

# CS042

## Basic Language Courses for the Hospitality Industry - English

### **Aim:**

Persons who wish to gain a working knowledge/ elementary competence in the English language.

This course focuses on teaching participants how to communicate simply and effectively at basic level, deal with the grammatical structures needed, pronounce words properly and utilise tourism-related vocabulary in their daily duties.

### **Description:**

The topics covered are:

- Introducing oneself and others, greeting people, formal and informal uses of the language, giving simple information about oneself. The alphabet. Countries and nationalities, adjectives used to express this. Talking about one's country.
- Introduction to hospitality vocabulary-different areas of the hotel. A focus on the reception area.
- Giving directions, both inside the hotel and around Malta. Grammatical structures needed for this.
- The two parts of a restaurant – dining area utensils & kitchen equipment. Taking simple orders in the bar/restaurant/café/replying to room service orders.
- Culinary terms – the food groups, methods of preparing and cooking food. Looking at recipes. Talking about food – favourite dishes, typical dishes of England.

- A focus on pronunciation – listening and speaking. Communicating over the phone – taking bookings, filling in forms. Talking about one's routine- the time, tasks and responsibilities at work, running errands and chores.
- Talking about one's home town – expressing feelings, likes and dislikes. Culture – typical towns/villages in England
- Recommending places of interest to tourists in a simple manner. Asking tourists questions on arrival/bidding farewell/ making arrangements for departure.

### **Intended for:**

Persons who wish to gain a working knowledge of the English language.

### **Requirements:**

None

### **Duration:**

28 hours

### **Assessment Method:**

Participants have to sit for an examination at the end of the course.

### **Course Fee:**

€100

# CS043

## Basic Language Courses for the Hospitality Industry - French

### **Aim:**

Persons who wish to gain a working knowledge/ elementary competence in the French language. This course focuses on teaching participants how to communicate simply and effectively at basic level, deal with the grammatical structures needed, pronounce words properly and utilise tourism-related vocabulary in their daily duties.

### **Description:**

The topics covered are:

- Introducing oneself and others, greeting people, formal and informal uses of the language, giving simple information about oneself. The alphabet. Countries and nationalities, adjectives used to express this. Talking about one's country.
  - Introduction to hospitality vocabulary-different areas of the hotel. A focus on the reception area.
  - Giving directions, both inside the hotel and around Malta. Grammatical structures needed for this.
  - The two parts of a restaurant – dining area utensils & kitchen equipment. Taking simple orders in the bar/restaurant/café/replying to room service orders.
  - Culinary terms – the food groups, methods of preparing and cooking food. Looking at recipes. Talking about food – favourite dishes, typical dishes of France.
- A focus on pronunciation – listening and speaking. Communicating over the phone – taking bookings, filling in forms. Talking about one's routine- the time, tasks and responsibilities at work, running errands and chores.
  - Talking about one's home town – expressing feelings, likes and dislikes. Culture – typical towns/villages in France.
  - Recommending places of interest to tourists in a simple manner. Asking tourists questions on arrival/bidding farewell/ making arrangements for departure.

### **Intended for:**

Persons who wish to gain a working knowledge of the French language.

### **Requirements:**

None

### **Duration:**

56 hours

### **Assessment Method:**

Participants have to sit for an examination at the end of the course.

### **Course Fee:**

€200

# CS044

## Basic Language Courses for the Hospitality Industry - German

### **Aim:**

Persons who wish to gain a working knowledge/ elementary competence in the German language. This course focuses on teaching participants how to communicate simply and effectively at basic level, deal with the grammatical structures needed, pronounce words properly and utilise tourism-related vocabulary in their daily duties.

### **Description:**

The topics covered are:

- Introducing oneself and others, greeting people, formal and informal uses of the language, giving simple information about oneself. The alphabet. Countries and nationalities, adjectives used to express this. Talking about one's country.
- Introduction to hospitality vocabulary-different areas of the hotel. A focus on the reception area.
- Giving directions, both inside the hotel and around Malta. Grammatical structures needed for this.
- The two parts of a restaurant – dining area utensils & kitchen equipment. Taking simple orders in the bar/restaurant/café/replying to room service orders.
- Culinary terms – the food groups, methods of preparing and cooking food. Looking at recipes. Talking about food – favourite dishes, typical dishes of Germany.

- A focus on pronunciation – listening and speaking. Communicating over the phone – taking bookings, filling in forms. Talking about one's routine- the time, tasks and responsibilities at work, running errands and chores.
- Talking about one's home town – expressing feelings, likes and dislikes. Culture – typical towns/villages in Germany.
- Recommending places of interest to tourists in a simple manner. Asking tourists questions on arrival/bidding farewell/ making arrangements for departure.

### **Intended for:**

Persons who wish to gain a working knowledge of the German language.

### **Requirements:**

None

### **Duration:**

56 hours

### **Assessment Method:**

Participants have to sit for an oral examination at the end of the course.

### **Course Fee:**

€200

# CS045

## Basic Language Courses for the Hospitality Industry - Italian

### **Aim:**

Persons who wish to gain a working knowledge/ elementary competence in the Italian language. This course focuses on teaching participants how to communicate simply and effectively at basic level, deal with the grammatical structures needed, pronounce words properly and utilise tourism-related vocabulary in their daily duties.

### **Description:**

The topics covered are:

- Introducing oneself and others, greeting people, formal and informal uses of the language, giving simple information about oneself. The alphabet. Countries and nationalities, adjectives used to express this. Talking about one's country.
- Introduction to hospitality vocabulary-different areas of the hotel. A focus on the reception area.
- Giving directions, both inside the hotel and around Malta. Grammatical structures needed for this.
- The two parts of a restaurant – dining area utensils & kitchen equipment. Taking simple orders in the bar/restaurant/café/replying to room service orders.
- Culinary terms – the food groups, methods of preparing and cooking food. Looking at recipes. Talking about food – favourite dishes, typical dishes of Italy.

- A focus on pronunciation – listening and speaking. Communicating over the phone – taking bookings, filling in forms. Talking about one's routine- the time, tasks and responsibilities at work, running errands and chores.
- Talking about one's home town – expressing feelings, likes and dislikes. Culture – typical towns/villages in Italy.
- Recommending places of interest to tourists in a simple manner. Asking tourists questions on arrival/bidding farewell/ making arrangements for departure.

### **Intended for:**

Persons who wish to gain a working knowledge of the Italian language.

### **Requirements:**

None

### **Duration:**

56 hours

### **Assessment Method:**

Participants have to sit for an examination at the end of the course.

### **Course Fee:**

€200

# CS046

## Basic Language Courses for the Hospitality Industry - Spanish

### **Aim:**

Persons who wish to gain a working knowledge/ elementary competence in the Spanish language. This course focuses on teaching participants how to communicate simply and effectively at basic level, deal with the grammatical structures needed, pronounce words properly and utilise tourism-related vocabulary in their daily duties.

### **Description:**

The topics covered are:

- Introducing oneself and others, greeting people, formal and informal uses of the language, giving simple information about oneself. The alphabet. Countries and nationalities, adjectives used to express this. Talking about one's country.
- Introduction to hospitality vocabulary-different areas of the hotel. A focus on the reception area.
- Giving directions, both inside the hotel and around Malta. Grammatical structures needed for this.
- The two parts of a restaurant – dining area utensils & kitchen equipment. Taking simple orders in the bar/restaurant/café/replying to room service orders.
- Culinary terms – the food groups, methods of preparing and cooking food. Looking at recipes. Talking about food – favourite dishes, typical dishes of Spain.

- A focus on pronunciation – listening and speaking. Communicating over the phone – taking bookings, filling in forms. Talking about one's routine- the time, tasks and responsibilities at work, running errands and chores.
- Talking about one's home town – expressing feelings, likes and dislikes. Culture – typical towns/villages in Spain.
- Recommending places of interest to tourists in a simple manner. Asking tourists questions on arrival/bidding farewell/ making arrangements for departure.

### **Intended for:**

Persons who wish to gain a working knowledge of the Spanish language.

### **Requirements:**

None

### **Duration:**

45 hours

### **Assessment Method:**

Participants have to sit for an examination at the end of the course.

### **Course Fee:**

€200

# CS047

## Basic Language Courses for the Hospitality Industry - Maltese

### **Aim:**

Persons who wish to gain a working knowledge/ elementary competence in the Maltese language. This course focuses on teaching participants how to communicate simply and effectively at basic level, deal with the grammatical structures needed, pronounce words properly and utilise tourism-related vocabulary in their daily duties.

### **Description:**

The topics covered are:

- Introducing oneself and others, greeting people, formal and informal uses of the language, giving simple information about oneself. The alphabet. Countries and nationalities, adjectives used to express this. Talking about one's country.
- Introduction to hospitality vocabulary-different areas of the hotel. A focus on the reception area.
- Giving directions, both inside the hotel and around Malta. Grammatical structures needed for this.
- The two parts of a restaurant – dining area utensils & kitchen equipment. Taking simple orders in the bar/restaurant/café/replying to room service orders.
- Culinary terms – the food groups, methods of preparing and cooking food. Looking at recipes. Talking about food – favourite dishes, typical dishes of Spain.

- A focus on pronunciation – listening and speaking. Communicating over the phone – taking bookings, filling in forms. Talking about one's routine- the time, tasks and responsibilities at work, running errands and chores.
- Talking about one's home town – expressing feelings, likes and dislikes. Culture – typical towns/villages in Spain.
- Recommending places of interest to tourists in a simple manner. Asking tourists questions on arrival/bidding farewell/ making arrangements for departure.

### **Intended for:**

Persons who wish to gain a working knowledge of the Maltese language.

### **Requirements:**

None

### **Duration:**

56 hours

### **Assessment Method:**

Participants have to sit for an examination at the end of the course.

### **Course Fee:**

€200

# CS048

## French for Tour Guiding

### **Aim:**

To enable students to gain a very good knowledge of the 4 skills (written, spoken, listening and reading) in French in a tour-guiding context. To enable students to speak fluently in French about local historical sites and famous monuments.

### **Description:**

Topics covered in part 1 semester 1:

- Grammar:
  - Tenses
  - Adjectives and shades of colour
  - Relative Pronouns/ Personal Pronouns
  - Negatives
  - Prepositions
  - Time expressions
- Language Functions:
  - Welcome speech
  - How to suggest areas of interest
  - Giving advice to tourists
  - How to take care of a group
  - Presenting a famous landmark

Topics covered in part 2 semester 2:

- Language terminology related to the following specific sites of interest:
  - Valletta walking tour
  - Palace of the Grandmasters

Cathedral of St John

Mdina walking tour

Museum of Roman Antiquities

St Paul's Catacombs

Birgu walking tour

Inquisitor's Palace

Maritime Museum

Tarxien Temples

Ghar Dalam

Gozo

Coach Tours

### **Intended for:**

Tourist Guides who are already in possession of a Licence and who would like to guide in French.

### **Requirements:**

An ordinary level of French

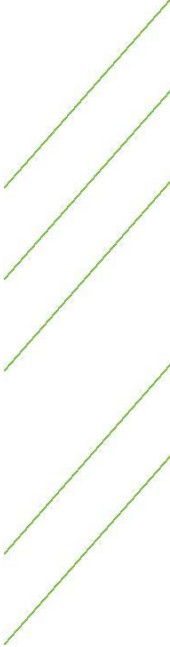
### **Duration:**

4 semesters: 30 sessions of 3 hours each (2 years)

### **Assessment Method:**

Oral presentation, oral test, written test, final exam

### **Course Fee: 350 Euros**



# CS049

## Italian for Tour Guiding

### **Aim:**

To enable students to gain a very good knowledge of the 4 skills (written, spoken, listening and reading) in Italian in a tour-guiding context. To enable students to speak fluently in Italian about local historical sites and famous monuments.

### **Description:**

Topics covered in year 1:

- Grammar:
  - Tenses
  - Adjectives and shades of colour
  - Relative Pronouns/ Personal Pronouns
  - Negatives
  - Prepositions
  - Time expressions
- Language Functions:
  - Welcome speech
  - How to suggest areas of interest
  - Giving advice to tourists
  - How to take care of a group
  - Presenting a famous landmark

Topics covered in year 2:

- Language terminology related to the following specific sites of interest:
  - Valletta walking tour
  - Palace of the Grandmasters

Cathedral of St John  
Mdina walking tour  
Museum of Roman Antiquities  
St Paul's Catacombs  
Birgu walking tour  
Inquisitor's Palace  
Maritime Museum  
Tarxien Temples  
Ghar Dalam  
Gozo  
Coach Tours

### **Intended for:**

Tourist Guides who are already in possession of a Licence and who would like to guide in Italian.

### **Requirements:**

An ordinary level of Italian

### **Duration:**

4 semesters: 30 sessions of 3 hours each (2 years)

### **Assessment Method:**

Oral presentation, oral test, written test, final exam

### **Course Fee: 350 Euros**



# CS050

## Spanish for Tour Guiding

### **Aim:**

To enable students to gain a very good knowledge of the 4 skills (written, spoken, listening and reading) in Spanish in a tour-guiding context. To enable students to speak fluently in Spanish about local historical sites and famous monuments.

### **Description:**

Topics covered in year 1:

- Grammar:
  - Tenses
  - Adjectives and shades of colour
  - Relative Pronouns/ Personal Pronouns
  - Negatives
  - Prepositions
  - Time expressions
- Language Functions:
  - Welcome speech
  - How to suggest areas of interest
  - Giving advice to tourists
  - How to take care of a group
  - Presenting a famous landmark

Topics covered in year 2:

- Language terminology related to the following specific sites of interest:
  - Valletta walking tour
  - Palace of the Grandmasters

Cathedral of St John  
Mdina walking tour  
Museum of Roman Antiquities  
St Paul's Catacombs

Birgu walking tour  
Inquisitor's Palace  
Maritime Museum  
Tarxien Temples  
Ghar Dalam  
Gozo  
Coach Tours

### **Intended for:**

Tourist Guides who are already in possession of a Licence and who would like to guide in Spanish.

### **Requirements:**

An ordinary level of Spanish

### **Duration:**

4 semesters: 30 sessions of 3 hours each (2 years)

### **Assessment Method:**

Oral presentation, oral test, written test, final exam

### **Course Fee: 350 Euros**

# CS051

## German for Tour Guiding

### **Aim:**

To enable students to gain a very good knowledge of the 4 skills (written, spoken, listening and reading) in German in a tour guiding context. To enable students to speak fluently in German about local historical sites and famous monuments.

### **Description:**

Topics covered in year 1:

- Grammar:
  - Tenses
  - Adjectives and shades of colour
  - Relative Pronouns/ Personal Pronouns
  - Negatives
  - Prepositions
  - Time expressions
- Language Functions:
  - Welcome speech
  - How to suggest areas of interest
  - Giving advice to tourists
  - How to take care of a group
  - Presenting a famous landmark

Topics covered in year 2:

- Language terminology related to the following specific sites of interest:
  - Valletta walking tour
  - Palace of the Grandmasters

Cathedral of St John  
Mdina walking tour  
Museum of Roman Antiquities  
St Paul's Catacombs  
Birgu walking tour  
Inquisitor's Palace  
Maritime Museum  
Tarxien Temples  
Ghar Dalam  
Gozo  
Coach Tours

### **Intended for:**

Tourist Guides who are already in possession of a Licence and who would like to guide in German..

### **Requirements:**

An ordinary level of German

### **Duration:**

4 semesters: 30 sessions of 3 hours each (2 years)

### **Assessment Method:**

Oral presentation, oral test, written test, final exam

### **Course Fee: 350 Euros**

# CS052

## French/Italian/Spanish/German for Food and Beverage Service Employees

### **Aim:**

The course is aimed for persons who work in the Food and Beverage Industry and wish to gain a working knowledge/ elementary competence in any of the foreign languages taught at the Institute.

### **Description:**

The topics covered are:

- Dealing with restaurant reservations.
- Welcoming clients at the restaurant.
- Serving food and drinks.
- Dealing with complaints
- End of the meal procedures.

### **Intended for:**

Persons who wish to gain a working knowledge of any of the foreign languages taught.

### **Requirements:**

None

### **Duration:**

30 hours

### **Assessment Method:**

Participants have to sit for an oral examination at the end of the course.

### **Course Fee:**

€175

# CS053

## French/Italian/Spanish/German for Front Office Employees

### **Aim:**

The course is aimed for persons who work in the Front Office Industry and wish to gain a working knowledge/ elementary competence in any of the foreign languages taught at the Institute.

### **Description:**

The topics covered are:

- Hotel descriptions
- Dealing with hotel room reservations
- Check in and out
- Dealing with clients' requests
- Payment procedures

### **Intended for:**

Persons who wish to gain a working knowledge of any of the foreign languages taught.

### **Requirements:**

None

### **Duration:**

30 hours

### **Assessment Method:**

Participants have to sit for an oral examination at the end of the course.

### **Course Fee:**

€175

# CS054

## French and Italian Culinary Terms

**Aim:**

The course is aimed for Food Preparation and Production employees who wish to gain a knowledge of French / Italian Culinary Terms.

**Description:**

The topics covered are:

- Organisation of a French/Italian menu
- Familiarisation with kitchen brigade terms
- Names of soups and descriptive terms
- Names of vegetables and terms associated with the use of vegetables
- Terms associated with hors d'oeuvres, sauces, cuts of meat, poultry, offal, game and fish
- Italian and French cheeses
- Desserts and fruits
- Pasta dishes
- Condiments, herbs and spices

**Intended for:**

Persons who wish to gain a working knowledge of any of the foreign languages taught.

**Requirements:**

None

**Duration:**

30 hours

**Assessment Method:**

Participants have to sit for a written examination at the end of the course.

**Course Fee:**

€175