



**STUDENT
HANDBOOK
- FCE / CAE
15 AND 25
HOURS**

Welcome to Live Language!

Welcome to your Cambridge Exam Preparation 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. Here are the answers to some of the frequently asked questions.

What are the FCE and CAE courses?

The course is designed for students who are here to improve their performance in the exams. The classes focus on strategies and tips to help you achieve the grade that you need. There is also a strong emphasis on developing independence so that you can continue to improve outside class and after your course. The course runs during the summer period only. You must be Upper Intermediate (B2) level to join the class.

The **15-hour** classes run from **9.00 - 12.15pm** each day. If you have chosen the **25-hour** option, you will have an **additional** class at **1.00 – 2.30pm**. The focus of this class changes weekly and includes:

Listening / speaking skills

As most high schools have English courses which focus on reading and grammar, the majority of students find listening and speaking much more difficult. This class gives you extended practice of these two essential skills. You will learn to listen to a variety of accents and pick up the gist and details of discussions and conversations. In your speaking class, you will have the chance to practise conversation while benefiting from extensive pronunciation training.

English for Work purposes

Increasingly, people these days need to be able to speak English as part of their job. Good Business English can open doors to promotion and international opportunities. During the English for Work classes, you will be able to practise common business tasks such as introducing yourself, describing your company, writing emails and many more.

FCE / CAE preparation

Useful if you feel you need additional exam practice.

The teacher will speak to you each week to decide which option is the most relevant for the class. We've found that the **listening and speaking skills** choice is generally the most popular.

You will also complete the **Self-Study Module** if you have booked the **25-hour** course. This part of the course helps you to **complete tasks independently**. Self-study includes homework and other tasks such as research, investigating vocabulary or preparing a short talk. You can also borrow materials from our **library** and use our **study centre**.

Book the exam at Live Language

We are an official Cambridge exam centre so you can also book your exam with us. Check the [website](#) for exam dates and deadlines for applications.

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.

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 during the summer, 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. Your teacher will choose the most relevant material for the needs of the class and adapt the course book to suit you. They will provide useful extra materials, such as internet resources, CDs, DVDs, and apps.

Your course:

- develops strategies and techniques for each part of the exam.
- builds the **grammar, vocabulary** and **pronunciation** you will need to communicate effectively in the exam.
- focuses on the specific writing tasks required in the exam.
- helps you assess your performance based on the marking criteria of the examiners.
- 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 different parts of the exam and talk about the areas you need to work on. You will also be able to talk about the self-study you did outside class and be given advice on how to study outside class. 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 and assessments?

You will be given exam practice each week. You'll get feedback on your progress from your teacher on everything you do, and they can give advice on what you should focus on outside class.

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. You can also borrow materials from our **library**. 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 sign-up sheet at Reception.

Globaliveation 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 Globaliveation 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**.

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. 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!