



# General English

The General English course combines studying in a classroom, a lively social programme and online support. When you leave the college LITE Online can be continued to help you practice and maintain your English.

This combination helps students to get greater reward for investing money, time and effort into their studies.

## Start dates

Beginner	Once a month
Elementary	Any Monday
Pre-Intermediate	Any Monday
Intermediate	Any Monday
First Certificate (FCE)	Any Monday
Advanced	Any Monday
Proficiency	Any Monday

## Term length

Beginner	4 weeks
Elementary	16 weeks
Pre-Intermediate	16 weeks
Intermediate	16 weeks
First Certificate (FCE)	24 weeks
Advanced	24 weeks
Proficiency	24 weeks

## Study hours

Times  
9am-12pm / 12-3pm  
3pm-6pm / 6pm-9pm\*

\*The study time 6pm - 9pm is not a recognised full-time study time by the Home Office, and is not recommended if applying for a student visa.

Full - time  
15 hours per week (3 hours per day, Monday - Friday)

Part - time  
9 hours per week (3 hours per day, 3 days per week)

Breaks  
30 minutes per class

## Maximum class size

The maximum number of students per class is 20, although most classes have around 12-16 students.



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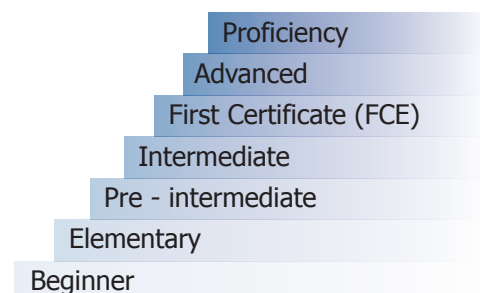


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## The levels



## Entry to the course

All students will need to take a test before they start the General English course, regardless of whether they have taken a test before. The test takes about 1 hour to complete. The teacher will then monitor the student's level in the first week and make sure they are in the right class.

## Free trial lesson

The only way you can find out if the course is right for you is by seeing a lesson, so we offer all new students a free trial lesson that can help you decide. Please contact reception to arrange a convenient time for a trial lesson.

## LITE Online (Online learning support)

This part of our General English course. It is the home of LITE Online courses in English which provide extra help to students while studying at the school and also help them maintain their English when they leave. LITE Online uses a personalized course approach. The online materials mirror the school syllabus. We look at the student's current level, ask them questions about their skills, and then create a custom course based on the results. The course is also assessed by skills, which shows us and the student their strengths and which areas need improvement.

Almost every lesson on our site gives you the opportunity to explore the web. English is a living language and you should get the chance to use it, not just study it. The course is divided into a series of exercises, each taking between 10 and 20 minutes.

## Terms

The General English course is divided into terms of 16 weeks each for the levels Elementary to Intermediate and 24 weeks each for the levels FCE to Proficiency. The Beginners course is 4 weeks.

## Our students

Most of our students are aged between 22 and 35, although we have a full range of ages in each class and anyone aged 18 or over is welcome to study at LITE College. Each class has a good mix of nationalities to encourage a lively exchange of cultures and experiences. If there are some people from the same country in the same class, they will still only be allowed to speak English during the lesson!

## Tutors

The teachers at LITE College are all CELTA/TEFL qualified and provide lively, exciting lessons for their students.

## Tutor support

At LITE College, we feel it is important that you get some one-to-one time with your teacher so that you can discuss any problems you are having with the course. For that reason, all English students have tutorials with their teacher twice each term.

## Moving up a level

At the end of each term (or when you and your teacher think you are ready), you will take a level-up test to see if you can move to the next class. If you do pass, you will be automatically moved. If you do not pass the test and have to stay in the same class, you will not repeat the same book – the teacher will start a new one.

## Progress test

In the middle of the term you will be given a progress test, which will show you and your teacher what you have learnt. Your teacher can also give you advice about how to improve your learning techniques.

## Books

You must buy a book whenever you start a new level. They can be bought from reception or any good bookstore.

The average book price is £15 to £20, depending on the title. LITE will buy books back that have not been damaged or written in for £8 less than the original price. We also have second-hand books available to buy. Please ask reception for more details.

## Examinations

Many students like to take formal exams in order to have clear evidence of the level of English they have reached. LITE has been sending students to complete the Cambridge University UCLES examinations for over ten years. You can register for the exam at the school and sit the exam in London. Special examination preparation courses are also available at LITE.

## Social programme

The social programme at LITE is designed to help you practise your English skills whilst having fun with your new classmates and teachers. It also gives you a chance to see some of London and other places in the UK. The trips are arranged for the last Friday of each month and all students are welcome.

## Student welfare

We know at LITE that coming to live and study in a new country can be sometimes a worrying experience. We take student welfare very seriously and want to help you make the most of your time in London. Our reception staff are always available and will happily help with day-to-day problems and we also have specially appointed teachers who offer welfare advice for more detailed problems.



## Start dates

Lower Levels Any Monday  
Higher Levels Any Monday

## Study hours

### Writing

12:00pm - 1:15pm  
3:00pm - 4:15pm  
6:00pm - 7:15pm\*

### Conversation

1:45pm - 3:00pm  
4:45pm - 6:00pm  
7:45pm - 9:00pm\*

Please contact reception to confirm times and availability.

\*The study time 6pm - 9pm is not a recognised full-time study time by the Home Office, and is not recommended if applying for a student visa.

If you do the combined Conversation and Writing course, you will get a 30 minute break per class.

## Maximum class size

The maximum number of students for conversation classes is 20. The maximum size for writing classes is 10.



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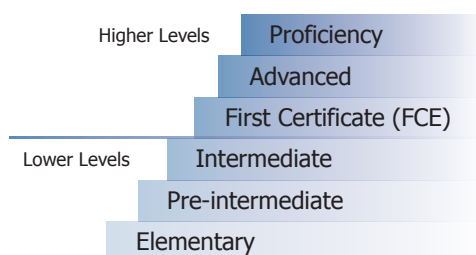
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# Conversation and Writing Classes

LITE College is pleased to offer students both conversation and writing classes. These courses have been specially designed to give students some extra practice in essential language skills. In the conversation classes, students will have the opportunity to gain confidence in spoken English, while in the writing classes, students will be given structured practice to improve their written English.

## General Information

### The levels



### Tutors

The teachers at LITE College are all CELTA/TEFL qualified and provide lively, exciting lessons for their students.

### Entry to the course

Your level will be based on your General English level. Elementary, Pre-intermediate and Intermediate students will be placed in the lower level class, and First Certificate, Advanced and Proficiency will be placed in the higher level class. The teacher will monitor your level in the first week and make sure you are in the right class.

### Free trial lesson

The only way you can find out if the course is right for you is by seeing a lesson, so we offer all new students a free trial lesson that can help you decide. Please contact reception to arrange a convenient time for a trial lesson.

### Tutor support

At LITE College, we feel it is important that you get some one-to-one time with your teacher so that you can discuss any questions you have about the course. For that reason, all conversation and writing course students have tutorials with their teacher.

## Conversation Classes

### Course aim

These classes have been designed to highlight and practise your speaking abilities. The emphasis is on giving you maximum speaking time in order to improve your conversation skills. You will practise conversations for both formal and informal situations and learn the essential vocabulary for both. By the end of your course, you should be a more fluent, confident English speaker, and hopefully lose your fear of making mistakes.

### Conversation areas

Our tutors provide interesting and lively lessons on a range of topics which are important for life in an English-speaking country. In the lower level classes, these topics include: socialising, interview techniques, formal conversations, speaking on the telephone, and many more. In the higher level classes, you will spend more time discussing current affairs and other aspects of popular British culture.

## Writing Classes

### Course aim

Good writing skills are an important part of living and working in an English-speaking country. This course develops these essential skills, whether you plan to take a formal exam, such as FCE or IELTS, or you want to improve your job prospects by focusing on this area of English. Improving writing skills is also an excellent aid to general language learning.

### Writing topics

This course has been designed to help you practise a variety of writing skills. In the lower level classes, these areas include: introducing yourself, describing places and events, narratives, informal letters to friends, and formal job application letters. In the higher level classes, you will focus more on FCE and CAE tasks, such as writing articles, reports, discursive compositions, and formal transactional letters.

### Progress

Your teacher will closely monitor your progress and the class will be shaped by the students themselves, changing to meet their needs. The teacher will give you regular feedback which you can use to improve your speaking skills. Half way through your course you will have a tutorial with your teacher. This will be an opportunity for you both to discuss your progress on the course and any questions you may have.

### Our students

Most of our students are aged between 22 and 35, although we have a full range of ages in each class and anyone aged 18 or over is welcome to study at LITE College. Each conversation class has a good mix of nationalities to encourage a lively exchange of cultures and experiences. If there are some people from the same country in the same class, they will still only be allowed to speak English during the lesson!

### Progress

You will be working closely with a fully-qualified, friendly teacher who will help you in all areas of writing, such as punctuation, spelling, grammar, vocabulary, structuring and paragraphing. You will have regular structured feedback with the teacher and the other students on your course. You will also get an opportunity to have a tutorial with your teacher where you can discuss your progress on the course together and raise any questions you may have.

### Our students

Most of our students are aged between 22 and 35, although we have a full range of ages in each class and anyone aged 18 or over is welcome to study at LITE College. Each writing class has a good mix of nationalities to encourage a lively exchange of cultures and experiences. If there are some people from the same country in the same class, they will still only be allowed to use English during the lesson!



## Start dates

Every month, please contact us for further details

## Term length

4 weeks

## Study hours

Times

9am - 12pm / 12pm - 3pm  
3pm - 6pm / 6pm - 9pm

\*The study time 6pm - 9pm is not a recognised full-time study time by the Home Office, and is not recommended if applying for a student visa.

Full - time

15 hours per week  
(3 hours per day,  
Monday - Friday)

Breaks

30 minutes per class

## Maximum class size

The maximum number of students per class is 8.



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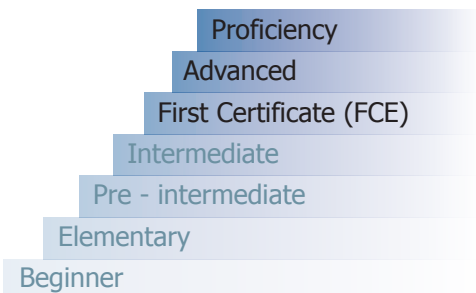
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# IELTS Exam Preparation

The IELTS exam preparation course is for students who want to take the IELTS examination to go to university or for entry onto more vocational training (such as medical training) in the UK.

The course is aimed at students taking the Academic IELTS, but candidates for the General Training IELTS exam can also take the course and will be given individual help on General Training skills. The course covers the exam techniques needed to be successful at IELTS by focussing on key exam skills for each of the four sections tested: reading, writing, speaking and listening.

## The levels



In order to be accepted on the course, you need to have an English level of FCE or above. The IELTS examination is graded from 0 (no attempt) to 9 (expert user of English), with most candidates aiming for between 5 and 7.5.

## Entry to the course

New students will be tested before they start to see if they are at the right level to take the course (FCE level or above). If you already study English at LITE College you can be recommended by your teacher to take the IELTS course.

## Tutors

The exam preparation course teachers are all experienced and trained in this area of English tuition. They will be TEFL/CELTA qualified and will also have previous experience in preparing students for the IELTS exam.

## Tutor support

Your teacher will offer individual support and guidance throughout the course. The teacher will also help you and give advice on making an application to a UK university.

## Our students

Most of our students are aged between 22 and 35, although we have a full range of ages in each class and anyone aged 18 or over is welcome to study at LITE College.

Each class has a good mix of nationalities to encourage a lively exchange of cultures and experiences.

Most students who take the IELTS exam do so because they want to study at a UK university. This means that the students in each class support each other in their application process and the teacher will also help and give advice.

## Practice tests

Throughout the course you will be expected to complete practice tests, which will make up the majority of your homework. You will need to make sure you allow time to complete this self-study and find a suitable location where you will not be disturbed or distracted. There are self-study areas allocated throughout the day at LITE College, which you are welcome to use.

## Books

You will not be expected to buy a book for the course since the teacher provides all materials. The materials used throughout the course are taken from a wide variety of sources including Focus on IELTS, Insight Into IELTS, Prepare For IELTS, IELTS Testbuilder and Cambridge IELTS past examination papers. The materials will have been chosen because they offer excellent guidance for students on how to approach the IELTS exam.

## Examinations

You can take the IELTS examination at any time during the year. The busiest time is in the summer, so you may have to wait a little longer to get a place than at other times of the year. Normally, you should wait no longer than two to three weeks between booking the examination and actually going to sit it. You will receive your Test Report Form (results) around two to four weeks after you have sat the exam. You can register for your IELTS examination at LITE reception. There are several test centres in and around London.

The exam costs around £100, but please check this with reception as it can change depending on the test centre.





# Business English

The Business English course is for students who want to concentrate on specific business vocabulary and communication skills. The course is designed to provide you with the vocabulary, grammar and skills for business use, which are practiced in class in role-play situations.

## Start dates

Any Monday

## Term length

6 months

(you can also apply for a shorter duration)

## Study hours

Times  
12-3pm

Full - time  
15 hours per week  
( 3 hours per day,  
Monday - Friday )

Breaks  
30 minutes per class

## Maximum class size

The maximum number of students per class is 20, although most classes have around 12-16 students.



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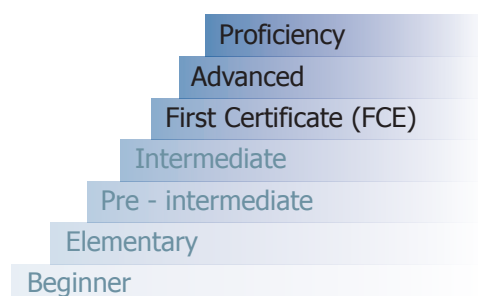
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## The levels

The course is aimed at students with a general English level of FCE or above. Anyone with a level lower than FCE will find it too difficult to follow and will not benefit from taking the course. In addition, those students who have a general English level of Advanced or above may find parts of the course relatively easy and should be prepared for this.



## Entry to the course

You will need to have a minimum of FCE level English to start the course. All students are tested either before their first lesson, or before they take a free trial lesson. This is to make sure you have reached the required minimum level. The entry test takes approximately 1 hour to complete.

## Terms

The Business English course is a 6-month programme of study (full-time). You can join the course on any Monday and follow the 6-month syllabus until you have completed all aspects of it. The teacher will also help you to prepare for the Cambridge Business English (BEC) exams if you choose to take them.

## Tutors

The teachers at LITE College are all CELTA/TEFL qualified and provide lively, exciting lessons to their students.

## Tutor support

Your teacher will meet with you at least twice during the 6-month course to discuss your progress and any particular problems you may be having.

## Our students

Most students are aged between 22 and 35, although we have a full range of ages in each class and anyone aged 18 or above is welcome.

Each class has a good mix of students of different ages and from different backgrounds to encourage a lively exchange of ideas and experiences.

If there are some people from the same country in the same class, they will still only be allowed to speak English during the lesson!

## Progress test

In the middle of the term you will be given a progress test, which will show you and your teacher what you have learnt. Your teacher can also give you advice about how to improve your learning techniques.

## Books

The teacher will use two Business English core textbooks over the 6-month course, so you will need to buy both of these when you start. The books are available from reception and priced between £15 and £20. We also have second-hand books available at a reduced price.

LITE will buy books back that have not been damaged or written in for £8 less than the original price.

Please ask reception for more details.

## Examinations

The Business English exams you can prepare for at LITE College are set by Cambridge University. They are known as the BEC exams and there are three levels: preliminary, vantage and higher. Your teacher will be able to advise you on what exam you should take according to your level and experience. You can book the exam at LITE College for a small fee.



# General English Exam Preparation

The General English exam preparation course is for students who want to take the FCE or CAE examinations. The course covers examination techniques, revision of the General English course and practice examination papers.

## Start dates

- January / February  
(for March exam)
- April / May  
(for June exam)
- October / November  
(for December exam)

## Term length

6 weeks

## Study hours

### Times

9am - 12pm / 12pm - 3pm  
3pm - 6pm / 6pm - 9pm

\*The study time 6pm - 9pm is not a recognised full-time study time by the Home Office, and is not recommended if applying for a student visa.

### Full - time

7.5 hours tutor time per week ( 1.5 hours per day, Monday - Friday) plus 7.5 hours self guided study to complete each week

### Breaks

5 minutes per 1.5 - hour class

### Transfer time

5 minutes per class to allow for movement between classes

## Maximum class size

The maximum number of students per class is 8.



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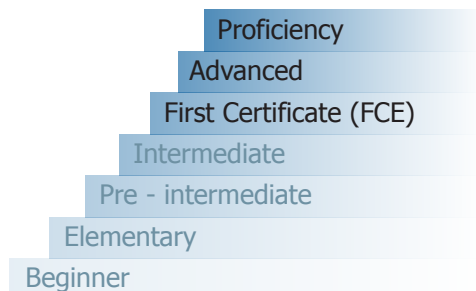


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## The levels



## Entry to the course

New students will be tested before they can start the course to see if they are at the right level to take the examination. Many of the students who take this course are already studying at LITE College, so their teacher will recommend them.

## Terms

The General English exam preparation course is divided into terms of 6 weeks. It will start 6 weeks before the written examination dates but the speaking exam will usually happen before the end of the preparation course. This area of the exam will therefore be covered at the start of the course. Most students find it very useful to have part of the exam before the end of the course as it allows them to get feedback on what they did from the teacher.

The courses normally start in January/February for the March exam session, April/May for the June exam session and October/November for the December exam session. As the dates of the examinations can vary, you will need to check the exact start date with reception.

## Our students

Most of our students are aged between 22 and 35, although we have a full range of ages in each class and anyone aged 18 or over is welcome to study at LITE College.

Each class has a good mix of nationalities to encourage a lively exchange of cultures and experiences.

If there are some people from the same country in the same class, they will still only be allowed to speak English during the lesson!

## Tutors

The exam preparation course teachers are all experienced in this area of English tuition and CELTA/TEFL qualified.

## Tutor support

Your teacher will meet with you to discuss your progress on the course. This helps you to tell your teacher about what you are finding difficult and they can give you advice about how to solve these problems.

## Practice tests

Throughout the course you will be expected to complete practice tests, which will make up the majority of your guided self-study (7.5 hours per week). You will need to make sure you allow time to complete this self-study and find a suitable location where you will not be disturbed or distracted. There are self-study areas allocated throughout the day at LITE College, which you are welcome to use.

## Books

You will not be expected to buy a book for the course since the teacher provides all materials. The materials used throughout the course are taken from a wide variety of sources including the Cambridge ESOL examinations website ([www.cambridgeesol.org](http://www.cambridgeesol.org)), First Certificate Masterclass, Fast Track to FCE, Knockout First Certificate, Advanced Gold, Focus on Advanced English, and both Cambridge FCE and CAE past examination papers. The materials will have been chosen because they offer excellent guidance for students on how to approach the FCE and CAE exams.

## Examinations

The University of Cambridge ESOL exams take place in March, June and December. You will need to book the exam at the start of the preparation course. The exams take place at examination centres in central London. You can book the examination at LITE College. Please check at reception for the current Cambridge examination fees.

## **Social Programme**

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Learning is not all about sitting in a classroom or studying with your books at home. Sometimes the best way to learn is when you can use your new skills whilst having fun or visiting a place of interest and so LITE Bayswater & Wimbledon organise special social events.

Any student can come to them, and nearly all our students do!

### **When?**

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Our 'Social Day' is held on the last Friday of every month. We set a day as this means that students can plan to be available for the whole day if they need to be.

### **Where?**

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All the events we plan are affordable, fun, interesting and in some way help the student to practice the skills they learn on their course.

Most of the social events are held in London, as there is so much to do here. However, in the summer when the weather is good, we also take students to other famous places in England by coach or train.

Some of the recent trips we have organised for students are:

- The International Language Exhibition at London's Olympia
- A Jack the Ripper Tour of the East End of London
- A day trip to Brighton
- A walking tour of London's South Bank
- A trip to Tower Bridge including an exclusive talk given by the marketing executive for the famous tourist site (for business ICM students)

For students who have time at the weekends to visit other parts of the UK (and sometimes Europe), LITE Bayswater & Wimbledon is in contact with several external tour companies who organise these longer trips. Check our social events notice boards for details!

### **LITE Parties**

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In addition to the daytime social events, LITE is also famous for its student parties, which are usually held 3 times a year: Easter, summer and Christmas. LITE hires a famous London club for the evening and the students from all of our colleges come together to meet up, have fun and enjoy themselves.