



London Language Centre
Institute of International Education in London

London Language Centre

at the Institute of International Education in London



Student Handbook

WELCOME!

We are very happy that you have decided to take an English course at the London Language Centre (LLC) here at the Institute of International Education in London (IIEL). Please take a few minutes to read this handbook to find out more about your classes and how you can make the most of your time with us.

◆ Current English Classes

| Time | Class | Brief description |
|--|--|---|
| 9.00am - 10.30am Monday to Friday 5 x 90-minute lessons (7.5 hours per week) For 4 weeks | English for Japanese Language Teaching (EJLT) | <ul style="list-style-type: none"> ○ Students develop their knowledge of English used in the classroom. ○ Students learn how to explain Japan, the Japanese language and Japanese culture in English. |
| 9.00am - 12.15pm Monday to Friday 5 x 3-hour lessons (15 hours per week) Break: 10.30-10.45am | IELTS Preparation Course | <ul style="list-style-type: none"> ○ Students increase their understanding of the IELTS exam and learn how to prepare for it. ○ Students practice the 4 skills of Listening, Reading, Writing and Speaking. |
| <p><i>IIEL also offers courses to help you prepare for the internationally-recognised Cambridge First Certificate in English exam (FCE) (upper-intermediate level) and the Cambridge Certificate in Advanced English (CAE) (advanced level).</i></p> <p><i>The exams for these courses are not included in the course price.(FCE: £125 / CAE £130).</i></p> <p><i>The ESL Coordinator can tell you about exam dates and how to sign up to take these exams.</i></p> <p>If you are interested in these courses or exams, please speak to the ESL Coordinator.</p> | | |

Note: The maximum number of students in a class is 16. The minimum age of students is 18 on IELTS, 20 on EJLT course..

Days without classes

The school closes for winter break between December 23rd and January 10th. There are no lessons at weekends or on Public Holidays. Public holidays for 2015 are as follows:

January 1, April 3, April 6, May 4, May 25, August 31, December 25, December 28

◆ Coursebooks & Materials

EJLT: This course is exclusively offered by IIEL so we have developed our own specialised syllabus and materials. You will receive handouts in your lessons so you can review your classes at home – this will help you to get the most out of your course. All of the materials we use are designed to give you a good foundation in the English you will need to teach Japanese as a foreign language.

IELTS: We use *Ready for IELTS* by Sam McCarter (published by Macmillan English). Students should buy the book before starting the course. You can also order it through IIEL, speak to Naoko Matsumoto for more information. The coursebook costs approximately £25.00.

****Please note:** IIEL does not provide pens, notebooks or folders for your studies. Please bring these materials every day so you are well prepared and ready to learn in your lessons.**

◆ Syllabuses

You will receive the syllabus for your course on the first day of lessons.

EJLT: The syllabus is based on our teachers' extensive knowledge of the practical skills you will need to teach Japanese as a foreign language.

IELTS: The syllabus is based on the coursebook and will be adapted to meet your needs. Your teacher will use the best material from the coursebook and extra resources to prepare you for the IELTS exam.

◆ IELTS Exam

Taking the IELTS the exam is an excellent way of motivating yourself to study English. It is also a great qualification to add to your CV! This will not only improve your own confidence it will also impress future employers as it demonstrates that you have achieved a recognised level of English.

- IELTS provides a reliable, internationally-recognised assessment of a candidate's ability to study, train or work in an English-speaking university or workplace.
- As part of your IELTS course at IIEL, you will have regular mock exams under exam conditions. This will enable you and your teacher to track your progress and focus on areas of difficulty.
- To book your IELTS exam, speak to the ESL Coordinator who can tell you the available dates and give you an application form.
- The cost of the IELTS exam is £145, this is not included in the IELTS preparation course fees.

◆ Teacher Training Courses at IIEL

As well as the English Language courses available at IIEL, we also offer Teacher Training Courses.

****Please note that these courses are aimed at native speakers of Japanese who want to either teach Japanese as a Foreign Language or English as a Foreign Language to children in Japan****

Japanese Teacher Training Courses (JTTC)

These courses are aimed at native speakers of Japanese who want to teach Japanese as a Foreign Language.

- IQ-Professional / Postgraduate Certificate in Teaching Japanese as a Foreign Language
You receive training in the fundamental skills of teaching Japanese. This is a part-time course available in various formats: Saturday / Summer Intensive / Spring Intensive / Distance Learning course
- IQ-Professional / Postgraduate Diploma in Teaching Japanese as a Foreign Language
In addition to the basics, you will receive focused training and learn how to apply your knowledge and skills. This is a full-time, six-month course.
- MA in Teaching Japanese as a Foreign Language
Offered in conjunction with the University of Greenwich. You will learn the latest research methods and teaching skills. This is a full-time, 1-year course. Applicants must have an IELTS score of 6.5 or above.

If you are interested in the Japanese Teacher Training Courses, please speak to the Director of Studies for Japanese.

Teaching English to Young Learners Courses (TEYL)

- IQ-Basic/Certificate in Teaching English to Young Learners: Theory or Practical
An introduction to the most important aspects of teaching English to children. You can choose to focus on the theoretical or the practical aspects of this area or you can take both courses. The courses are delivered in English. These are 2-week intensive courses.
- IQ-Professional / Postgraduate Certificate in Teaching English to Young Learners
You will learn about a wide variety of topics related to teaching English to children with a balance of theoretical modules and practical skills workshops. Taught by our education specialists, you will also have lessons given by guest lecturers such as Dr Diane Phillips (author of *Projects with Young Learners*) and Professor Alessandro Benati (Professor of Applied Linguistics and Second Language Acquisition). The course is delivered in English with some lectures delivered in Japanese. This is a 10-week intensive course.

If you are interested in the Teaching English to Young Learners Courses, please speak to the ESL Coordinator.

◆ **Feedback**

At the LLC we value your feedback as it enables us to provide the highest quality lessons that truly meet our students’ varied needs.

During the course, you will have a number of opportunities to provide feedback on your lessons, accommodation and any other aspects of studying at IIEL. Here are some of the ways in which this is done:

| What? | When? |
|---|--|
| <p>Placement Test (IELTS only) An assessment of your level of English</p> | At the beginning of the course. (IELTS only) |
| <p>Mid-course feedback What do you think about your lessons so far?</p> | In the middle of your course. |
| <p>End-of-course feedback What did you think about your course?</p> | In the last week of your course. |
| <p>Report Written by your teacher about your progress over the</p> | At the end of your course. |
| <p>Certificate of Completion If you have attended at least 80% of your lessons.</p> | At the end of your course. |
| <p>*The Certificate will not be awarded if your attendance is below 80%. *Remember that IIEL and the UK Home Office require your attendance to be at least 80%.</p> | |

Notes: You can also discuss any problems or questions you have at any time during your course with your teacher or other staff at IIEL.

◆ **Complaints**

If you have a problem or a complaint, you should tell us as soon as possible so we can help you. Check this table for who to speak to about what:

| You have a problem with... | Who to speak to... | If the problem continues, speak to... |
|-----------------------------------|---------------------------|--|
| Your EJLT classes | Class Teacher | ESL Coordinator |
| Accommodation/Transport | Yuka Miura | Naoko Matsumoto |
| Personal issues | Class Teacher, Yuka Miura | Naoko Matsumoto |

If you are unable to discuss something with your class teacher or feel uncomfortable about this, you can speak directly to the ESL Coordinator or to a Japanese member of IIEL staff.

◆ **Absence from school**

1. If you know you are going to be absent please fill in a Report of Absence Form before the day of your absence.
2. If you can't inform the school **before** you are absent, then please contact the school **on the day** of your absence by telephone or email. Here are the contact details:

Telephone: 020 8331 3100 (after 8.30am) // 07956 180 123 (24 hours)

Email: head.office@iiel.org.uk

The next time you attend school, you need to:

1. Complete the Report of Absence Form (available from your teacher or in the Reference Room).
2. If you were absent due to sickness, please try to bring in a medical certificate (a letter explaining your illness which you can get from your doctor, often for a small charge).

Tier 4 Students

If you are staying in the UK as a Tier 4 student and are from a non-EU country, e.g. Japan, there are strict rules about being absent from school. If you don't tell LLC that you will be absent or you don't explain why you have been absent, these steps will be taken:

| | |
|------------------------|---|
| 1 day absent | No action will be taken by the school if a "Report of Absence Form" is completed and returned within a reasonable period of time. |
| 2 days absent | Your teacher will try to contact you by telephone or email and issue a warning that steps may be taken. |
| 3 or more days absent | Your teacher (or in the case of Japanese students, the Japan Office) will contact your next of kin or referee by telephone or email. This person will then contact you and tell you about the possible negative consequences of your absence. |
| 10 or more days absent | We will contact the UK Border Agency (UKBA) and inform them that you have not attended school. You will then be breaking the law. This means you could lose your visa and be deported (sent back to your home country). |

◆ Safety Procedures

On the first day of your course, the ESL Coordinator will give you a tour of the building to show you the safety exits and the Emergency Assembly Point on the grass at the back of Charlton House. You will also be shown a map of the building in your classroom as well as the location of fire extinguishers.

Emergency Evacuation from Charlton House

- In an emergency the class will stop and you should walk calmly to the nearest Emergency Exit and meet at the Assembly Area on the grass at the back of Charlton House.
- DO NOT USE THE LIFT
- DO NOT STOP TO COLLECT YOUR BAGS/COATS etc.
- DO NOT GO BACK INTO THE BUILDING UNDER ANY CIRCUMSTANCES

First Aiders

There are two First Aiders on site and there is a sign that tells you who your nearest First Aider is in each classroom. Please write down who this is and ask your teacher if you are not sure.

◆ Access to the school

For students who use wheelchairs or who cannot move easily, a lift is provided to certain classrooms. IIEL staff can also help you get to IIEL rooms if necessary.

◆ Procedure for abusive behaviour

IIEL takes all violence, threats of violence and harassing behaviour extremely seriously. If you think this is happening to you/someone you know or you are worried that something might happen, you should immediately tell your teacher, or any member of IIEL or Charlton House staff.

What is “abusive behaviour”?

When we say “abusive behaviour”, we are talking about:

- When someone behaves in a way that makes you feel scared or unsafe – they could use words, sounds, physical movement or other behaviour to make you feel this way.
- When someone behaves in a way that causes you pain – this could be emotional pain or physical pain.
- When someone threatens to behave in these ways.
- When someone behaves in a way that you don’t want because of your race, gender, religion, disability, sexuality or age. This may include words and/or actions that make you feel bad.

** These are not the only possible types of abusive behaviour, if you feel unsafe or scared at any time, please speak to a member of staff at IIEL or Charlton House immediately. If you are not at school and the danger is immediate and serious, you should call the police: 999 **

◆ Unacceptable activities

We expect every student to act in a mature, responsible and safe way at all times. Unacceptable behaviour can result in you being asked to leave the school. Unacceptable behaviour includes, though is not limited to, the following:

- Abusive behaviour (see above)
- Criminal acts – doing things which are illegal according to UK laws, such as:
 - Carrying or using illegal drugs
 - Carrying a weapon (e.g. a knife or gun)
 - Stealing (taking something that isn't yours)
- Taking something from IIEL without asking for permission.
- Being disrespectful or rude towards IIEL students and staff, Charlton House staff & visitors.

◆ Crime, the law and personal safety

We want you to be safe and happy during your time in the UK so make sure you understand the laws in the UK:

| Area | UK Law |
|------------------------|---|
| Illegal drugs | You must not carry, use or sell any illegal drugs. This includes cannabis (marijuana). |
| Weapons | It is illegal to carry any type of weapon. This includes knives, guns and self-defence spray. You are allowed to carry a personal alarm which you can buy from police stations or online from the Suzy Lamplugh Trust. |
| Tobacco & Alcohol | You must be over 18 to buy alcohol and tobacco in the UK. If you look younger than 25, many shops, bars, pubs and clubs will ask you to provide proof that you are over 18. Make sure you carry some identification with you that has your birth certificate on it. |
| Stolen goods | Never buy anything that you think might be stolen. |
| Stealing / Shoplifting | Stealing is taking something that doesn't belong to you. Shoplifting is taking things from shops without paying. It is illegal and UK shops take this very seriously. |
| False reports | It is illegal to claim that something was stolen when it wasn't (e.g. to get money from your insurance company). Don't do it! |
| Sexual relationships | It is illegal to have sex with someone under the age of 16. |
| Public transport | You must have a ticket when using public transport anywhere in the UK. Ticket inspectors regularly check tickets and if you cannot show them a valid ticket you will have to pay a fine (£80) and you may be prosecuted. |
| | It is illegal to carry open containers of alcohol and to drink alcohol on buses and the Underground in London and in bus and Underground stations. |

Living in London

◆ Public Transport

London has these types of public transport:

- **London Underground** (also called the **Tube**)
- **London Overground**
- **DLR** (Docklands Light Railway)
- **River Bus** (between Woolwich and Putney – Oyster Card users get 1/3 off normal prices)
- **London buses**
 - **Trains** (run by private rail companies)



Oyster Card

The best way to pay for public transport in London is by using an Oyster Card. You can get one for free from Underground stations.

Pay as you go (PAYG)

PAYG means you put money on your card and the money is subtracted when you make a journey. A single journey starts from £1.50 on buses, £2.30 on trains, DLR, tube and the Overground. For up-to-date PAYG prices visit: www.tfl.gov.uk/fares-and-payments/

You will need to put some money on your card to start using it (this is called “top up”). You can do this using the ticket machines in most stations →

You can use cash or a bank card to top up your Oyster card. Keep your Oyster card safe and reuse it during your stay in London.



Travelcards (on Oyster)

It may be cheaper for you to buy a Travelcard. A Travelcard is a ticket that can be put on your Oyster card and gives you the freedom to travel as much as you like on bus, Tube, tram, DLR, London Overground and National Rail services in London. You can buy Travelcards for 7 days, 1 month or 1 year. If you want to buy a Travelcard for longer than 7 days, your Oyster card must be registered (you can register your card online at www.tfl.gov.uk/fares-and-payments/oyster). It is a good idea to register your Oyster card because if you lose a registered Oyster card with a Travelcard on it, it can be stopped and you can be sent a replacement. You can buy a Travelcard for your Oyster card using the ticket machines in stations.



To pay for a journey using an Oyster card, you need to put your Oyster card on top of the yellow circle at the ticket barrier or on a the bus. Sometimes these can be harder to find. Paying in this way is called “Touching/Tapping in” at the start of your journey and “Touching/Tapping out” at the end. Remember to do this every time you use your Oyster card (you do not need to tap out on a bus).

Zones

The London transport system is divided into zones – the price of your journey or your Travelcard will depend on how many zones you travel through. See a Tube map for information on which zones you need to travel through.

****Please note Charlton Church Lane and Charlton Road/Victoria Way bus stops are in Zone 3, North Greenwich tube station is in zones 2 & 3****

Planning a journey

To plan a journey in London you can:

- Use a paper Tube map – these are available in all tube stations or at IIEL (ask Yuka Miura). Please note that rail services are not shown on the Tube map.
- Use the online Transport for London Journey Planner
- Download the London Transport App for your smartphone.
- Buy a London A-Z map – available in various sizes. Very handy!

◆ Taxis in London (also called “cabs”)

Taxis are an expensive way to travel in London and cost more early in the morning (before 6.00am) or late at night (after 10.00pm). If you do want to take a taxi, black taxis (black cabs) can be booked in advance, hailed in the street (no booking) or taken from a designated taxi rank (a place where taxis are allowed to wait for customers).

Another type of taxi is known as a “mini-cab”. These are smaller than the black cabs – usually normal cars with a “taxi” sign or company logo on them. These should **always** be booked in advance. To book taxi, go to www.tfl.gov.uk/modes/taxis-and-minicabs/book-a-taxi. Here is the advice about minicabs from the Transport for London website:

Never get into an unbooked minicab: The driver is acting illegally, it's dangerous and puts you at risk of attack including sexual assault and robbery.

- Minicab drivers aren't allowed to pick up customers who approach them in the street or outside a venue
- Minicab drivers aren't allowed to approach you directly on the street, outside a bar or club to see if you want a minicab
- Even if a minicab has a licence (indicated by a sticker in the window) the driver is not allowed to pick you up if you don't have a booking
- People in hi-vis jackets with a clipboard outside pubs and clubs can't offer you a minicab
- The only time you should get into a minicab is if you have booked it directly with the minicab office in person, via phone, email or through an app
- Always use a booked and licensed minicab, taxi, Night bus or the Tube to get home.

◆ **Entertainment**

London has some of the best museums, parks, cinemas, theatres, opera houses, bars, pubs and clubs in the world. Make sure you take some time to visit them during your stay here!

What to do in London?

- www.visitlondon.com - general visitor information.
- www.timeout.com/london - great for alternative events and nightlife. Time Out is also available every week as a free magazine. You can get a copy of Time Out London magazine at tube stations, and selected shops, museums, cafes and galleries throughout the week
- For restaurant and hotel reviews, visit www.tripadvisor.co.uk and search for London
- For cinema listings visit www.viewlondon.co.uk
- For theatre listings visit www.officallondontheatre.co.uk
- To find a gym or swimming pool, go to www.allinlondon.co.uk/directory/ and type in “leisure centres”.
- London’s parks are fantastic, don’t miss these: Greenwich Park (panoramic views of London), Hyde Park (visit Speaker’s Corner), Regent’s Park (home of London Zoo), Hampstead Heath (a less organised, wilder park in north London), Green Park (lovely stripy deckchairs), St James’ Park (visit Buckingham Palace and see the pelicans being fed) and Victoria Park (great for kids).
- Festivals, Concerts and Carnivals are a huge part of the summer in London: check out these
 - British Summer Time Hyde Park Festival
 - BBC Proms (classical music concerts throughout the summer)
 - Calling Festival
 - Wireless Festival
 - Lovebox Festival
 - Kew the Music
 - Notting Hill Carnival

◆ **Weather**

The weather in London changes all the time so you should bring clothes for all weather types including an umbrella and raincoat! Here are the average temperatures throughout the year

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| High °C | 9 | 9 | 12 | 15 | 18 | 21 | 23 | 23 | 20 | 16 | 12 | 9 |
| High °F | 49 | 49 | 53 | 58 | 65 | 70 | 74 | 73 | 67 | 60 | 53 | 48 |
| Low °C | 5 | 5 | 6 | 7 | 10 | 13 | 15 | 15 | 13 | 10 | 7 | 5 |
| Low °F | 40 | 40 | 42 | 45 | 50 | 56 | 59 | 59 | 55 | 50 | 45 | 40 |

SOURCE: www.holiday-weather.com

Here is the average millimetres of rain per month and the average number of rainy days in each month:

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| mm | 52 | 39 | 35 | 43 | 50 | 43 | 41 | 48 | 49 | 71 | 63 | 53 |
| Days | 19 | 16 | 16 | 16 | 15 | 13 | 14 | 13 | 15 | 15 | 17 | 17 |

SOURCE:www.holiday-weather.com

◆ Emergency Services and Advice

Emergency calls

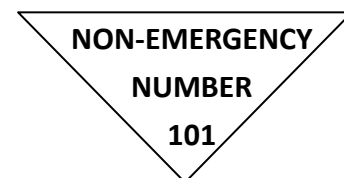
In an emergency (where a crime is being committed or life is in danger) call the Police, the Fire Brigade or an Ambulance on **999**. You will be asked which of the 3 services you need – stay calm and speak clearly.



Non-emergency calls

If there is no immediate danger to life, call **101**. You should call this number:

- if your car has been stolen
- if your property has been damaged/stolen/broken into
- if you think people are using or dealing drugs near where you live
- to report minor traffic accidents
- to give the police information about crime near where you live
- to speak to the police about a general enquiry



Safety Guides & Information

- ✦ The British Council have produced a personal Safety Guide for international students. You can find it at: www.education.uk.org
- ✦ Go to www.gov.uk/browse/justice for information about crime and the laws in the UK
- ✦ Citizens Advice Bureau – This organisation provides free, confidential advice on housing issues, legal difficulties and discrimination. Go to: www.citizenadvice.org.uk

◆ Social Programme

Running our school from the wonderful premises at Charlton House we have the opportunity to offer our students the chance to participate in a wide range of Charlton House events, including weekly Friday concerts and all year round parties celebrating special occasions and holidays, such as Halloween and Christmas. These programmes will give you a chance to practise your English in a REAL situation.

◆ Reference Room

Resources for students

The IIEL Reference Room contains lots of useful materials which students can borrow to help them with their studies. The following items are available:

- Learning materials (a variety of course books, workbooks and practice books)
- Resource books for teachers
- Game & Activity books for the classroom
- Theory books for teaching methodology
- Professional journals
- English & Japanese dictionaries
- Graded readers – books written in simpler English for people who are learning English as a foreign language. There are different levels available. LLC Readers can be borrowed for 1 week and you will need to pay a deposit of £3 per book. The deposit will be refunded when the book is returned. However, if the book is lost or damaged, the deposit will not be refunded.
- Novels in English – books which have not been simplified, challenge yourself!
- Books about Japan
- Newspapers / magazines about education
- Cassette tapes / CDs
- Newspapers and magazines in Japanese

Please ask a member of IIEL staff if you want to borrow something. You need to sign for it in the yellow file located in the Reference Room. When you return an item, you must ask a member of staff to sign in the item you have borrowed.

**Please note: Students may borrow up to 2 books at one time and for 3 days/2 nights.

- If you borrow a book on Monday – Wednesday, you must return the book 2 days later.
- If you borrow a book on Thursday or Friday, you must return the book on Monday of the next week.

Computers, printers and photocopier

All of these are located in the IIEL Reference Room and can be used by IIEL students.

There are 3 **computers** in the Reference Room. These computers are for word processing and academic work only. They do not have access to the Internet.

There are 3 **printers** in the Reference Room, 2 for black & white printing, 1 for colour printing. If you want to print something, bring it to IIEL on a USB stick and print it out from the computers. Please pay for your print outs in the Coordinators' Room.

- The price of print outs is: Black & white A4 = 10p, Colour A4 = 90p

To use the **photocopier** you will need to buy a copy card from the Coordinators' Room.

- Copy cards are available with a value of 60p, £3.00 or £6.00.
- The price of copies is: Black & white copies 1 x A4 sheet = 6p, 1 x A3 sheet = 12p
- You will need to pay a deposit of £1 for the card. The deposit will be refunded when you return the card. However, if you lose or damage the card, the deposit will not be refunded.
- You will not receive a refund for any money left on the card when you return it to IIEL.

Charlton Public Library

This is located at the bottom of the stairs to the Coordinators' Room. Here, you can find books and DVDs as well as free Internet access. It is free to join a public library in the UK and free to borrow books although you will need to pay a small amount of money to borrow DVDs. Speak to IIEL staff for more information .

◆ Improving your English

In addition to the resources available in the Reference Room, IIEL recommends the following websites to help you progress:

- For questions about the IELTS exam and sample papers, visit www.ielts.org
- For IELTS exam preparation, vocabulary lists and grammar practice: www.examenglish.com
- Also try www.ielts-blog.com for more free exam practice.
- For more focused work on speaking visit www.ieltspeaking.co.uk . Activities include topic vocabulary, useful phrases for the exam, practice tests and a language lab to hear examiner's comments.
- British Council LearnEnglish: A fantastic website with lots of activities and games for practising grammar, speaking, listening, reading and vocabulary. Plus, it's all free!
<http://learnenglish.britishcouncil.org/en/>
- Preparing for an international English exam? Thinking about it? Check out this website which has practice activities for the most popular international exams. www.examenglish.com
- Try www.flo-joe.co.uk for FCE and CAE exam practice.
- Practise your listening with songs! Select the difficulty, listen to the song and complete the gaps. Try to keep up with the song. www.lyricstraining.com
- Macmillan Dictionary: An online dictionary made especially for learners of English. You can also listen to the word being pronounced and check the phonemes. www.macmillandictionary.com
- Want to improve your pronunciation? Go to BBC Learning English where they have great videos with tips on pronunciation <http://www.bbc.co.uk/worldservice/learningenglish/grammar/pron/>
- Join the IIEL Language Exchange – speak your mother tongue for 30mins then practise English for 30mins. Speak to the ESL Coordinator for more information.

For more general practice, try listening to the radio, watching TedTalks and reading newspapers:

- BBC radio – you can also download the BBC Radio app for your smartphone.
- TEDTalks – Fascinating talks about absolutely everything! www.ted.com
- Metro & Evening Standard newspapers are available free on trains and the Tube.

◆ Study skills

In order to make good progress on your English course, you need to become good at learning. By using some of the techniques below you will develop good study skills which will help you improve your English:

- ✎ Always do your homework – homework is an essential part of a lesson and gives you a chance to think about and develop your English away from the classroom.
- ✎ Take notes – never leave the class with nothing written down! Write the date and topic at the top of your page so you can find the information easily later on. Leave a space for vocabulary and copy information from the board carefully – check your spelling. If you don't have time to take notes in the lesson, ask your teacher to give you more time.
- ✎ Note-taking techniques – people learn in different ways so you need to take notes in a way that helps you to remember words and information easily. Here are some ideas:
 - Use colours to write down the type of word (noun, verb, adjective etc.), the word stress and the pronunciation.
 - Underline parts of the word that are difficult to spell or pronounce, e.g. *independent*
 - Underline important or difficult parts of a phrase, e.g. *I am interested in languages*
 - Draw little pictures to help you remember the meaning of words or phrases.
 - Write the words in a way that helps you remember their meaning, e.g. **fat**
- ✎ Build your vocabulary – don't just think about individual words, try to learn groups of words:
 - Write words down in families: e.g. *to invent, an invention, an inventor*
 - Write words down in topic groups: e.g. *cough, cold, sneeze, headache, sore throat*
 - Write words in related groups: e.g. *forest, wood, tree, leaf/leaves, bark, trunk, branch.*
 - Write the definitions of new words in English, not your mother tongue, this will really help you if you forget the word in an exam!
 - When you learn a new word or expression, try to use it regularly.
- ✎ After your lesson, review your notes then cover them and try to remember everything you wrote down. Try to explain new grammar or words to a friend in your own words.
- ✎ When you're walking around London, read signs and posters and try to translate them into your mother tongue.
- ✎ Carry a notebook with you and write down any new words or expressions you don't understand. Ask your teacher in your next lesson or attend the English Language Clinic at IIEL.
- ✎ When reading in English, try not to worry about understanding every word (native speakers don't know every word of English!). If the word is really important to the story, read the text and try to work out the meaning of the new word using the words or pictures around it and your knowledge of the story. If you still can't work it out, wait until you finish the paragraph and look the word up. Take a note of it and check your notes when you've finished reading.

Charlton House Campus

Charlton House is a historic building built in 1607. It is considered to be a very fine example of Jacobean architecture (Jacobean = the period in English history when James I was King of England: 1603-1625).

Have a good look at the fireplace in the Grand Salon and the marvellous bannisters as you go up the stairs. Nowadays Charlton House is owned by English Heritage and they let rooms out to various community groups. During the day you can meet lots of people visiting the House or eating in the Café. At night you might meet one of the three mischievous ghosts!

◆ Cafe

The Mulberry Tea Rooms cafe is open from 9.00 am - 4.00pm. You can buy hot and cold drinks and light lunches. Why not try a slice of one of the delicious cakes? Please note, however, the café is only available for customers so please do not use that area during opening hours.

You can get 10% discount on all food items at the café if you show your IIEL student ID (drinks are full price).

◆ Toilets

You can find toilets on the ground floor, on the right-hand side of the building. These are open to the public. There is another toilet on the first floor opposite Eliot room.

◆ Rooms

Your class will be in one of the rooms on the first floor: Maryon, Eliot or Keats. Check the location of your classroom when you first arrive at Charlton House. The Eliot room is a self-access room which means you can study there by yourself when no classes are going on, drink coffee, eat lunch, relax and have a chat with your friends.

You will be told about any room changes as early as possible.

◆ Concerts at Charlton House

Every Friday afternoon Charlton House holds free classical music concerts. These usually start at 1.00pm and take place in the Old Library on the ground floor on the building, on the right-hand side (past the public toilets). Ask the Charlton House porters for more information or pick up a leaflet from the entrance to the House.



In Charlton Village there is a small Co-Op supermarket (open 8.00am - 10.00pm – with a cash machine inside), a variety of take-away shops, a fish and chip shop, pubs, a newsagents, a post office where you can withdraw money and a dry cleaner's.

The closest bank is a branch of Barclays which is located in Blackheath Royal Standard. Walk down Charlton Road for about 15 minutes or take the 53 or 54 bus for about 3 minutes. There you can find more shops, including a bakery, a grocery shop, a café, a post office, and an estate agent.

Another great attraction of our location is the fact that we are close to two of the most famous villages in London: Blackheath which has lovely restaurants, shops, pubs and a concert hall; and Greenwich, which is a World Heritage Site. Greenwich is famous for its museums, university, the globally-renowned Greenwich Royal Observatory, a beautiful park, a leisure centre and the famous concert venue, the O2 in North Greenwich. And as you know, time begins in Greenwich!