



**STUDENT
HANDBOOK
- GENERAL
ENGLISH 15
HOURS**

Welcome to Live Language!

Welcome to your General English 15 course at Live Language. We hope you will enjoy your time with us. Before you start, take some time to get to know your course. This pack answers to some of the frequently asked questions.

What is the General English course?

The course is designed for students who are here to improve their General English for a variety of reasons – travel, work or even preparation for an English exam. There is a strong emphasis on developing independence so that you can continue to improve outside class and after your course. Classes run from 9.00 – 12.15 from Monday to Friday.

Who are my teachers?

All of our teachers have teaching English qualifications and a variety of experience. You can meet them [here](#). The team are dedicated to improving their teaching skills and attend frequent training sessions. Although each teacher has their own style, all of them want to help you improve. You may change teacher during your course and this allows you to experience different accents and teaching techniques. If you have any problems with your course, speak to your teacher first. For example, if you think you need more practice in a certain area or if you don't like some of the activities in class, speak to your teacher. They are friendly and happy to change lessons to suit you.

What will I study?

Each week, the lessons will cover the skills (reading, writing, listening and speaking) and the systems (grammar, vocabulary and pronunciation) of English. Many students find this a big change from how they studied English at school, where the focus was on grammar. However, you need to be strong in all the skills and systems – not just grammar – so our courses are balanced to reflect this. You will receive a free course book for your class if you are studying for 2 weeks or more. As you are free to start any Monday, you might not start from the beginning of the course book or cover every unit. Remember that you don't have to do every page of the book to move to the next level. You will probably know some of the material already and you are given tests on a regular basis to show how much you are progressing. Although all courses have a core text, your teacher will adapt the book to fit the needs of the group. The teacher will provide useful extra materials, such as internet resources, CDs, DVDs, and apps.

Your course:

- develops your **everyday language**, with topics relating to real life situations in the modern world.
- focuses on **reading, writing, listening and speaking** – these are the foundations of language study and essential for future success.
- builds the **grammar, vocabulary and pronunciation** you will need to communicate effectively.
- is **communicative**, so that you can practise using English as much as possible.
- includes **individual, pair and group** work.

What are tutorials?

Tutorials are carried out every 3 weeks. They are one-to-one meetings between you and your teacher. Before the tutorial, the teacher will ask you to complete the Tutorial Form, which asks you to assess your own performance. When you meet with your teacher, you will look at the [Learning Outcomes](#) for the level and agree your grade. You will work with the teachers to decide on the goals you want to achieve before the next tutorial.

How often will I have tests?

You will be given a **Progress Test** at the end of each week. This allows you to assess how well you did that week. You will receive feedback and advice from your tutor on this work.

How will I know if I'm ready for the next level?

To move up to the next level, you must:

- Have at least a **'B'** in your tutorial grades
- Achieve consistently high marks in your progress tests.
- Have evidence of **self-study** – for example, online practice, joining our **English Club** or borrowing books from the **library**.

You will receive feedback from your teacher on everything you do in class and on your homework so you'll know how you are progressing. The tutorials are also a great way to plan your goals for the month and focus on the areas you feel weaker in. If you think that you are ready for the next level before you do the Level Test, just speak to your teacher. We can arrange a test for you so we can see if you should be moving up. Everyone progresses at different rates and it depends on a number of factors. The students who progress most quickly are those who attend all their classes, use English as much as they can outside class and do lots of self-study.

What support services are there?

We have Support Staff and Services to make sure you are successful in your learning experience. Although your teacher will always be the first person to ask, you may feel that you need extra help. The following are free services (**except** English Club) which offer different ways for you to improve your learning. And remember, your **Class Representative** is there for you to talk to about anything you would like to discuss as far as the course is concerned.

Academic Support Tutor

- We have a tutor who can provide additional **learning support**.
- The tutor can help you with any **problems** you have with the class activities or give you **additional practice materials**; for example, many students ask for a speaking test, or feedback on writing.
- If you want to see the tutor, just **make an appointment** on the signup sheet at Reception.

Globalivation Co-ordinator

- We know it is not always easy when you are busy studying to find time to meet **native English speakers**, so we have our Globalivation programme.
- Our co-ordinator can arrange a **language exchange** with a local person who is learning your language. Usually, you would meet once a week for coffee, and spend some time speaking your language, and some time speaking English. It's a good way to **meet people** and **make new friends**.
- Our co-ordinator can also help you to **find volunteer work** with charities and shops. You give a few hours a week to a charity. This gives you the perfect opportunity to **meet your new community** and **practise English**.

English Club (£24 for 6 meetings)

- You join with other students from different classes in an environment where you are the boss. English Club meets every day from **2.45 – 3.45pm**. It's an excellent way to improve your English in a relaxed environment outside class.
- Students bring topics they want to discuss or problems they would like help with. It's conversation-based and you are entirely in control.
- You can become a member for a small fee (£24 for 6 meetings) and can choose when you want to go. When you get your membership card, you have 6 weeks before it expires.
- Just ask at Reception to get your membership card.

Why is there a Code of Conduct?

The Code of Conduct is in place to ensure that all students feel **respected** and the environment they learn in is **supportive** and **enjoyable**. You will be studying in a multinational environment so it's important that we respect other cultures and religions.

Some students have a short time to improve their English skills so may feel that time is wasted when classmates arrive late or don't do homework. These, and many other factors, can have a negative effect on your learning.

We understand all of these concerns and have put the Code of Conduct in place so that we can ensure that all of our students feel welcomed and at home while they study under stressful circumstances. It's there to make sure that you are happy and can get the full benefit of your time with us.

Good luck – and welcome again to Live Language!