



*The Institute of Italian Language and Culture  
Personalized study programs*

*Tailor-made, full immersion programs for professionals,  
students and anyone with little time to study*

*One-to-one and small group courses  
to make the most out of your time*

## Center of Personalized Italian Studies

The Galilei Institute is one of the most prestigious among the Italian language and culture schools for foreigners.

The school of Italian language was established in 1985, in the centre of Florence, with the aim of providing high quality linguistic services to private individuals and multi-national companies who need to learn the basics as well as improve their Italian language to the highest level in a short amount of time:

- business people who need the Italian language for work
- language students who need to prepare for their exams
- private individuals of all ages who study Italian for their personal needs or passions



## Intensive Courses to make the most out of your Time

The Institute Galilei specializes in one-to-one and small group courses (3-4 participants), which are the unique course types that assure individual attention from the teacher for each participant and a high degree of active participation, which enables the students to put the studied structures correctly into practice.

All courses have a personalized structure based on the students' linguistic needs and characteristics.

One week of these one-to-one courses corresponds to approximately one month in a class with a group of students, and two weeks of a small group course with 3-4 for students per class.

### **The Secret of our Quality:**

Excellent teachers with years of training and the school's size, which has been kept rather small in order to give everyone the opportunity to receive individual attention.

## *Highlights of the Courses at the Galilei Institute*

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- Rapid and thorough assessment of the students' needs
- Course programs tailored to those needs
- Productive instruction environment
- Flexible schedules
- Reduction of amount of time required to learn/improve the language
- Exclusive attention of **qualified and specialized teachers**
- Italian for various professional fields and their **specific terminology**
- Excellent results

The courses take place the whole year (including Christmas and Easter holidays).  
Every lesson lasts 60 minutes.

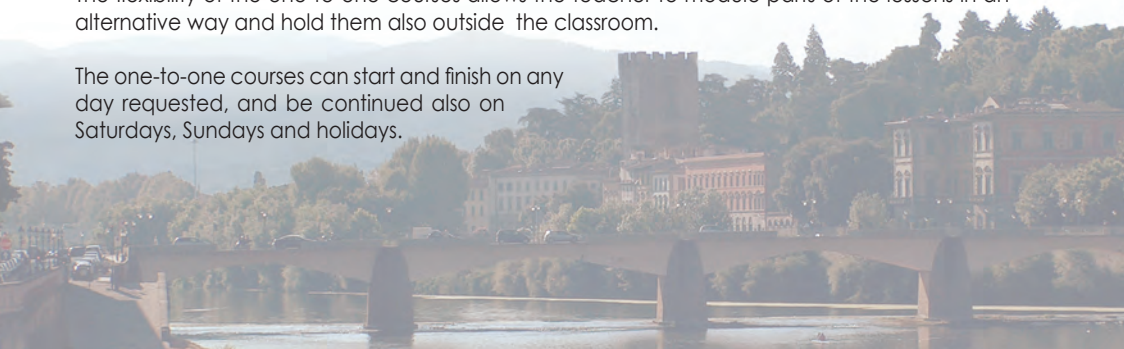
## *Characteristics of One-to-one Courses*

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The one-to-one courses are characteristic for their tailor-made program customized to the student's profile and needs. Particular aspects of the language such as grammar, conversation, syntax, etc. can be explored or emphasized according to the student's wishes. Specific vocabularies or aspects of the language can be studied according to his/her field of work or interest.

The flexibility of the one-to-one courses allows the teacher to module parts of the lessons in an alternative way and hold them also outside the classroom.

The one-to-one courses can start and finish on any day requested, and be continued also on Saturdays, Sundays and holidays.



## Characteristics of Small Group Courses

The small group courses meet the same high standards of personal attention and care given to the one-to-one courses. They are **intensive classes with a maximum of 4 students per group** and are an optimal course choice for those who prefer to participate in a group course, but still wish to have individual attention from the teacher and a high degree of active participation during the lesson.

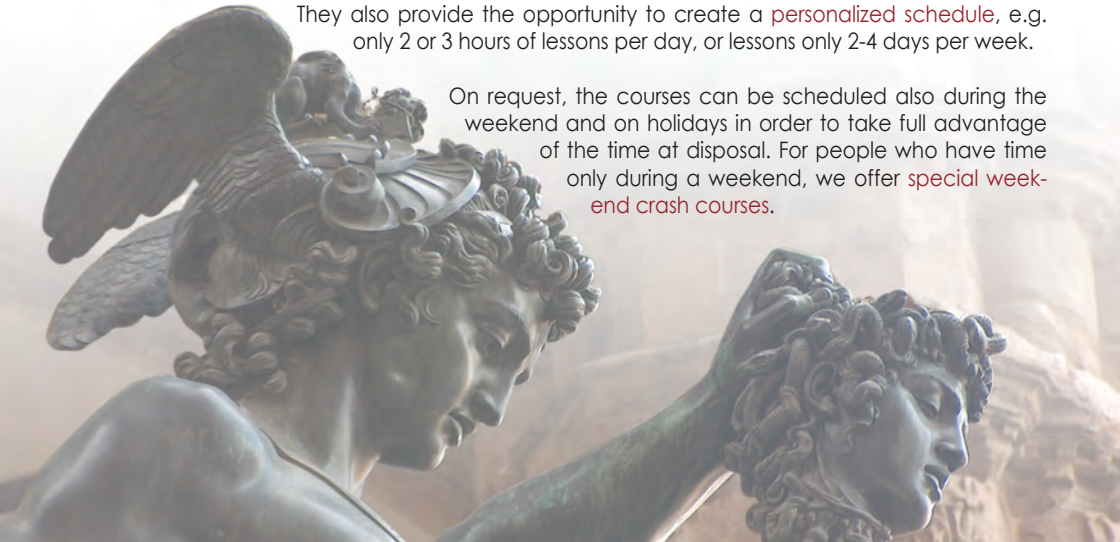
For **self-composed groups**, the course program can be established according to their request (see one-to-one courses). **The participants of a self-composed small group need to all be at the same level of Italian.**



## Flexible Schedules & Weekend Crash Courses

One-to-one and self-composed small group courses **can start and finish on any day requested.** They also provide the opportunity to create a **personalized schedule**, e.g. only 2 or 3 hours of lessons per day, or lessons only 2-4 days per week.

On request, the courses can be scheduled also during the weekend and on holidays in order to take full advantage of the time at disposal. For people who have time only during a weekend, we offer **special weekend crash courses.**



## *The School and Classrooms*

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The Galilei Institute is located **in the centre of Florence**. The classrooms are furnished with air conditioning. They are spacious, calm and sunny assuring a productive instruction environment. The school is equipped with an audio-visual system and computers with internet connections. Students can also connect to the internet using a provided wireless network.



## *Teaching Method*

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Our flexible and personalized teaching method is the result of more than 20 years of one-to-one and small group teaching. It assures fast and efficient results with only a few days of lessons, and **takes into consideration mother tongue, age, interests, study habits and motivation differences** when developing your lessons.

### **5 steps that assure high quality teaching:**

- **Evaluation of the students' linguistic needs and characteristics** to decide on the teaching approach;
- **Individualization of the students' personal interests** to assure that the course content is of high interest;
- **Selection of the most appropriate teaching instruments** and their way of utilization;
- **Checking the learning progress regularly** in order to properly organize the study plan;
- **Interpretation of learning results** so that the students can clearly see their achievements;

The **main course of study includes**: grammar; syntax; vocabulary; phonetics.

The **practical exercises** can include: conversation; technical conversation; translation; dictation; oral and written summary; pronunciation; reading.

Vocabulary, technical conversation and reading are selected according to the relevance of the student's profession or interests - see also "language specialization & business courses" on page 6.

## One-to-one Courses

Course "A" is a basic course for those who wish to have the afternoon free for other activities. Course "B" and "D" are more intensive courses, which focus in the morning on grammar and language structures and concentrate in the afternoon on the practical use of the language. In course "C" and "E" the lessons continue without interruption by having lunch with the teacher at the restaurant. Course "F" is indicated for those who want to take advantage of the day hours for business or sightseeing.



Courses	hours/day	schedule	price/week
Course "A"	4 hours/day	9am - 1pm	Euro 770
Course "B"	6 hours/day	9am - 1pm and 2pm - 4pm	Euro 1080
Course "C"	6 hours/day incl. lunch	9am - 3pm	Euro 1490
Course "D"	8 hours/day	9am - 1pm and 2pm - 6pm	Euro 1340
Course "E"	8 hours/day incl. lunch	9am - 5pm	Euro 1750
Course "F"	5 hours/day incl. dinner	5pm - 10pm	Euro 1445

### Discounts/Supplements:

- for one-to-one courses of 3 weeks: discount of 8%
- for one-to-one courses of 4-11 weeks: discount of 10%
- for one-to-one courses of 12 or more weeks: discount of 15%
- for 2 participants in the same course (two-to-one course): discount of 20% per person
- during the months of February and March: special discount of 10%
- during Saturdays, Sundays and holidays: supplement of 10%

All discounts/supplements are calculated on the lessons rate (excl. meals).

### The prices include:

Textbooks and notebooks, use of videos and DVDs, housing service, certificates and diplomas, weekly tour with a guide to the museums and churches of Florence, school tax, examination fee.

## *Business Courses & Language Specialization*

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In the one-to-one and self-composed small group courses, specific vocabularies and aspects of the language can be studied according to the students' field of work or interest. The lessons on specific terminologies such as economics, finance, marketing, law, etc. are given by an expert in the sector. Some of the possible fields of language specialization:

### **Executives and business people**

Lessons of terminology on financial reports, marketing, import-export, commercial policy of Italian industries, insurance companies and banks.

### **Secretaries**

Study and composition of business correspondence (e.g. enquiries and offers of merchandise, complaints and reminders). Training in expressions which are recurrent in telephone conversations.

### **Translators and Interpreters**

Analysis and composition of commercial, political and economic texts as well as texts of literature and science, depending on the student's working field.

### **Lawyers and social workers**

Vocabulary lessons given by an expert in jurisprudence. Illustration of the Italian civil and criminal law as well as the laws relevant to the legislation of commerce (contracts, bankruptcy, agreements) and to the family (marriage, adoption, divorce, inheritance).

### **Opera singers**

Phonetics and vocabulary are practised and studied through the use of librettos chosen by the student. Analyses and comprehension of the librettos.

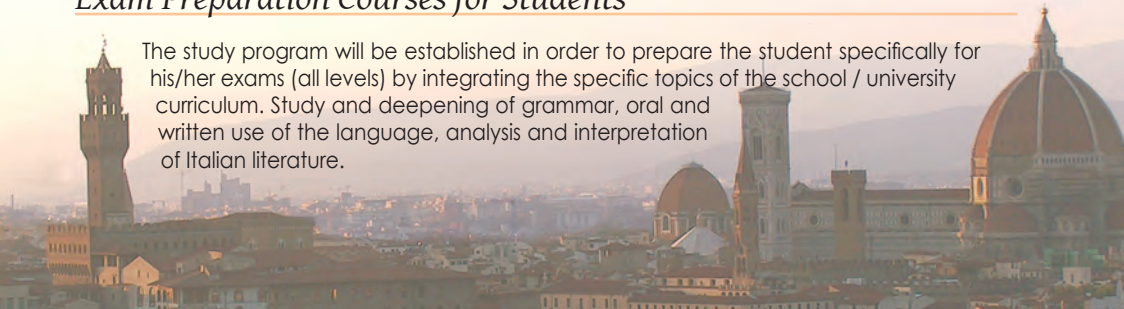
### **Italian teachers (non-Italians)**

Revision of advanced grammar and language structures and ideas for the planning of the lessons at their school.

## *Exam Preparation Courses for Students*

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The study program will be established in order to prepare the student specifically for his/her exams (all levels) by integrating the specific topics of the school / university curriculum. Study and deepening of grammar, oral and written use of the language, analysis and interpretation of Italian literature.



## Small Group Courses

The courses "A-gr" and "S-gr" are basic courses suitable for those who wish to have free time to sight see or combine the course with another one of Italian culture (s. page 8). The courses "B-gr" and "D-gr" provide the opportunity for a more intensive study of the language. These Italian small group courses can be combined with extra hours of one-to-one lessons to specialize the language (s. page 6). The small group courses have a minimum length of 2 weeks.

Courses	hours/day	schedule*	price per 2 weeks
Course "A-gr"	4 hours/day, morning	9am - 1pm	Euro 770
Course "S-gr"	4 hours/day, afternoon	2pm - 6pm	Euro 770
Course "B-gr"	6 hours/day	9am - 1pm and 2pm - 4pm	Euro 1080
Course "D-gr"	8 hours/day	9am - 1pm and 2pm - 6pm	Euro 1340

### Discounts:

- for small group courses of 4-5 week: discount of 8%
- for small group courses of 6 or more weeks: discount of 10%
- for self-composed small groups (of same Italian level): discount of 10%
- during the months of February and March: special discount of 10%

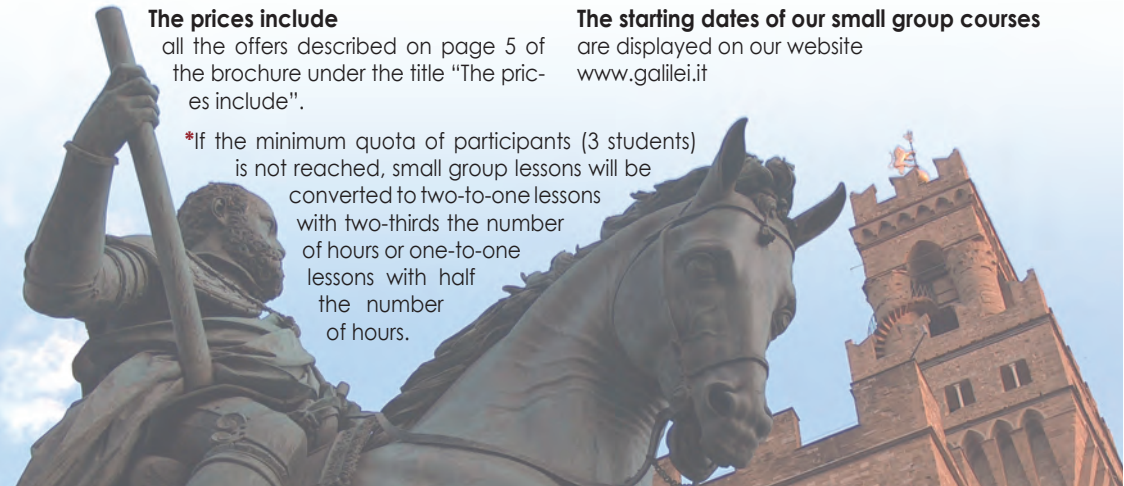
### The prices include

all the offers described on page 5 of the brochure under the title "The prices include".

### The starting dates of our small group courses

are displayed on our website [www.galilei.it](http://www.galilei.it)

\*If the minimum quota of participants (3 students) is not reached, small group lessons will be converted to two-to-one lessons with two-thirds the number of hours or one-to-one lessons with half the number of hours.





## Courses of Italian Cooking, Art and Culture

The Italian cooking, art and culture courses have a practical teaching approach so that the students can learn and experience some of the most typical aspects of Italian culture first-hand.

The courses of Italian cooking, art and culture have the same structure and teaching method as the Italian language courses and are offered as one-to-one and small group courses. All programs are personalized and give good results also in only a few days of lessons. For more information please consult our website at [www.galilei.it](http://www.galilei.it)

No enrolment in the Italian language courses is required in order to follow the programs of Italian cooking, art and culture.



## Lodging

The secretary's office of the Institute can arrange lodging for the students among the following options:

	<b>single room</b>	<b>double room*</b>
<b>Family with breakfast and dinner</b>	from Euro 33 per day	from Euro 60 per day
<b>Shared apartment with use of kitchen</b>	from Euro 16 per day	from Euro 25 per day
<b>Whole apartment</b>	from Euro 33 per day	
<b>Hotel (2 stars)</b>	from Euro 45 per day	from Euro 70 per day
<b>Hotel (4 stars)</b>	from Euro 60 per day	from Euro 85 per day

\* option only available for 2 people coming together



## *How to enroll*

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To enroll please send the completed application form. If you prefer you can use the online form at our home page [www.galilei.it](http://www.galilei.it). The secretary's office will then give confirmation of the chosen course by email, fax or letter. To complete the enrolment, a 30% deposit of the course fee is requested.

## *General Rules*

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The course fee must be paid before or on the first day of lessons. Cancellations have to be made by fax or email. If they are made within the 15 days preceding the beginning of the course 30% of the course fee will be kept. Once the course has started, no reimbursement can be made.

## Application Form

### General Information

Last Name ..... First Name .....

Address .....

..... Email .....

Phone ..... Fax .....

Nationality ..... Age .....

Profession .....

Company/School .....

### Course Choices

**One-to-one course**    A     B     C     D     E     F

Requested vocabulary .....

**Small group course**    A-gr     S-gr     B-gr     D-gr

for ..... weeks    from ..... to .....  incl. Saturday  incl. Sunday

### Lodging

Hotel     Family with half board     Room in apartment     Apartment

from ..... to .....  Single room     Double room

### Please send to:

Istituto Galilei - Via degli Alfani 68 - 50121 Florence - Italy or by fax to +39 055 28 34 81  
or use the online application form at our web page [www.galilei.it](http://www.galilei.it)



**Companies:** 3M, ACO Passavant, Alcatel, Alcoa, Alfa Romeo, Ascom Holding, Avis Fleet Service, Barilla, BASF, Bearing Point, Benetton, Blaupunkt, Bosch, British Airways, Buitoni, Cameo, Canadian Airlines, Canon, Caterpillar, Ciba-Geigy, Dunhill, ENEL Produzione, Enichem, Enrico Coveri, Ericsson, Ernst & Young, Exxon Chemical, Ferrero, Fiat, Fiorentina AC, Forest Oil International, Franklin Electric Europe, FYM, General Electric, Gentiva Health Services, Gerling-Konzern, Gold Pfeil, Goodyear, Hachette Livre, Heineken, Helene Curtis, IBM, Ikea, Imexo Papier, Industrial Sugar Mills, Itochu, Iveco, JAL, Kirkland & Ellis, Km Europa Metal, Koenig & Bauer, Lever, Lloyds Abbey Life, L'Oréal, Lufthansa, Mitsubishi, Manufacturers Hanover Trust, Max Mara, Masterkarte, Mazda, Merrill Lynch, Mission Energy, Missoni, Mitsubishi, Moët & Chandon, NEC, Nestlé, New York Times, Nikon, Nixdorf Computer, Nordica, Nuovo Pignone, Olivetti, Opera House of Zurich, Perugia, Peugeot-Citroën, Philip Morris, Pioneer, Pirelli, Porsche, PricewaterhouseCoopers, Procter & Gamble, Renault, Ricoh Corporation, Saab, Jil Sanders, Sanyo, Saudi Aramco, Sealy, Seeber, Shell, Siemens, Simon Dickinson, Solera, Sun Microsystems, Swarovski, Shell, Swiss Radio Television, Swiss Reinsurance Company, Swiss State Railways, Technologie Diesel, Telecom Italia, The New York Hospital, TIM, Toyota, Triumph, Uniflex, Unilever, Valentino, Vanervell, Vita Life Insurance, Wiggins Teape, Winterthur Technology Group, Wochenzeitung, World, Zanussi.

**Banks:** ABN Ambro Bank, Bank of America, Banca del Gottardo, Banque Bruxelles Lambert, Banque Rothschild, Barclays's Private Bank, Chase Manhattan Bank, Credit Suisse, Deutsche Bank, Dresdner Bank, European Central Bank, Graubündner Kantonalbank, Holderbank, Hypo Bank, International Moscow Bank, Merrill Lynch, Monte dei Paschi, Sumitomo Bank, Swiss Bank Corporation, Tokai Bank, UBS, Volksbank, Westdeutsche Landesbank. **Embassies & Consulates:** Belgium, Japan, Norway, South Africa, Sweden, Switzerland, United Kingdom, United States. **Institutions:** California Institute of Technology, The Court of First Instance of EC, Department for Health of Bavaria, European Council and Parliament, FBI, Ministère de l'Intérieur Français, USA Dept. of Defense, Justice and State, Unesco. **Schools & Universities:** Ecole Internationale de Genève, Ecole Lemania, Ecole Moser, Ecole Nouvelle de la Suisse Romande, New York University, San Francisco University High School, Université de Caen, University of Kyoto, University of Munich.