



Sistema Qualità Certificato  
in conformità alla norma  
UNI EN ISO 9001:2000.  
Certificato n° SQ.41823.

Certified Quality System  
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## ELS EUROPEAN LANGUAGES FOR SECRETARIES

<b>DURATION</b>	1st October 2003 – 30th September 2005
<b>PROJECT OBJECTIVES</b>	The aim of the ELS project is to develop the language skills of secretaries and administrative assistants in order to re-qualify their professional profile and to promote cooperation in Europe of the companies and organisations of which they are part.
<b>BENEFICIARIES</b>	Personnel of European companies
<b>PROJECT LANGUAGE</b>	English

### PROJECT ACTIVITIES

<b>CREATION OF 4 LANGUAGE TRAINING PACKAGES</b>	The training packages will be developed in English, Italian, French and Spanish and are aimed at the personnel of European companies. The language training packages focus in particular on “Business” topics and aim at developing the reading, listening, writing and grammar skills of the chosen language.
<b>CREATION OF A MULTILINGUAL GLOSSARY</b>	The multi-lingual Business Glossary contains over 1000 words and phrases frequently used in a business environment. It enables the user to view definitions of various business related topics in 9 European languages.
<b>CREATION OF A “BUSINESS CULTURE” TRAINING PACKAGE</b>	The “Business Culture” training package contains 9 Business Training Culture modules which expose the users to the specific features of the business environment of France, Germany, Greece, Italy, Norway, Romania, Slovakia, Spain and the United Kingdom. Each module is available in both English and the national language of the country and contains a multiple choice quiz to test the knowledge of the Business Culture of that country.
<b>CREAZIONE DI UN PACCHETTO FORMATIVO SUL “PERSONAL DEVELOPMENT”</b>	The ELS Personal Development module has been designed as integrative material to the ELS Business Language Training packages. The main objective of the ELS Personal Development module is to accompany the individual throughout their language training, allowing them to focus on and develop their own personal and professional personal development.
<b>EVALUATION OF THE TRAINING PACKAGES</b>	Each project partner coordinates a group of end users who test and evaluate the training packages. The training packages will be modified according to the feedback received from the evaluators.

### FOR FURTHER INFORMATION

For further information about the project activities, please contact the project promoter:  
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