



 **SPANISH
EXPRESS**



CORPORATE

PROGRAMME

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OUR STORY

Established in 2003, Spanish Express has grown into a team of linguists who have been involved in Spanish & English language services for many years. We have grown our corporate programme extensively through the years and hope to share our work with more clients. Spanish Express is proud to have all native Spanish & English-speaking professional teachers & translators and a long list of satisfied clients.

Whatever your business needs, Spanish Express offers a complete range of Spanish and English services, from individual tuition, closed group courses and translation services, through to business and cultural seminars as well as social events and incentive trips.

Our reputation has been built on our ability to provide clients with innovative, cost-effective and high-quality language and cultural training. Over the years we have built a large portfolio of companies and clients, both from the UK and Spain, which has in turn enhanced the services we offer.

We can organise a number of different programmes to suit your needs: individual classes, small or large groups, and closed groups. The training is organised online, at the comfort of your premises or at your chosen location.





*"He who knows no foreign
languages knows nothing
of his own".*

Johann Wolfgang von Goethe
German writer and
statesman

SPANISH & ENGLISH
ONLINE & FACE-TO-FACE

TUITION

SPANISH EXPRESS

SPANISH & ENGLISH

BESPOKE PROGRAMMES

Why speaking Spanish & English is great for your business? Because as technology continues to advance, globalization in business continues to bring together various language speakers from across the globe and Spanish and English are two of the top three languages. Would you like to secure more clients? Maybe expand your business? Or simply become smarter?

Whatever your business needs, we offer a complete range of bespoke Spanish & English programmes. We can organise a range of different programmes to suit your needs: individual classes, small or large groups, closed groups – daytime and evening, weekdays and weekends.

MATT WEBB

**SENIOR TECHNICIAN
CAPSICUM RE**

"I'm studying Spanish because I hope that one day, when I improve my skills and I am able to speak the language fluently, I can get a better position at my job".



INDIVIDUAL

TUITION

We provide **Spanish language tuition** on an **individual** basis for professional purposes.

This is the most effective training solution for individuals to improve their language skills in specific areas and perfect for busy work schedule people and those who travel away often on business.

This format of lessons offers many advantages, from providing the participant extensive opportunities for speaking practice to doing a lot of work on error correction.

In general terms, Individual Tuition enables participants to achieve their goals in 30% less time than the alternative Group Tuition.

Our language training is also for individuals facing the prospect of relocating abroad and need an insight, not only into the language, but also into the culture of their new country.

These are the top business sectors we provided linguistic services for:

- Banking, Finance, and Insurance
- Healthcare, Pharmaceuticals, and Medical
- Education and Training
- Marketing, Advertising, and PR
- Retail, Consumer, and E-commerce
- Leisure and Tourism
- Media and Entertainment
- Business and Legal
- ⚽ Sports and Recreation

The contents, times, and dates of these private classes can be arranged to suit the individual candidate's needs.

All our programmes are designed by our linguistic consultants, who will be on hand to help you throughout.

They will be available to answer questions and provide encouragement to help you on your way.

1-DAY

IMMERSION COURSES

This collection of bespoke immersion courses consists of a series of 1-day programmes for people interested in learning Spanish/English fast and gaining more confidence in speaking Spanish or English. Candidates will make maximum progress in the shortest time due to the intensity of the immersion programme, which involves real-life scenarios with your Spanish/English native teacher/s.

All lessons are on a one-to-one basis. However, we can also offer this programme on a two-to-one basis, for two candidates studying together, providing they have similar levels and linguistic needs. We carry out an in-depth needs analysis and design your course to meet your specific requirements; every course is therefore bespoke for each individual candidate or pair.

Whatever your age and background, we have a programme that is a perfect fit to your profile. Our collection of 1-day immersion courses is available at all levels, and candidates can start any day of the week during the whole year. We will also be happy to adapt the programme activities to suit the specific needs and requirements of the individual or pair.

This is a complete Spanish/English immersion course which features an intensive study period, including: 4/8/12 hours of one-to-one/two-to-one tuition, working lunch/dinner with your tutor, guided individual project work, authentic materials, visits to Spanish/English companies or associations, social events, cinema outings, art exhibitions, concerts, among others. We will be happy to organise a bespoke programme for you according to your personal and professional needs.

3 DIFFERENT FORMATS

- **PART-TIME | 4 HOURS/DAY | 1 TUTOR**
- **FULL-TIME | 8 HOURS/DAY | 2 TUTORS**
- **OVERTIME | 12 HOURS/DAY | 3 TUTORS**



CLOSED GROUP

TUITION

Learning in a **Closed Group** is the format most usually chosen for company language training programmes.

We offer assistance to businesses that are wishing or needing to expand. Especially if they are relocating abroad and need an insight into the **language and culture** of their new country.

This is known to be the most effective training solution when a company has a **large number of staff** to be trained and the participants in each group need to share the **same objectives**.

These courses are designed to meet the specific needs of your industry, providing you with training in **General & Business Spanish** for any number of executives.

If your company is considering language training, we will carry out a **language assessment and needs analysis** for each candidate, making sure the right programme is delivered for your company's needs.

PILAR MARTÍNEZ
SPANISH LANGUAGE
DIVISION AT SPANISH EXPRESS

Pilar has more than twenty years of experience in education and she has been working as a Spanish teacher in England since 2017. She teaches one-to-one lessons and groups in-company as well as coordinating the incentive trips to Valencia.





OTHER SERVICES

SEMINARS

Our programme options range from Seminars to a Course of Lectures incorporating everything that a dynamic, modern, global company needs to know before, during and after their expansion into the Spanish/English market.

In addition to our courses, Spanish/English Cultural & Business Seminars are also offered. These seminars are available in Spanish or English so both beginner candidates and those who already have a certain level of Spanish/English can participate. Seminars are specifically designed to complement our academic programme by working on more particular aspects and to make it easier for the participants to become more familiar with the Spanish/English world, regarding both cultural and linguistic aspects, such as improving their oral and written communicative skills, acquiring new vocabulary and training in strategies to develop particular skills.

Some of the seminars we offer:

- Spanish/English Cultural Awareness
- Job Hunting in Spain/UK
- Meetings and Presentation
- How to conduct Business in Spain/UK





HOW TO CONDUCT

BUSINESS IN SPAIN/UK

Designed for business people who have extensive contact with Spanish/English companies and also aimed at employees relocating to Spain/UK. These tailored briefings can range in content from up-to-date background information on the country to invaluable advice on negotiating, presenting and developing familiarity with the Spanish/English way of conducting business.

As you and your organisation's needs are unique, the content and duration of your programme are also unique and only agreed following in-depth interviews.

RELOCATION

SERVICES

Spanish Express has an experienced team of high level Spanish and English professionals with an extensive knowledge of Barcelona, Madrid and other cities in Spain. We are committed to sharing our practical and cultural knowledge in order to satisfy the needs of the increasing number of expatriates coming to Spain.

Relocation to a new country can be a stressful moment for a family, even for those with international experience. To avoid unnecessary frustrations or time-wasting, our company offers a range of carefully selected and personalised services to help each individual family settle comfortably and acclimatise to a different culture, making the move a complete success.



SPANISH/ENGLISH CULTURAL

AWARENESS PROGRAMME

Culture can be understood as a system of values and beliefs, which we share with others, all of which gives us a shared sense of belonging or identity. It can be discussed in terms of ways in which people belonging to a group, society or organisation behave, communicate, think and perceive reality. Each culture exhibits differing value and belief systems, which affect how people perceive reality and react to it.

The Cross-Cultural Awareness Programme is designed not only as an introduction to cultural and diversity awareness, but also a practical guide to communicating effectively across cultures. Designed in close collaboration with you and your organisation, Cross-Cultural Awareness will raise your understanding and awareness of how culture impacts on your organisation and personnel.

As you and your organisation's needs are unique, the content and duration of your programme are also unique and only agreed following in-depth interviews.



TRANSLATIONS

Spanish Express has proven experience in a multitude of business areas including Finance, IT, Travel & Tourism, Graphic & Web Design, Education, Legal, and Media.

We are members of the Chartered Institute of Linguists and the Chamber of Commerce in Great Britain and Spain.

We are proud to guarantee fast and flexible service, delivering accurate, reliable, and high-quality translations.

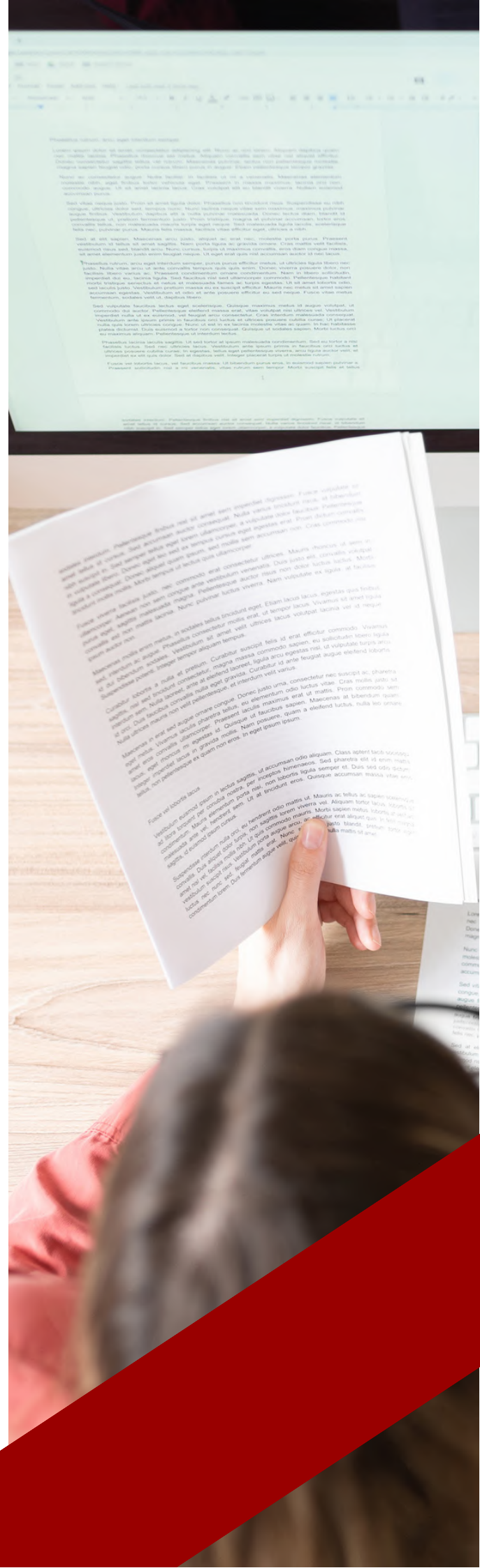
We offer a translation service that covers documents of all sizes, complexity, and specialization. We can provide translation in:

- Financial reports
- Legal documentation
- Annual reports
- Travel brochures
- Advertising copy
- Website localization

Our translators are **native speakers** of the target language with many years of experience in their specific field.

They also specialized in a great variety of fields and have experience in working in varied applications and platforms: **Word, Excel, PowerPoint, FrameMaker, QuarkXpress, among others.**

Apart from our English<>Spanish services, at Spanish Express we provide translations and interpretations in over **100 language combinations** thanks to our extensive network of linguists.



ABSTRACTING

Our clients generally choose the abstracting service when they just want to get the gist of a document but do not need it translated word-for-word. We can summarise the key points of a text, reproducing the main information in a fixed amount of words. When you are short of time and need to understand the basics quickly, our abstracting service is the best option for you.



PROOFREADING

Very often, translations need to be read through by a second translator to ensure that everything is accurate, i.e. print mistakes, spelling mistakes, punctuation marks and grammar errors as well as ensuring your work is up-to-date, complete with idioms recognized in the target language. Depending on the quality of the original translation, this is a quick process to eliminate errors and inconsistencies.

All our proofreaders work with all electronic document formats as well as paper-based texts. They only read documents in their mother tongue, which guarantees translations with a terminology that is accurate, up-to-date and correct in the context.

"Translation is not a matter of words only: it is a matter of making intelligible a whole culture".

Anthony Burgess
English writer and composer

TRANSCRIPTIONS

There may be times when you need to have a written record of what has been spoken. For example, you might require a transcription of a business meeting, a speech, a presentation, or a conference. We can offer different forms of transcription to suit your requirements. These include: summaries, executive summaries as well as full transcripts.



ROCÍO MONSERRAT

TRANSLATION DIVISION AT
SPANISH EXPRESS

Rocío is a certified English-to-Spanish translator and interpreter. She has experience in the translation and correction of legal documents and marketing materials.





These are the top business sectors we provide translations for:

- Banking, Finance and Insurance
- Healthcare, Pharmaceuticals and Medical
- Education and Training
- Marketing, Advertising and PR
- Retail, Consumer and E-commerce
- Leisure and Tourism
- Media and Entertainment
- Business and Legal
- Sports and Recreation

AURORA SALVADOR

PROJECT COORDINATOR AT
TECHNICAL SIGNS

"I approached Spanish Express as our clients required hotel room fire notifications in French, Arabic and Spanish. we had an extremely tight deadline and Mónica and her team where quick to take the job and deliver before our client's deadline. I would not hesitate to contact Spanish Express again or recommend it to any of my clients".



VOICE -OVER

We have a wide range of voice-over specialists and we can match the type of voice to suit your needs so that, for the most part, the recording remains true to the original in terms of tonality and ensures a sympathetic rendering of the source material.



SUBTITLING & DUBBING

Our experienced subtitlers use the latest software to ensure a high quality end product. Our subtitlers use their expertise to produce subtitles that allow you to capture, as far as possible, the mood of the original audio-visual source.



"We may have different religions, different languages, different colored skin, but we all belong to one human race".

**Kofi Annan - Ghanian Diplomat,
7th UN Secretary - General, 2001
Nobel Peace Prize Winner**

INTERPRETING

From business meetings to conferences, it is essential to understand which type of interpreter you require. Our experienced interpreting division will advise you and guide you through to meet all your requirements.

CONSECUTIVE INTERPRETING

The speech is interpreted about 10 minutes after the speaker has spoken in order not to disturb its natural flow. This is usually used at top-level business meetings.

AD HOC & TELEPHONE INTERPRETING

In Ad-Hoc interpreting the speech is interpreted sentence by sentence. This is very useful when accuracy is required.

The telephone interpreting service is useful when speakers are in different locations and need to communicate with each other.





**Spanish Express has a professional bilingual team
for companies needing help in their businesses:**

- Secretaries and Administrators
- Multilingual Customer Support
- Customer Service Representatives
- Education consultants
- International aid/development workers
- Logistics and distribution managers
- Marketing executives
- Publishing rights managers
- Sales executives
- Tour managers

**Please check with us for a more detailed list:
information@spanishexpress.co.uk**

MÓNICA ROMERO

**FOUNDER & DIRECTOR OF
SPANISH EXPRESS**

Professional Spanish Tutor and Certified Translator English - Spanish with many years of experience in teaching business professionals and private individuals on all aspects of Spanish, including seminars in the all-important field of cultural awareness.



SOCIAL

EVENTS

"Great things happen when smart people network together".

Spanish Express organises different types of events, ranging from small meetups and Spanish cinema nights to corporate conferences and presentations on exhibitions like The Language Show.

Language learning can be lonely, so events that bring us together make a huge difference in motivation and attitude towards learning a new language and culture. Moreover, learning a new language makes the world a better place and is fun!

Our events are for those who would like to improve their Spanish in a relaxed atmosphere, whether is conversational or beyond, learning a language outside the classroom setting makes it less daunting, and at the same time you can meet new people and share your interest in the Spanish language, culture, gastronomy, art, literature and much more!



**Allow us to organise your social gathering;
all you have to do is unwind and take it all in!**

INCENTIVE TRIPS

**Engage, motivate and inspire your staff
with incentive trips to Spain**

Are you looking to give your employees a special incentive? Then Spanish Express Incentive Trips to Spain will fit the bill!

Incentive trips are an innovative way to reward and motivate your employees to continue their exceptional work performance.

These trips are an excellent way to bond with your talent, and in the process, you will be giving them a boost to their productivity and production.

Sometimes there are incentives that money can't buy, such as the benefits gained on incentive trips, which range from making new connections to learning the Spanish language and experiencing a new culture.

From Barcelona to Valencia, we provide your employees with the most beautiful destinations Spain has to offer.

Select the one you like the most and don't worry, we'll do the rest.

If you want to know more about this programme, contact us, and we will show you the available locations.

**Incentive + Motivation =
Results and Productivity**

Our top incentive trips are offered in:

- Barcelona
- Valencia
- Cádiz





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