

# GENERAL EFL COURSES

- > Guildford College is a British Council accredited language centre with experienced and qualified tutors.
- > We offer multi-national classes with a maximum of 18 students per class.
- > We offer 5 levels of English tuition including Elementary (not beginners), Pre-Intermediate, Intermediate, Upper Intermediate and Advanced.
- > On their first day at Guildford College students are given an English language assessment to test their grammar, vocabulary and listening skills and are informally interviewed by an EFL tutor to test their speaking skills. During this time an 'Individual Learning Plan' is written with the student to decide their learning aims, both short and long term.
- > During their induction students are given full information on their course, the College and living and studying in the UK, including staying safe, as well as a tour of the College.
- > Our English classes use a communicative approach to teaching and use a range of teaching methods to suit students' learning needs - PPP i.e. 'Presentation (examples of language), Production (controlled practice) and Practice (opportunity to use)'; discovery/approaches.
- > It is a comprehensive course, including the 4 skills of reading, writing, listening and speaking, with vocabulary building and grammar explanation and practice, pronunciation, study skills, such as methods for recording vocabulary, dictionary use, note-taking, guessing meaning from context and problem solving.
- > Interesting topics are chosen for class activities, such as lifestyle approaches and cultural differences, so students can share their experiences from around the world. This is always motivating and useful for language practice.
- > We understand that each learner is different, so classroom activities are planned around all learning preferences.
- > Homework is given every day to encourage students to practise their English. This self study time is important for the course.
- > Interactive whiteboards are used in class to make class topics come alive, and for tutors to give students' relevant, up-to-date examples - YouTube and I-Player, for instance.
- > An individual student tutorial is arranged with the students by the tutor every term to discuss progress and set SMART targets. Tutors are also available at the end of class if the students wish to discuss anything from the lesson.

- > An assessment in reading, writing, listening, grammar and vocabulary is given to students every 4 weeks to test their knowledge and understanding.
- > An End of Term Report is always given to each student that comments on attendance, in-class performance, homework and assessments.
- > Every term the tutors arrange a project. These have included International Day, Short Story Competition, Spelling Bee and the writing of an International Newspaper.
- > Guildford College has a good Learning Resource Centre with many EFL books, CDs and DVDs with subtitles for students with different levels of English.
- > The Virtual Learning Environment (VLE) - Moodle - gives a huge variety of websites for language explanation and practise, for learners to practice their skills further.
- > Current and relevant course books are chosen by tutors but influenced by students' feedback. Text books that are used in class might include: New English File, Inside Out, Total English, Innovations and Outcomes.

If you would like to increase the number of hours you study each week you can take afternoon classes on a Monday and/or Tuesday and/or Thursday. You can study for up to 21 hours each week depending on your current level. Your teacher can advise you. Afternoon classes are from 12.45 until 14.45 and may include the following:

### Topics

- > Travel
- > Organisations
- > Money
- > Advertising
- > Cultures
- > Employment
- > Ethics
- > Leadership
- > Education
- > The environment
- > Fitness and health
- > Charities
- > Work
- > Academic success
- > Crime
- > Globalisation

### Activities

- > Talking about your culture
- > Giving definitions and examples

- > Matching headings and paragraphs
- > Labelling diagrams
- > Summarising and paraphrasing
- > Making arrangements on the telephone
- > Presentations techniques
- > Negotiating
- > Decision-making
- > Writing emails/reports/letters/ memos
- > Discussion
- > Role play
- > Games
- > Categorising tasks
- > Drilling for accurate pronunciation
- > Learner training
- > Reading activities: skimming, scanning, reading for detail
- > Writing activities: emails, essays, narratives, articles
- > Listening activities: for gist and for detail
- > Negotiating and problem solving