

Empire Language Courses



Teacher Information

2025



Purpose:

- Describe the school Empire Language Courses: its history, location, etc.
- Describe the classes and student demographics.
- Layout what it is like to work with Empire Language Courses.



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this brochure

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What is Empire Language Courses?

Our mission as a
school and business

We are a language school founded by a team of Americans and Colombians with the goal of providing personalized English classes to professionals, students, and anyone else who wishes to learn.

We know much about the dedication and hard work of people in Colombia and Latin America as whole and how, unfortunately, this does not always lead to more opportunities. We want each student to be able to achieve their full potential and to make sure that English is never a barrier, but instead an opportunity.



Our History



- Our school was founded in Bogotá, Colombia in 2023.
- As of March 2024, we have been located in Envigado, Antioquia, Colombia.
- We have continued to grow and are extremely grateful to have great corporate clients as well as individual students. Both types of client are the heart and soul of our school.

Our Students

Our main student demographic, those who find our services most valuable, are business professionals in Colombia and other Latin American countries.

We often have students who need to use English when working with American clients, or who are looking for a new job and need English for the job interview.

Our corporate clients are medium-large business in Colombia and other countries who do business with American partners and customers.



Schedules

What are schedules like with ELC?

We offer part time work to our teachers. A typical student has 3-4 classes per week. Each teacher has 3-4 students. This works out to be 9-16 hours of class per week.

You get to choose which student schedules you accept. Let's look at an example:

A student comes to us and wants to have class on Monday, Wednesday, and Friday at 6pm. —> We tell you about the student and the schedule, and you can accept, offer a change, or state that you are unavailable for that schedule.



Student Onboarding

This is the process of onboarding students for our teachers:

Step 1: The student comes to us, tells us their story, their goals, and the study schedule they are looking for.

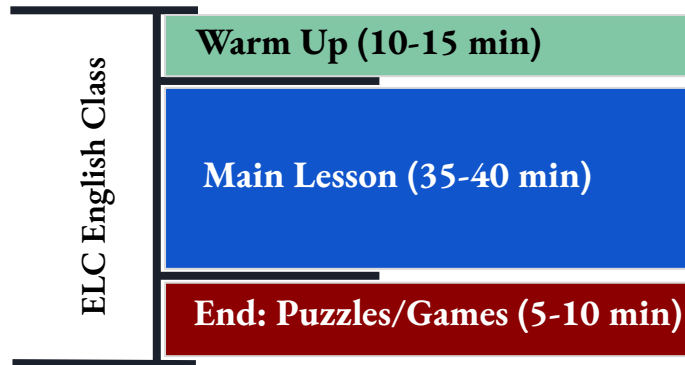
Step 2: We organize the student's info into your Teacher Folder and share this info with you, confirming the schedule and start date.

Step 3: You will have the student's WhatsApp and email. You will send them a message introducing yourself, confirming the schedule, and sending the Google Meet link for your classes.

Class Content

What kind of
material will you
teach in the classes?

Class Agenda:



Warm Up: Practice vocabulary, spelling, grammar, review past topics, etc.

Main Lesson: Practice conversation, interview skills, writing an email, etc.

End: If time allows, practice vocabulary with games, puzzles, etc.

Class Material: ELC Folder

As the teacher, you know your student best. You will create their personalized lessons and notes.

However, this does not mean that you are alone. In the main ELC Teacher folder, you will find hundreds of detailed lessons, many that can even be copied and pasted to your notes. These are proven lessons popular with students.

Pay Structure

Here, we outline the pay structure for classes:

Step 1: You teach a class, the duration of which will be 1-2 hours.

Step 2: You mark in the attendance sheet for that student or group that you taught the duration of class, the student(s) who were present, and the date of the class.

****Hours are taken for each student from the 29th to the 28th of each month. Payment is made from the 1st to the 5th of each new month.**

Example: You teach a student throughout the month of May. On May 28th, we remind you to actualize and update all of your attendance sheets. On May 29th, we count all of your completed hours in the month of May (and April 29th/30th). We pay the total hours counted for all of your students from this period on the 3rd of June.



Gallery ELC



Empire Language Courses

If you have any questions, please contact us

Thank You!

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