

One-to-One English Lessons

Price List: **April 2019**

English Lessons	Face to face (Porto) ou via Skype (per hour)	Monthly (one lesson a week / 5 lessons per month)	Monthly intensive (2 lessons per week / 10 lessons per month)
English for specific purposes: business, exams, university	€24 / £24	€110 / £110	€200/ £200
General English: speaking and writing, vocabulary/grammar	€24 / £24	€110 / £110	€200/ £200

Further Information and payment terms

- All block bookings (monthly packs) are 100% non-refundable. Lesson times are to be agreed in advance and must be used **within 6 weeks of the first lesson**. In the event that a lesson time needs to be changed, an alternative time must be offered within this time frame otherwise the lesson will be lost. A maximum of 1 change per 5 lesson pack or 2 changes per 10 lesson pack is permitted.
- Payment should be made **in advance** or **on the day of the first lesson** in Euros or Pounds (TTC has accounts in both currencies).

Other information

- Google Drive is used as the learning platform for sharing lesson resources.
- All course materials will be provided and tailored to individual student requirements. However, a student may decide to buy his or her own copy of a text book.
- All face-to-face lessons take place at Centro Comercial Londres, Loja AC 168, Rua de Oslo,11 4460-388, Senhora da Hora, Portugal
- Skype lessons require a strong internet connection. Please check whether the quality of the connection is adequate before buying a monthly pack. A free introductory lesson is always offered to test the connection quality.

Translation Services: **April 2019**

Translation Service	£		€	
	Price/1000 words	Minimum charge	Price/1000 words	Minimum charge
Portuguese > English	£60-75	£30	€60-75	€30
Spanish > English	£60-75	£30	€60-75	€30
Italian > English	£60-75	£30	€60-75	€30
French > English	£60-75	£30	€60-75	€30

*1000 words = approximately 2 pages, standard 12-point font

Further Information and Payment Terms

1. Translations are priced within the above ranges, according to the complexity of the text, document format, deadline given and time required to complete. An exact quote will be given once the translator has viewed the text.
2. Payment terms: 40% of the payment should be paid on acceptance of the translation service. The remaining 60% of the payment must be made by bank transfer no later than 30 days after the translation is returned to the client. Payment can be made in Euros or Pounds as TTC has accounts in both currencies.
3. Unfortunately, Sworn translations (in which an official stamp is required) are not currently offered.