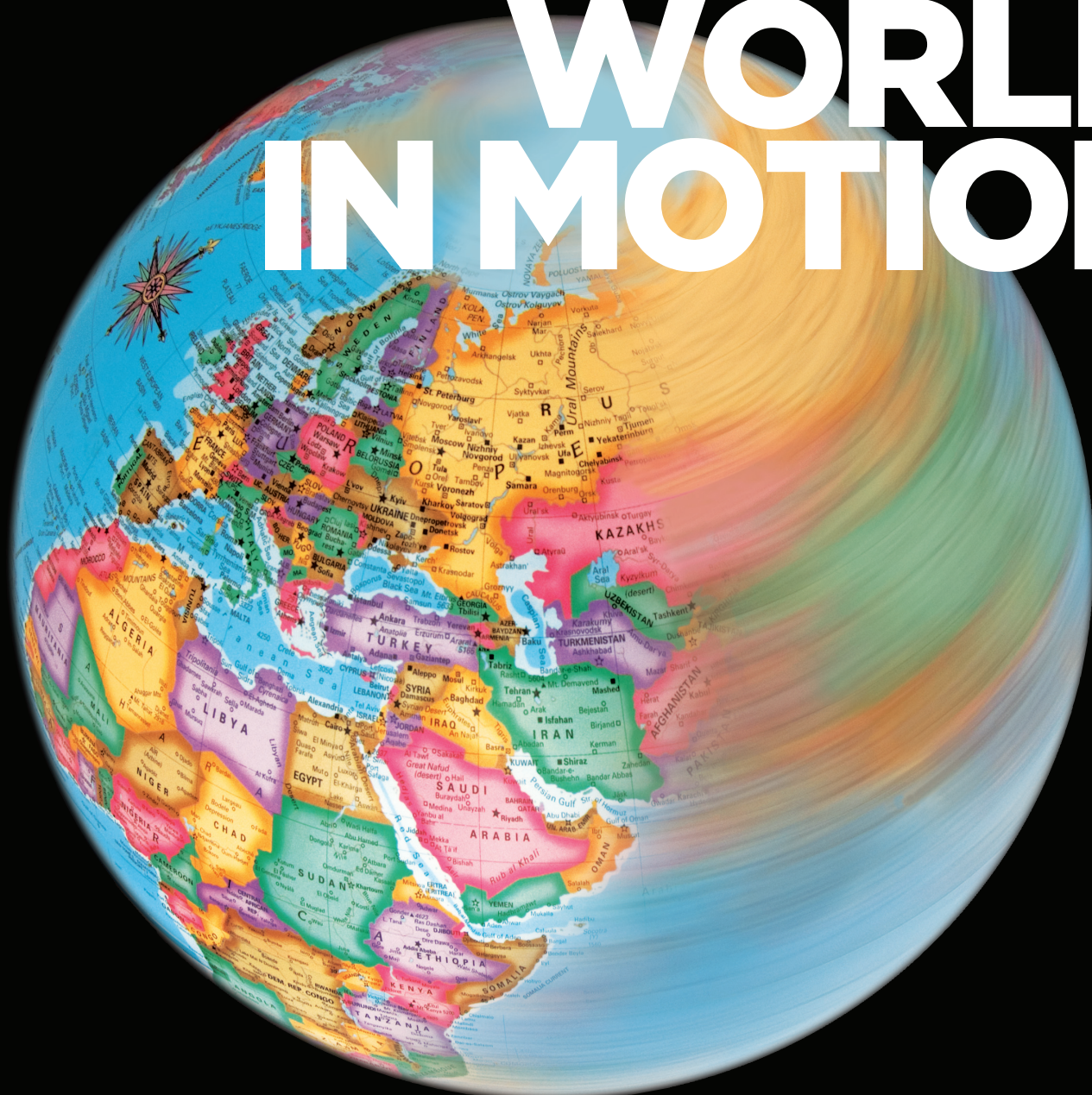


SET YOUR WORLD IN MOTION



If you're going places – we've got the qualifications to get you there. Our internationally-recognised English language awards are ideal for absolute beginners to experienced students, including specialised assessment for Business English and English Language Teaching.

If you're looking for high quality, modern English language qualifications – visit www.cityandguilds.com/ieq, or contact your local City & Guilds centre.

Can you communicate in English?
For example, could you type a letter,
book a train ticket, or explain your
ideas to your employer, tutor or
your friends? If the answer is no,
then we can help you.

We offer a range of International
English Qualifications (IEQ)
recognised by employers,
educational institutions and
governments in the UK, USA,
Europe and Asia.



Name: Wong Ka Lai, Kathy

Country: Hong Kong

Job Title: Secretary

Qualification: City & Guilds
Level 3 in English for Business
Communications (EBC)

Kathy works for a garment
company as a secretary. Every
day she needs to liaise with foreign
customers and good business
communication skills definitely
help give her a competitive edge
in her career.

“Hong Kong is a metropolitan
city. People here are required
to communicate in English
frequently. It is very important
to have good communication
with English-speaking customers
and provide them with quality
service.” Kathy says.

“The EBC qualifications help me
because they’re all work-based.
I have learned about different
types of correspondence, like
preparing customer service
letters, reports, press releases,
etc. It gives me confidence when
liaising with the foreign customers.

“City & Guilds EBC qualifications
are recognised by the government
and my employer will recognise
the skills I have and will see
that my abilities in English had a
bearing on customer satisfaction.”

To further advance her career,
Kathy is planning to study
English and Company Secretarial
courses and sees a good future
for herself. “I would like to be a
company secretary. There are
lots of promotion prospects.”

Who are we?

City & Guilds specialises
in developing vocational
qualifications to enable
learners worldwide to acquire
new skills. We have over 125
years of experience in developing
qualifications that empower
learners and meet the needs
of employers.

We offer a wide range of awards
such as IEQs, Single Subjects –
qualifications for the modern
office – and International
Vocational Qualifications (IVQs).
We have over 2000 approved
centres in over 80 countries
offering our international
qualifications.

Take your pick

Our IEQs are divided into three
suites: one for those who want
to learn for study or travel abroad;
one for people working in a
business environment; and one
for teachers of English. Take your
pick from any of the suites below:

International English for Speakers of Other Languages (IESOL)

- International ESOL (reading,
writing and listening)
- International Spoken ESOL

International Business English

- English for Business
Communications (EBC)
- Spoken English Tests for
Business (SETB)
- English for Office Skills (EOS)

International English Qualifications for Teachers

- Access Certificate in English (ACE)

Our courses allow you to start
at the level which suits you and
progress at your own pace. To help
you on your way, we offer a range
of sample question papers for
each award – some available
free on our website.

What do I gain?

As well as improving your English
language abilities there are many
benefits of taking our IEQs:

- You can use our IEQs to gain
admission into universities and
colleges in UK, USA, Europe
and in various parts of the world.
- If you want to take ACCA exams
then our qualifications are
recognised as proving your
English abilities.
- Results and certificates are
issued within eight weeks.

What are you waiting for?

To find out more about our IEQs,
please contact your nearest
approved City & Guilds centre.
Alternatively you can visit
www.cityandguilds.com or
contact your local branch office
or City & Guilds representative.

Your local training provider is: