Language Center
at the University of St. Gallen

Effective: September 2013
## About the Language Center

The Language Center is an institution at the University of St.Gallen. In the wake of internationalization of the university and the region, language skills are gaining more prominence. It is the goal of the Language Center to promote these.

The modern infrastructure of the Language Center makes efficient and contemporary learning possible. Students and external visitors have access to the Self-Learning Center, for individual and independent fortification of their language skills.

Furthermore, the Language Center is a test center for the internet-based tests TOEFL, GMAT, and TEF (Test d’évaluation de français). To ensure the candidates optimal preparation for these tests, we offer a preparatory course for the TOEFL. For the TEF you can choose dates for preparation according to your personal needs.
Language Competence Center of the University

The Language Center is the optimal contact point for all questions related to the language and linguistic education at the University of St.Gallen. We offer answers to concerns regarding the courses (Niveau I and II) of the university in the contextual studies or regarding courses offered by the Language Center (TOEFL, GMAT, Intensive Courses and Conversation Courses) and the Self-Learning Center.
Our Courses

TOEFL Preparation Course
Do you want to take the TOEFL? The Language Center of the University of St.Gallen offers you the opportunity to improve your chances of success in the online TOEFL-Test, through an intensive course specially designed for this purpose. The twelve-hour course enables you to prepare for the TOEFL examination under the guidance of a tutor with years of experience in the field.

Academic Writing Skills
This twelve-lesson course (2x6) is aimed at students who have to write academic essays in English as part of their coursework or for their end-of-module exams, and who have received little or no training in academic writing skills or are in need of a refresher course.

Other Courses
Presentation Skills (will be offered upon sufficient request in FS14)
Writing Skills German (will be offered upon sufficient request in FS14)

Detailed descriptions and dates for all courses can be found under www.sprachenzentrum.unisg.ch.
Conversation Courses

Complementary to the curricular language instructions of the University of St.Gallen, we organize conversation courses for all students. Participation is voluntary and free of charge. The participants will be instructed by fellow students who are native speakers.

Courses are possible in all languages (Arabic, Chinese, German, English, French, Italian, Japanese, Portuguese, Russian, Swiss German, Spanish), provided there is a qualified course instructor (see requirements below) and at least 5 interested participants. You will find an overview of the conversation courses offered in the current semester on our website www.sprachenzentrum.unisg.ch.

Interested Students

If you are interested in partaking in a conversation course, you will find additional information in the fact sheet on our website and can register using the link “Registration for Students”.

Course Instructors

Students who would like to serve as course instructors in their native language must fulfill these requirements:

1. They would like to teach their native language.
2. They are able to motivate students to speak.

If the course takes place, you will receive CHF 25.- per hour of lecture. The registration can be found on our website.
Self-Learning Center

The Self-Learning Center gives you the opportunity to individually train your grammar, vocabulary, listening comprehension, and pronunciation on the computer. For this, there are various learning software and literature available in our reference library. There are also materials for preparation for the TOEFL, TEF, GMAT, and other tests.

At the Self-Learning Center, we are able to offer software and literature for the following languages: Arabic, Chinese, German, English, French, Italian, Japanese, Portuguese, Russian, Swiss German, and Spanish.

Opening Hours of the Self-Learning Center

Monday: 2 p.m. – 6 p.m.
Tuesday: 2 p.m. – 6 p.m.
Wednesday: 2 p.m. – 6 p.m.
Thursday: 2 p.m. – 6 p.m.

Exceptions:

Possible changes will be published on our website.

Use

Use of the Self-Learning Center is free of charge for students and employees of the university. No appointments are necessary. Externals of the university also have the possibility of using our infrastructure for a fee. This fee amounts to CHF 30.- for each month or CHF 90.- per semester.
On our website, www.sprachenzentrum.unisg.ch, you will find information regarding

- Language Courses for the Contextual Studies,
- Conversation Courses,
- Language aptitude exams, such as the TOEFL, GMAT and the TEF (Test d’évaluation de français).

Furthermore, you can register online for the Conversation Courses and our other course offerings.
Registration and Additional Information

Detailed Information and Course Registration
www.sprachenzentrum.unisg.ch

Location

Contact Information
University of St.Gallen
Language Center
Gatterstrasse 3
9010 St. Gallen

Phone  +41 (0)71 224 25 80
Fax    +41 (0)71 224 26 69

E-Mail: sprachenzentrum@unisg.ch