



QUICK REFERENCE EFL GUIDE

Follow these easy guidelines to book your place on our English as a Foreign Language (EFL) course.

- Minimum study period is 4 weeks September to June.
- Minimum study period is 2 weeks in July and August.
- Classes start any Monday during term time.
- Levels offered include; Elementary (not beginners), Pre-Intermediate, Intermediate, Upper Intermediate and Advanced.
- Fully complete an English language application form.
- Submit with supporting documents to the International Centre **international@guildford.ac.uk**
- Supporting documents must include; copy of passport (front cover and information page), copies of other visas to the UK, Accommodation Booking Form (if accommodation arrangement is required) and evidence of your current English level.
- We may contact you to arrange a Skype or telephone call with one of our English language teachers.
- If successful, an offer will be made.
- If you would like to accept the offer please make the requested payment.
- When you have paid, we will send you a confirmation (visa letter) and CAS (if applicable) so you can apply for your visa.
- When you have your visa, please send us a copy, book your flight and confirm your arrival date.

FIRST DAY

- Please ask your home stay family to show you the way to Guildford College on your first day.
- Please bring your passport, copy of your confirmation letter (visa letter) and your home stay family address or address of where you are living.
- Once you arrive at Guildford College, please go to the International Centre, room S17.
- Please introduce yourself to a staff member and tell them that it is your first day.
- They will welcome you by checking your name, taking a copy of your passport and visa, and giving you an induction to Guildford College and the UK and a Placement Test to find your level. This includes grammar, listening and speaking. You will also have a tour of Guildford College so you know where everything is.
- There is the opportunity to 'buddy' with a UK student who is also studying at Guildford College, please ask a member of staff in the International Office for details.
- You are now ready to buy your books and join your classes on Tuesday morning.
- Please arrive on time with a notebook and pen.
- You will find your name on the notice board outside of the International Centre Office showing the class you are in and the room number.

We hope you enjoy your study time with us!

LEVELS OF ENGLISH

Elementary Level will help you:

- Listen and respond to spoken English, including simple stories, statements, questions and basic instructions.
- Speak to communicate with the “survival English” you will need outside class as well as giving basic information about feelings and opinions on topics.
- Read and understand short texts on familiar topics.
- Read and get information from common signs and symbols.
- Write to communicate basic information.

Pre-Intermediate Level will help you:

- Listen and respond to spoken English, including straightforward information, short narratives, explanations and instructions.
- Speak to communicate information, feelings and opinions on familiar topics and to engage in discussion with one or more people to share understanding about familiar topics.
- Read and understand short, straightforward texts on familiar topics.
- Read and obtain information from short documents, signs and symbols.
- Write to communicate information with some awareness of the person reading.

Intermediate Level will help you:

- Listen and respond to spoken language, including straightforward information and narratives, and follow straightforward explanations and instructions, both face-to-face and on the telephone.
- Speak to communicate information, feelings and opinions on familiar topics, using appropriate formality, both face-to-face and on the telephone.
- Engage in discussion with one or more people, making relevant points and responding to what others say to reach an understanding about familiar topics.

- Read and understand short, straightforward texts on familiar topics accurately and without help.
- Read and obtain information from a variety of everyday sources.
- Write to communicate information and opinions with some adaptation to the intended audience.

Upper Intermediate Level will help you:

- Listen and respond to spoken language, including information and narratives, and follow explanations and instructions of varying lengths. Responses are adapted to speaker, and to context.
- Speak to communicate information, ideas and opinions, adapting speech and content for the listener(s) and medium.
- Engage in discussion with one or more people in familiar and unfamiliar situations, making clear and relevant contributions that respond to what others say and produce a shared understanding about different topics.
- Read and understand straightforward texts of varying length on a variety of topics accurately and independently.
- Read and obtain information from a wide variety of different sources.
- Write to communicate information, ideas and opinions clearly using appropriate length, format and style for the purpose and audience.

Advanced Level will help you:

- Read and understand a range of texts of varying complexity accurately and independently.
- Read and obtain information of varying length and detail from different sources.
- Write to communicate information, ideas and opinions clearly and effectively, using length, format, register and style appropriate to purpose, content and audience.

- Listen and respond to spoken language, including extended information and narratives, and follow detailed explanations and multi-step instructions of varying length, adapting response to speaker, medium and context.
- Speak to communicate straightforward and detailed information, ideas and opinions clearly, adapting speech and content to take account of the listener(s), medium, purpose and situation.
- Engage in discussion with one or more people in a variety of different situations, making clear and effective contributions that produce outcomes appropriate to purpose and topic.

Our course aims to meet the Common European Framework for Languages, Levels A1 to C2.

EVERY TERM

Each term students work together on a project and we celebrate the end of term with a party!

Term 1 is September to December - International Day

Term 2 is January to March - Giving a Presentation

Term 3 is March to June - Celebrating Words / International Newspaper (this project is flexible)

There will be a short comfort and refreshment break half way through each class.

Please note that there will be some inset days and bank holidays when classes do not run, please confirm this at the time of booking.

EFL TIMETABLE SEPTEMBER TO JUNE (Example)

Monday	Tuesday	Wednesday	Thursday	Friday
9.00 - 12.15 12:45-14.45 Upper Intermediate or Pre-Intermediate	9.00 - 12.15 12:45-14.45 Intermediate or IELTS	9.00 - 12.15	9.00 - 12.15 12:45-14.45 Intermediate or IELTS Preparation or Advanced	9.00 - 12.15
	19.30-21.30 Proficiency			

Hours available to study per week: 15, 17, 19 or 21 hours

EFL TIMETABLE JULY AND AUGUST (Example)

Monday	Tuesday	Wednesday	Thursday	Friday
9.30-12.45	9.30-12.45	9.30-12.45	9.30-12.45	9.30-12.45

Hours available to study per week: 15 hours

Maximum class size is 18 students

Average class size is 16 students

Minimum enrolment age 16 years

ACTIVITIES

We aim to offer an activity every other Wednesday afternoon after class and 2 Saturday excursions per term, please talk to your Class Representatives to make suitable suggestions and recommendations of where you could go.

Previous activities have included:

- Ice-skating
- Bowling
- Glass Blowing
- Traditional English Cream Tea
- Laser Quest
- Paintballing
- National Trust Visit
- Mercedes Benz World
- Brooklands Museum

Previous excursions have included:

- London
- Portsmouth
- Brighton
- Oxford
- Windsor

HINTS & TIPS ON HOW TO IMPROVE YOUR ENGLISH

Vocabulary

- Write new words or expressions when you see them.
- Write the new word with a translation in your own language next to it.

Reading

- Try to read an English newspaper or magazine a few times a week.
- Find a book in English that you have previously read in your language. This will make it easier for you as you will know what is going to happen.

Listening

- Listen to as much English as possible from a variety of countries such as Australia, USA and UK as this will help you get used to hearing English with different accents.
- Watch English TV and movies with subtitles to help you understand.

Speaking

- Listen to English words on the TV and the radio and repeat them.
- Encourage people to correct your English when you make a mistake.

Writing

- A good way to practice your writing is to write a diary.
- Try to notice grammar structures or useful vocabulary when you are reading texts, then practise using the same structures/vocabulary in your own writing.

Grammar

- Find an interesting article in a newspaper or magazine, highlight all the verbs with the tenses in different colours, or prepositions, articles etc and analyse why they are being used.
- Ask yourself questions about the language you are learning.
- What is the noun of that verb?
- What is that grammar structure in the negative, or in a question?

Accredited by the



for the teaching
of English

<http://international.guildford.ac.uk>

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