

General Tuition 2013



General English

Whether your aim is to learn a new language or to improve your English skills, this is the right course for you. This course will help you to build your confidence in the different language skills such as listening, writing, reading and speaking so as to reach an understanding of native speakers and to be able to communicate with confidence and fluency.

Business English

English has become well established as 'the' international business language. We have recognised, at the school, that it is not always easy to take time off for extended courses to improve your business English communication, so we have created a range of short business English courses. These business English classes are focussed on the needs of the business community and specifically the language commonly used in a commercial environment.

This focus will enable you to take full advantage and build on your existing knowledge to ensure you gain the most from these comprehensive business English courses at Capital's Business English School.

You may wish to combine a General English Course with a Business English Course.

How are my lessons structured?

Lessons 1 & 2 focus on language awareness, pronunciation and grammatical structures relevant to your level of English. Lessons 3 & 4 concentrate on reinforcing structures through practice of the four main skills: reading, listening, writing and speaking.

How many hours a week can I study?

You can choose from 15 hours a week up to 30 hours, according to your needs and motivation.

What time will my lessons be?

Lessons can be either in the morning or afternoon depending on your level and student numbers in the school.

Standard

20 Lessons – 15 hours a week

This is our core programme. This level comprises 4 lessons per day (Classes will be either in the morning or afternoon). This course will cover the four main language skills; reading, writing, listening and speaking (there will be emphasis on grammatical structures according to the students level).

Intensive

25 Lessons – 20 hours a week

This combines the standard programme with 5 additional lessons (Classes will be either in the morning or afternoon). The intensive course incorporates a one hour session from Monday to Friday focusing on different aspects of the language. These include: conversational English, grammar awareness, pronunciation, video/ audio presentations and skills such as writing/ reading/ listening. (Not recommended for Beginners).

Full Immersion

40 Lessons – 30 hours a week

This programme is designed to assist students who are only able to study for a short time and who want to maximise their exposure to the language. This is ideal if you want to concentrate on certain skills. Lessons are both in the morning and the afternoon. (Not recommended for students at Beginner or Elementary levels).

For further information please visit our website:

www.capitalschool.co.uk

Continued overleaf

www.capitalschool.co.uk



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General Tuition 2013 cont.

What do I need to bring with me on my first day at Capital School of English?

You need to bring your passport, your school confirmation letter, a pen, a notebook and a desire to learn!

What happens on my first day at School?

As inductions take place between 7.45am – 8.15am every Monday, students must arrive in good time and report to reception. You will have an induction talk outlining the school rules and what happens during your stay. You will be given an induction folder containing your student card, and all the useful information you require for your stay at the school.

How can I know my level?

On the first day at Capital School of English you will take a placement test. This will ensure that you will be studying at the correct level. There are seven English levels: Beginner, Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate, Advanced and Proficiency. You will follow a structured syllabus designed specifically for your level.

How can I check my progress?

In addition to the daily observation and homework, there are regular evaluation tests. These will allow your teacher to check on your progress. At the end of the course you will receive a progress report that includes further recommendations to help you improve your English.

When can I change my level?

Depending on your performance in class together with your regular assessments and the end of term results, the teacher will decide if and when you are ready to move to the next level.

How long does each term last?

Each term lasts a minimum of 8 weeks. (Except for summer term, which lasts 10 weeks). Start times are flexible dependent on your entry level into the school.

What do I receive at the end of the course?

You will receive a Capital School of English Certificate for the period that you have studied and the level you have achieved, as well as, an End of Course Report* detailing your progress in the different language skills. After course care is very important and students can leave the school happy in the knowledge that the door is always open to discuss additional courses at Capital School of English or Further Education Opportunities.

Please note that during the summer term students may be classed at any of our summer centres

*For courses longer than 5 weeks

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Capital School of English Timetable

Time	Standard 20 Lessons 15 hours Per Week	Intensive 25 Lessons 20 hours Per Week	Full Immersion 40 Lessons 30 hours Per Week
9.00 – 10.30	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2
10.30 – 10.45	Break	Break	Break
10.45 – 12.15	Lessons 3 & 4	Lessons 3 & 4	Lessons 3 & 4
12.30 – 1.30	Lunch Time	Lesson 5 / Lesson 1	Lunch Time
1.45 – 3.15	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2
3.15 – 3.30	Break	Break	Break
3.30 – 5.00	Lessons 3 & 4	Lessons 3 & 4	Lessons 3 & 4

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