Join the Continuing Education and Professional Studies community of languages! There is no better way for you to communicate with people from other countries and to learn about their customs and cultures than to participate in one of our conversational language courses. If you are planning a vacation or taking a business trip to a foreign country, our courses can help you to communicate effectively.

The Intensive English Institute provides instruction in all areas of the English language for international students, scholars and professionals. You can learn English for business, a career or to prepare for study at an American university.

If you are a non-native speaker of English, our English for Special Purposes courses can help you acquire a good command of English to help you in your job or your personal life.

Browse through the spring/summer course offerings for the ones that best fit your needs. Course information is also available on our website at www.fau.edu/conted-pros. If you have questions or wish to register, call our toll-free number at 1.800.228.5845. We are here to assist you.

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**Cancellations:** If you must cancel, please notify us by phone or fax at least 48 hours before the course begins. You will receive a full refund minus a $15 processing fee for each course. If less than 48 hours notice is given, you will be charged a $40 processing fee for each course. **No cancellations will be accepted after a course begins.** If you can't come, send a friend! If a course is cancelled for any reason, you will receive a full refund.

Contact Continuing Education and Professional Studies about custom-designed training for your employees.

1.800.228.5845  561.297.3174
Barbara Chapman  bchapman@fau.edu
Marta Guevara  mguevara@fau.edu
Established in 1995, Florida Atlantic University's Intensive English Institute provides instruction in all areas of the English language for international students, scholars, and professionals. IEI students learn English for business or a career or for study at an American university. In fact, IEI students who have taken and scored well on the TOEFL exam have been accepted at over 45 American universities, including FAU.

Advanced-level students who are interested in attending FAU have the additional option of applying to the Pathway to Academic Readiness program (www.fau.edu/par/).

### Instruction at 6 Different Levels

Our English courses are taught by highly qualified and experienced instructors who teach classes from beginning to advanced levels. For students with different levels of ability in different subjects, we allow split placement as well. We work to provide a welcoming and supportive learning atmosphere. Classes are held Monday through Thursday from 9 am until 3 p.m. and Friday from 9 am until noon; our computer lab is available every day from 9 am until 5 p.m. for students who wish to continue learning and working on projects outside of class. Students receive instruction in the following areas:

- **Grammar**
- **Reading**
- **Writing and composition**
- **Listening comprehension**
- **Conversation**
- **Vocabulary development**
- **TOEFL preparation (afternoon elective)**

Students who are at an advanced level in English and want to sharpen their language and study skills before entering a degree program at an American university will be considered for enrollment in Level 6. In this level, students develop solid skills in understanding lectures and taking careful notes, answering essay-type test questions, writing research papers, making effective class presentations, working on group projects, and using advanced grammar structures. The prerequisite for this course is a score of at least 90 on the Michigan Test or successful completion of Level 5 at the Intensive English Institute.

### Extra-Curricular Activities

To complement the academic aspect of our program, we provide extra-curricular opportunities such as non-academic electives, field trips, cultural events, and intramural sports. Each term, students may choose two Friday Afternoon Elective courses, which focus on topics such as Business English, Pronunciation, Current Events, and Movies. These mixed-level courses meet on Fridays from 1:00 – 2:30 p.m. and give IEI students the opportunity for English practice in a more relaxed setting. Field trips to local places of interest and organized cultural events such as Independence Day and Thanksgiving gatherings help students learn more about life and customs in the United States. In addition, the IEI sponsors a men’s soccer team and a co-ed volleyball team. Participation in these activities gives our students the opportunity to interact with classmates from around the world in a casual way, giving them greater opportunities to learn English.

The Form I-20 is available for non-immigrant students who need student visas.

### Housing

Various apartment complexes are within the proximity and bicycling distance of the campus. If you prefer to stay in a hotel until you find other accommodations, we have a special rate at University Inn, which is a hotel located about two miles from the campus. You can access the website for off-campus housing at [www.fauoffcampus.com](http://www.fauoffcampus.com). You may register for free and then browse the listings.

### How to Apply

For more information and an application form, contact Barbara Chapman at bchapman@fau.edu, call toll-free at 1-800-228-5845 or 561-297-0179, fax us at 561-297-3987, or write: The Intensive English Institute, Florida Atlantic University, Continuing Education Hall, Bldg. 31D, Room 200, 777 Glades Road, Boca Raton, FL 33431.

### Fees

Each 14-week semester tuition is $3,775 and includes all academic and extra-curricular activities. A non-refundable application fee of $125 is required for all sessions. There is an $85 late testing fee.

### Schedule

**Spring, 2014**

- **#EI 10614**
  - Orientation/Testing: January 6 • 8:30 a.m.
  - Classes begin January 8
  - Late testing January 10, ONLY
  - No classes: January 7 (Teacher’s planning day)
  - No classes: January 20 (M.L. King, Jr. Holiday)

- **#EI 42114**
  - Orientation/Testing: April 21 • 8:30 a.m.
  - Classes begin April 23
  - Late testing April 25 ONLY
  - No classes: April 22 (Teacher’s planning day)
  - No classes: May 1, 2 (FAU Commencements)
  - No classes: May 26 (Memorial Day)
  - No classes: July 4 (Independence Day)

**Summer, 2014**

- **#EI 90814**
  - Orientation/Testing: September 8 • 8:30 a.m.
  - Classes begin September 10
  - Late testing September 12, ONLY
  - No classes: September 9 (Teacher’s planning day)
  - No classes: November 11, (Veterans’ Day)
  - No classes: November 27, 28 (Thanksgiving Holiday)

### Intensive English Four-Week Summer Institute

If you cannot spend a full semester studying English, you may wish to study in our Summer Institute. This four-week program is designed to improve your communication skills through different listening, speaking, reading and writing activities. Classes meet for four hours each day, Monday through Thursday, from 8:30 a.m. to 12:30 p.m. Field trips to special Florida locations are planned for some Fridays. A special feature of the program is the use of multimedia computer-aided instruction, which helps to reinforce your communication skills.

A one-time, non-refundable application fee of $50 is required for the four-week Summer Institute.

- **$965, 64 hours**
- **August 4 – 28, 2014**
- **#IEIS 80414**
**English for Special Purposes**

**Accent Reduction**
If you are a non-native speaker of English with a good command of the language, this course will help you improve both your pronunciation and fluency. Gain greater proficiency in the sounds and the rhythm of American English speech. Included are an intensive study of phonetics and audio recording sessions. **Class size is limited to 12.**

$450, (including parking) 36 hours, 3.6 CEUs

12 Saturdays, January 25 – April 19
(no class: March 8)
9 – 12:00 noon
Boca Raton Campus
#AR12514

**Business English**
If you are currently working in a business environment, this course can help you communicate more accurately and effectively. Intended for intermediate to advanced non-native speakers of English, the course focuses on good professional writing skills, correct English grammar usage, and the vocabulary of meetings and discussions. Instruction is interactive and dynamic and involves group work and audiovisual aids.

$400, (including parking) 24 hours, 2.4 CEUs

12 Tuesdays, January 28 – April 22
7 – 9 p.m.
(no class March 4)
Boca Raton Campus
#BE12814

**Grammar for Non-Native Speakers**
Learn the fundamentals of English grammar through a skills-development approach. Review problem areas, including the use of phrasal verbs, tenses, idioms, and prepositions. Oral and written exercises will help you to feel more confident and fluent in using English. You will have opportunities to discuss specific grammar issues.

$300, (including parking) 25 hours, 2.5 CEUs

10 Saturdays, January 25 – April 5
(no class March 8)
12 noon – 2:30 p.m.
Boca Raton Campus
#GNN12514

10 Saturdays, May 10 – August 2
(no class: July 5)
12 noon – 2:30 p.m.
Boca Raton Campus
#GNNS1014

**Improving Your Conversation Skills**
Learn to communicate more effectively in personal and professional settings. You will enhance your listening skills through in-class discussions and small-group exercises. The course gives you the tools to increase your interpersonal communication skills in a variety of contexts—from knowing how to conduct yourself on job interviews to expressing yourself professionally and communicating better with co-workers. You must be fluent in English to benefit from this course.

$300, (including parking) 25 hours, 2.5 CEUs

10 Saturdays, January 25 – April 5
(no class March 8)
9 – 11:30 a.m.
Boca Raton Campus
#ICS12514

10 Saturdays, May 10 – July 19
(no class July 5)
9 – 11:30 a.m.
Boca Raton Campus
#IC5514

**ESL – English as a Second Language**

**Intermediate TOEFL Preparation**
This course is intended to prepare students for the TOEFL iBT (Internet-Based Test) and is based on the most up-to-date information and materials available. Students will learn a variety of test-taking strategies with clearly defined steps to maximize their performance on the test. After understanding the format of the TOEFL iBT and typical questions for each section, students will take practice tests on the skills necessary to pass the test. On the first day of class, you will take a placement test to determine your TOEFL level.

$550, (including parking) 36 hours, 3.6 CEUs

12 Saturdays, January 25 – April 19
(no class March 8)
9 – 12:00 noon
Boca Raton Campus
#TP12514

12 Saturdays, May 10 – August 2
(no class: July 5)
9 – 12:00 noon
Boca Raton Campus
#TP51014

**ESL – English as a Second Language**

**Evening Program**
If you want to improve your English skills but have a work schedule that does not allow you to study full time, this program is the solution for you. Attend classes three evenings each week and study grammar, writing, vocabulary building, and reading comprehension. This is a multi-level program in which you will improve your listening and speaking skills through extensive conversation practice. On the first day of class, you will take a placement test to determine your English level.

$650, (including parking) 62 hours, 6.2 CEUs

10 Tuesdays, 10 Wednesdays
& 11 Thursdays, January 23 – April 10
7 – 9 p.m.
Boca Raton Campus
#ESL-E51514

**ESL – English as a Second Language**

**Saturday Program**
Take this program if you are a non-native speaker of English and wish to acquire a good command of English to improve your professional as well as your personal life. On the first day of class, you will take a placement test to determine your English level.

The program includes:
• grammar, reading and writing comprehension, vocabulary, listening and speaking
• extensive practice in reality-based conversations
• consultation with instructors
• practice of skills learned in the classroom

Prerequisite: at least intermediate-level proficiency in oral and written English.

$550, 48 hours, 4.8 CEUs

12 Saturdays, January 25 – April 19
(no class: March 8)
9 – 1 p.m.
Boca Raton Campus
#ESL–S12514

12 Saturdays, May 10 – August 2
(no class: July 5)
9 – 1 p.m.
Boca Raton Campus
#ESL–S51014

1-800-228-5845
561.297.3174
**CONVERSATIONAL FRENCH – LEVEL I**
This beginning course should have you speaking basic French almost immediately. Build a working vocabulary of idioms, practical words, and popular expressions. Learn to give personal information, tell time, order from a menu, and express likes and dislikes.

$225, (including parking) 20 hours, 2.0 CEUs

- 10 Tuesdays, January 21 – April 1
- (no class March 4)
- 6 – 8 p.m.
- Boca Raton Campus
#CF12114

**Instructor:** TBA

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**CONVERSATIONAL FRENCH – LEVEL II**
Build on your French language skills to increase your knowledge of vocabulary, idioms, and verb tenses. Improve your conversational skills and learn about French culture at the same time.

$225,* (including parking) 20 hours, 2.0 CEUs

- 10 Wednesdays, January 22 – April 2
- (no class March 5)
- 6 – 8 p.m.
- Boca Raton Campus
#CF12214

**Instructor:** TBA

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**CONVERSATIONAL FRENCH – LEVEL III**
Increase your ability to speak French. You will learn to:
- expand your vocabulary and learn new tenses
- enhance your reading and oral proficiency by discussing a variety of topics in French
- learn valuable cultural information and French cuisine and haute couture

You must have completed Level II or comparable work to benefit from this course.

$225,* (including parking) 20 hours, 2.0 CEUs

- 10 Thursdays, January 23 – April 3
- (no class March 6)
- 6 – 8 p.m.
- Boca Raton Campus
#CF12314

**Instructor:** Carmen DeFreitas, native speaker

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**CONVERSATIONAL ITALIAN – LEVEL I**
Get to know the customs and culture of Italy and learn about Italian art and cuisine. Take this course if you:
- plan to travel to Italy
- need to learn the language for business
- want to learn just for fun

$225, (including parking) 20 hours, 2.0 CEUs

- 5 Mondays & 5 Wednesdays, May 5 – June 9
- (no class May 26)
- 6 – 8 p.m.
- Boca Raton Campus
#CF12114

**Instructor:** Luisa Crosara, native speaker

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**CONVERSATIONAL ITALIAN – LEVEL II**
Enhance your ability to converse in Italian. Expand your vocabulary and converse about personal preferences, weather conditions, shopping, and different occupations. Learn to use tenses and complete grammatical structures.

$225,* (including parking) 20 hours, 2.0 CEUs

- 5 Mondays & 5 Thursdays
- May 6 – June 5
- 6 – 8 p.m.
- Boca Raton Campus
#CI12314

**Instructor:** Luisa Crosara, native speaker

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**CONVERSATIONAL PORTUGUESE – LEVEL I**
Learn to communicate in Portuguese for personal, business, or travel-related reasons. At a basic level, you will be able to ask questions, give personal information, express likes and dislikes, and order from a menu. Gain insight into the Brazilian-Portuguese culture and its influence on our local community.

$225, (including parking) 20 hours, 2.0 CEUs

- 5 Mondays & 5 Wednesdays
- May 5 – June 9
- (no class March 6)
- 6 – 8 p.m.
- Boca Raton Campus
#CP12214

**Instructor:** Carmen DeFreitas, native speaker

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**CONVERSATIONAL PORTUGUESE – LEVEL II**
Double your vocabulary and learn to converse about personal needs and preferences, occupations, health and monetary issues, and shopping. Expand your knowledge of verb forms and learn to use the past tense and more complex sentence structures.

$225,* (including parking) 20 hours, 2.0 CEUs

- 5 Mondays & 5 Wednesdays
- May 5 – June 9
- (no class March 6)
- 6 – 8 p.m.
- Boca Raton Campus
#CP12714

**Instructor:** Carmen DeFreitas, native speaker

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**CONVERSATIONAL SPANISH – LEVEL I**
Learn everyday Spanish words and phrases for practical communication. Professionals who deal with Spanish-speaking clientele will benefit from this popular introductory course.

$225, (including parking) 20 hours, 2.0 CEUs

- 5 Mondays & 5 Wednesdays
- May 5 – June 9
- 6 – 8 p.m.
- Boca Raton Campus
#CS12714

**Instructor:** Patricia VargasVila de Schonander, M.S.

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*$200 for returning students who have completed previous level.
If you already have a basic knowledge of Spanish and wish to gain more fluency, this course provides you with conversational skills. Expand your understanding of sentence structure and grammatical rules while learning different aspects of Spanish culture.

$225,* (including parking) 20 hours, 2.0 CEUs
10 Wednesdays, January 22 – April 2
(no class March 5)
6 – 8 p.m.
Boca Raton Campus
#CS12214

Instructor: Patricia Vargas Vila de Schonander, M.S.

CONVERSATIONAL SPANISH – LEVEL III

Master your conversational skills while learning more sophisticated tenses and grammatical structures. You will increase your reading and oral proficiency and learn valuable cultural information on customs, eating habits, and way of life.

$225,* (including parking) 20 hours, 2.0 CEUs
10 Thursdays, January 23 – April 3
(no class March 6)
6 – 8 p.m.
Boca Raton Campus
#CS12314

Instructor: Patricia Vargas Vila de Schonander, M.S.

*M$200 for returning students who have completed previous level.

CONVERSATIONAL SPANISH – LEVEL II

If you already have a basic knowledge of Spanish and wish to gain more fluency, this course provides you with conversational skills. Expand your understanding of sentence structure and grammatical rules while learning different aspects of Spanish culture.

$225,* (including parking) 20 hours, 2.0 CEUs
10 Tuesdays, January 21 – April 1
(no class March 4)
7:15 – 9:15 p.m.
Boca Raton Campus
#MC12114

Instructor: Weina Luo, M.S., native speaker

MANDARIN CHINESE – LEVEL I

Develop basic conversational skills in Mandarin, the most popular language spoken in China. Learn the basic structural patterns using a vocabulary heard in everyday Chinese conversations. Gain an appreciation of Chinese culture and customs through class discussions and special assignments.

$225,* (including parking) 20 hours, 2.0 CEUs
10 Tuesdays, January 21 – April 1
(no class March 4)
7:15 – 9:15 p.m.
Boca Raton Campus
#MC12314

Instructor: Weina Luo, M.S., native speaker

MANDARIN CHINESE – LEVEL II

Improve your listening and speaking skills in Mandarin. Increase your vocabulary and participate in activities focusing on meaningful, realistic situations while practicing key grammatical structures. Gain more insight into Chinese language and culture in a supportive learning environment.

$225,* (including parking) 20 hours, 2.0 CEUs
10 Thursdays, January 23 – April 3
(no classes March 6)
7:15 – 9:15 p.m.
Boca Raton Campus
#MC12314

Instructor: Weina Luo, M.S., native speaker
To register by phone, call 1.800.228.5845 and use your Visa, MasterCard, Discover Card, American Express or company purchase order. Please have your credit card number and expiration date ready.

To register by mail, complete the form below and mail it to Florida Atlantic University, International Programs, Continuing Education Hall, Room 200, Boca Raton, FL 33431.

To register by fax, dial 561.297.3987 and fax the enrollment form below. Please be sure to fill out the form in its entirety.

To register in person, visit our offices at: Ely Meyerson Continuing Education Hall, Bldg. 31-D, Room 200, on the Boca Raton campus.

To register online, go to www.fau.edu/conted-pros.

To register by mail:

Payment for courses* can be made by Visa, MasterCard, Discover Card, American Express, check, cash or company purchase order. Payment is due at the time of enrollment. Make checks payable to Florida Atlantic University. Cash payments (exact amounts only) must be made in person.

CEUs: Florida Atlantic University awards CEUs (Continuing Education Units) to participants in our courses. One CEU is awarded for each 10 hours of instruction.

Flexible registration: FAU offers continuous enrollment opportunities by telephone, mail, fax and in person, right up to the day your continuing education course begins.

Discounts: Receive a 10% team discount on selected courses when three or more people from one company enroll in the same non-credit course. We ask that you enroll at the same time and use one method of payment.

Cancellations: If you must cancel, please notify us by phone or fax at least 48 hours before the course begins. You will receive a full refund minus a $15 processing fee for each course. If less than 48 hours notice is given, you will be charged a $40 processing fee for each course cancelled. NO CANCELLATIONS WILL BE ACCEPTED AFTER A COURSE BEGINS. If you can’t come, send a friend! If a course is cancelled for any reason, you will receive a full refund.

Enrollment office hours: 8 a.m.-5 p.m., Monday-Friday. Please call our office at 1.800.228.5845 a minimum of 5 working days in advance of an event if a reasonable accommodation of a disability is needed.

Parking: All Continuing Education and Professional Studies students must display a valid parking permit authorized by Parking and Transportation Services at all times while parked on all FAU campuses. Parking fees range from $2.00 per day for one day up to $76.90 depending on the length of the course. Please purchase your parking tag at our office prior your first class by calling 561.297.3174.

University Requirements of Student Behavior: All members of the university community are expected to respect and obey all regulations and policies of the University (all local, state and federal laws). They are expected to conduct themselves in a manner that exemplifies respect to others. Your registration indicates that you understand and agree with this policy.

Smoking can only be in limited designated areas. The NO SMOKING policy in other areas is strictly enforced. If you are a smoker, you should familiarize yourself with the locations of the designated areas.

Payment for courses* can be made by Visa, MasterCard, Discover Card, American Express, check, cash or company purchase order. Payment is due at the time of enrollment. Make checks payable to Florida Atlantic University. Cash payments (exact amounts only) must be made in person.

Company Name __________________________ Company Address ___________________________________________________

To register on line, go to www.fau.edu/conted-pros.

PAYMENT:

❑ Cash [Exact Amount Only] ___________________________________

❑ Check / Name on Check _____________________________________

❑ Co. PO# __________________________________________________

Bill to the Attn. of _____________________________________________

Company Name __________________________ Company Address ___________________________________________________

SSN _____- ____- _________ Home Phone [ ] _______________ Business Phone [ ] _______________ 

City ___________________________ State ____________ Zip ______________________________ 

Home Phone [ ] _______________ Business Phone [ ] _______________ 

Email _____________________________________________ Cell Phone ____________________________________________ 

Name _________________________________________________ Address _________________________________________________________ 

Name on Credit Card __________________________________________ 

Credit Card # ________________________________________________ 

Security Code# ______________________________________________ 

Exp. __/____ 

COURSE NUMBER COURSE NAME DATE LOCATION FEE 

For Office Use Only: 

Agent ______________________ Date ___________________ Registration Verification ____________________________ 

Source ______________________ Finance Verification ____________________________ 

CC# __________________________ Auth. # _______________ Finance Stamp ____________________________ 

*Fees collected from non-credit programs in this catalog are used to support the administration of the division and to pay for food items as appropriate.

Please feel free to copy this form and pass it along to your friends!