=
































































2007/2008

Name  =walking,  = underground,  =bus distance to school in minutes

\*1→1-week-prices include 6 nights!

SR/DR=single/double room

Euros

Apartments		All with kitchenette, bathroom, telephone and air-conditioning/heating. Bed linen and towels are provided.		APT	Wks	
alonso	   3 - -	Economic & quiet studio for 1-2 persons (ca. 20m <sup>2</sup> ) in nice & central area. Double bed, small living area, TV. Basic cooking equipment. Electricity will be charged separately at check out (ca. 25€ per month). <b>Excellent budget opportunity!</b>		550 610 700 175	2 3 4 +1	
amable	   3 - -	<b>New!</b> Charming and very quiet studio-apartment for 2-3 persons in the very center of Madrid, 300m from Plaza Mayor and 12 walking minutes from school. Big sleeping room, small kitchen and fully equipped bathroom. Swimming pool during summer. <b>Book early!</b>		738 958 1186 286	2 3 4 +1	
alcalá	   3 - -	Basic studios for 1-2 persons (21m <sup>2</sup> ), 2 single beds (190x90cm), small living area. TV. Basic cooking equipment. Cleaning service included on workdays. Building and furniture of late 70's. Good value for money.		915 1205 1332 318	2 3 4 +1	
alegre	   15 - 10 - 10	<b>Highly recommended</b> - Modern, spacious studios for 1-2 persons (40-50m <sup>2</sup> ), located in a very lively zone in the center of Madrid, close to Puerta del Sol and Plaza Santa Ana. Individual air-conditioning/heating. Satellite-TV. Fully-equipped kitchenette. Daily reception and cleaning service included. Prices for separate bedroom on request.		945 1300 1485 386	2 3 4 +1	
ambiente	   2 - -	Beautiful 4-star apartment-hotel with cafeteria and restaurant, just around the corner from <b>elemadrid</b> and Retiro Park in a very quiet and central spot. Spacious, elegant studio-apartments with kitchenette, sitting area and terrace. TV. Room service. Breakfast included. Fabulous patio-garden for breakfast, lunch or tea.		1170 2535 3900 1365	*1 2 3 +1	
ático	   10 - -	Luxury apartments for 1-2 persons (80m <sup>2</sup> ) in a wonderful location between the Prado Museum and Retiro Park. Spacious living area, kitchen, bathroom, <b>separate bedroom</b> and sunroof with private pool. (Note: 50% of price is due 20 days before arrival, no refund in case of cancellation/change of date)		1450 2730 4200 Req.	*1 2 3 +1	
Hotels and Hostals		All with private bathrooms, air-conditioning/heating, TV and telephone. 24 hr reception service. Categories from 2 to 4 stars.		SR	DR	Wks
hogar	   10 - -	Small, very clean hostel in quiet and central location just a 10 minutes walk from the school. Every room is equipped with shower, fridge, TV, safe and hair dryer. Single rooms have not an individual toilet. No Breakfast.		198 429 660 231	330 716 1100 386	*1 2 3 +1
Humor <i>recommended</i>	   15 - -	Nice, very clean and spacious 2-star hostel close to the famous Gran Vía, in the 3 <sup>o</sup> floor with pleasant views on a charming square, only 10 minutes walk from <b>elemadrid</b> . Breakfast not included.		252 546 840 294	336 728 1120 392	*1 2 3 +1
hermes	   25 - 15 - 15	Beautiful and recently renovated Hotel in the corner of a very charming square place in the Gran Vía area with many bars, cinemas and restaurants at reach. Fully equipped and modern, with free internet terminal in the lounge. Breakfast included.		372 806 1240 434	492 1066 1640 574	*1 2 3 +1
habitat	   15 - 5 - 5	4-star-hotel situated in the central district of Salamanca. Restaurant, café, library (with fireplace), gym, sauna and Internet connections. Non-smoking rooms available. Well-designed interior decoration and excellent personalized services. Breakfast buffet included.		753 1632 2510 879	972 2106 3240 1134	*1 2 3 +1
Families		Single room, private bathroom or shared bathroom available. Cleaning; one load of washing a week; ironing facilities; and telephone for incoming calls only. Bed linen and towels provided. No kitchen access. No guests allowed. No air-conditioning. <b>Note: Economic double rooms are shared!</b>		SR	Shared DR	Wks
fabula	   25 - 15 - 15	Single room in nice, bright, modern flat with 2 bathrooms. Your host is Alicia, a 25-year old Spanish teacher and her brother. Moderate, considerate smokers. The flat has a terrace with views over Madrid. Excellent location, only 4 metro stops from school. They have a cat&dog.		229 385 562 738	192 291 447 603	*1 2 3 +1
feliz	   10 - -	Single room in quiet, residential zone: the flat has a living room, kitchen, a small terrace and 2 bathrooms. You will live with Rosa, a very friendly and active lady (born '54) who works as a publicist, her daughter Susana (born '73) who is a nurse and her two little nieces of 1 and 3 years respectively.		172	146	+1
faceta	   25 - 25 - 15	Single room in nicely decorated, modern and quiet flat. 2 bedrooms, 2 bathrooms, kitchen and living room. Your host is a friendly nurse named Ana. She is 36 years old, speaks English and French for emergencies. The house is located about 3.5 km of the school. <b>Non smokers only. Private bathroom.</b>				
fluvial	   25 - 20 - 25	Nice single room with <b>private bathroom</b> . Your host is a very friendly lady. The house is located 3km west of =elemadrid= and you can see the Royal palace from the living room. Spacious flat of 300 m <sup>2</sup> . <b>Non smokers only.</b>		260 447 666 868 203	213 354 525 681 172	*1 2 3 4 +1
forum	   30 - 15 - 15	Nice, bright room with friendly family. They have 3 children but only the youngest son ('89) is still living at home. One of the daughters ('75) visits her parents regularly. Piano in the house. Communicative environment and excellent location, only 3 metro stops from school. <b>Private bathroom. Non-smokers only.</b>				
film	   30 - 15 - 15	Nice, luminous room for 1 or 2 persons (2 beds) with very friendly, communicative lady and her son ('80). You will have your <b>own bathroom</b> . Fully and well-equipped house with air-conditioning. Both are moderate smokers, and very interested in culture, arts, history. 30 minutes walk through Retiro Park to school.				
Shared flats		Single room in flat with Spaniards or international students. Shared kitchen, shared cleaning, and access to laundry facilities. Some flats with no phone, others for incoming calls only. Bed linen provided, but no towels. No guests allowed. No air-conditioning. <b>Note: Economic double rooms are shared!</b>		SR	Shared DR	Wks
cruz	   25 - 15 - 15	Small single room in quiet flat with bilingual women (Spanish-English) in the SALAMANCA district, only 3 metro stops from =elemadrid=. Your host is in her 30s and works as an English teacher and translator. Non-smoker. Cat in the house.		182 234 328 442 110	131 176 270 337 87	*1 2 3 4 +1
cordial	   30 - 20 - 20	Small single room in nice flat-sharing arrangement for max. 3 people. You will live with a Spanish woman (moderate smoker) and another student. The flat has a nice living room, a small kitchen and one bathroom. Located in a quiet district close to the Retiro park, many shops and bars in the neighbourhood.				
charla	   35 - 25 - 20	Small, single room for <b>female student</b> in quiet flat in the old center of Madrid. Small flat with a living room, kitchen and bathroom. Your host, a very friendly 32-year-old woman, is translator and speaks a bit English. Many bars, restaurants and shopping facilities in the neighborhood. <b>Non-smokers only.</b>				
castaño	   20 - 10 - 10	Very nice single room with <b>private bathroom</b> in big flat of 170 square meters. Your host runs an antique shop in the old part of Madrid. He is 45 years old and has a youthful personality. There might be another student in the house. Only for non-smokers. Antonio has a dog, a very friendly boxer. The house is located in the historical part of Madrid, close to Plaza Mayor, Puerta del Sol, etc.		203 322 473 619 140	144 203 291 393 102	*1 2 3 4 +1
color	   25 - 15 - 15	7 nice, single rooms (10-15m <sup>2</sup> ), all with <b>private bathroom</b> , in comfortable flat located in the historical center of Madrid, near Puerta del Sol. TV room, fully-equipped kitchen, washing machine, telephone. The owner is a friendly, modern woman in her 40's. International mix of people. 1 cleaning service/week included.				

Additional accommodations on [www.elemadrid.com](http://www.elemadrid.com)

**Name, address, learning indications**

Ms.  Mr. Year of birth: .....

Family name: .....

First name: .....

Full address (including area/zip code): .....

Country: .....

Tel.: .....

Fax: .....

Email: .....

Nationality: .....

Occupation: .....

**My foreign languages:** Spanish is my  
 first  second  third  fourth

**My knowledge of Spanish is:**  
 none  little  moderate  
 good  very good

**I gained my previous knowledge as follows:**  
 .....

**My interest in Spanish is:**  
 job-related  private

**My learning goal is:**  
 .....

**I would like to develop my:**  
 Conversational skills  Written skills  
 Cultural knowledge  Other skills:  
 .....

**Accommodation**

**List the code-names of your preferred accommodation:**

Choice 1: ..... Choice 2: .....

Choice 3: ..... Choice 4: .....

Arrival date at accommodation: .....

Departure date: .....

**In the case that your accommodation preferences are not available, =elemadrid= will find an alternative.**  
 Please complete the following with yes or no. Let the field empty if not important to you:  
 .... I prefer to live near =elemadrid=  
 .... I prefer a quiet place  
 .... I prefer a private bathroom  
 .... I prefer to live with non-smokers  
 .... I prefer a place without children  
 .... I prefer a place without pets  
 .... I want to have contact with my host

**Family/Flat-sharing only:**  
 Other personal information for your host/flatmates (eg. allergies, dietary restrictions etc.):  
 .....  
 .....

I'm a smoker  I'm non smoker

**Spanish Language Courses**

A (Standard)  C5 (Combined 1)  
 B (Intensive)  C10 (Combined 2)

P (Private) hours per week: .....

P10  P20  P30  
 T2  T3 (Teacher Training)

**Course dates (day-month-year):**  
 Date of first class: .....

Date of last class: .....

Total number of weeks: .....

**Other services**

Professional colleague meeting service.  
 Please indicate the job:  
 .....

Airport pickup (75 EUR)  
 Please send me Gramática Lola in advance (postage on request)

**Costs (my own calculation)**

Registration fee: 50 €

Course: .....€

Accommodation: .....€

Other services: .....€

**Total:** .....€

**I have read and hereby agree to all conditions.**

Date: .....

Signature: .....

**Other comments:**  
 .....

**Emergency contact information.** Please indicate the full name, city, phone number and email of the person you wish to be contacted in case of emergency during your stay with =elemadrid=  
 .....

**Deposit payment (180 €).**  See enclosed money transfer confirmation  Please charge my credit card

Card type:  Eurocard/Mastercard  American Express  Visa  Diners Club

Name on card: ..... Card number: ..... Expiry date: \_\_/\_\_/\_\_

Date: ...../...../..... Signature .....

**Phone contact.**  
 Please call me on (date)..... at (my local time)..... for information regarding:  
 .....