



English Course Guide 2019-2020



London Language Centre

London Language Centre

Accredited by the



for the teaching
of English in the UK

Welcome to



London Language Centre

Make the most of your time in London by taking an English course at the London Language Centre (LLC), part of the Institute of International Education in London (IIEL).

IIEL is an international educational institute based in London. In addition to conducting research into educational issues, IIEL offers Japanese teacher training courses, courses in Japanese as a foreign language and Japanese mother tongue courses for children. Our English courses have been accredited by the British Council in recognition of the quality of the teaching and support our students receive.

Whatever you study, IIEL students will be provided with educational guidance and pastoral care appropriate to their age, background and circumstances (including any additional support needs). This includes taking into account any special needs arising from religious observance.

Although we accept students from all backgrounds, we specialise in providing expert English language tuition that caters to the specific needs of Japanese students, many of whom are taking Japanese Teacher Training Courses at IIEL.

Details of LLC's key English courses can be found in this booklet.

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Unleash your potential

Learn English in Greenwich, where time begins. We offer you a variety of courses. You will gain maximum enjoyment and benefit from your course.



1. Charlton House
2. The Queen's House
3. The Royal Observatory
4. The O2

Where you study

English lessons/courses are held on a site in Greenwich. You will study in rooms in the historic, heritage-listed building of Charlton House. The building is a thriving community centre with many different activities and events. IIEL students will be able to attend and participate in some of these events and improve their English language skills by interacting with native speakers.

The Teaching

English courses at London Language Centre are accredited by the British Council.

Class size

There will be a maximum of 16 students in the class, but the number of students in a class is often lower than this.

Course information

IELTS Preparation Course



Raise your IELTS score and increase your general understanding of academic English.

English for Japanese Language Teaching



A special course for Japanese Language Teachers. Learn the essential English required for teaching Japanese overseas.

Cambridge Exam Courses



These prepare you for Cambridge exams and improve your overall language ability.

Private lessons



Tailor-made courses can be arranged to suit individual requirements and goals.

Course I

IELTS Preparation Course

Increase your IELTS score and develop your general understanding of academic English.

Key Information

Course code

IELTS

Class size

Average 6 (Max 16)

Course dates

1) 16 Jan to 2 April 2020

2) 23 Apr to 9 Jul 2020

3) 1 Oct to 17 Dec 2020

Once weekly on Thursdays

Lesson duration

3 hrs. 9:00am - 12:15pm

(Break 10:30-10:45)

Course fee

£432.00

※Cost of course book is approximately £35.00

Minimum age

18

IELTS

IELTS (International English Language Testing System) is a test recognized by universities and employers used as an indicator of your level of English. British, Australian, New Zealand and Canadian universities usually require a good IELTS score for entry onto undergraduate and postgraduate programmes.

About the course

The course will prepare you for the IELTS exam and university life. It will enable you to develop the language and skills tested in IELTS and familiarise you with the test itself. Our teachers will help you diagnose the areas of English you need to work on most and focus on these in class.

IELTS covers four skills;

- | | |
|-----------|------------------------------------------------------------------------------------------------------|
| SPEAKING | Discussion skills, increasing fluency and lexical knowledge. |
| LISTENING | Listening for gist, listening for detail, note-taking |
| READING | Practising skimming and scanning, identifying opinions, developing vocabulary deduction skills |
| WRITING | Essay-writing skills, using graphs and diagrams to support ideas, expanding your range of vocabulary |

Other

We help you register for the exams once your course has started. Exam fees are not included in the course fee.

Fees for taking the IELTS examination

To take the IELTS examination in 2020 you must pay the following entry fees:

IELTS approximately £180 depending on examination centre



Course 2

English for Japanese Language Teaching

A special course for Japanese Language Teachers. Learn the essential English required for teaching Japanese overseas.

Key Information

Course code
EJLT

Class size
Average 10 (Max 16)

Course dates
1) 24 Jan to 27 Mar 2020
2) 24 Apr to 26 June 2020
3) 9 Oct to 11 Dec 2020
Once weekly on Fridays
4) 3 Aug to 28 Aug 2020
Monday- Friday

Lesson duration
1)2)3) 3 hrs.
9:00am - 12:15pm
(Break 10:30-10:45)
4) 90 minutes
9:00am - 10:30am

Course fee
£360.00 per course
※There is no course book for the EJLT course. There is no charge for course handouts

Minimum age
20

About the course

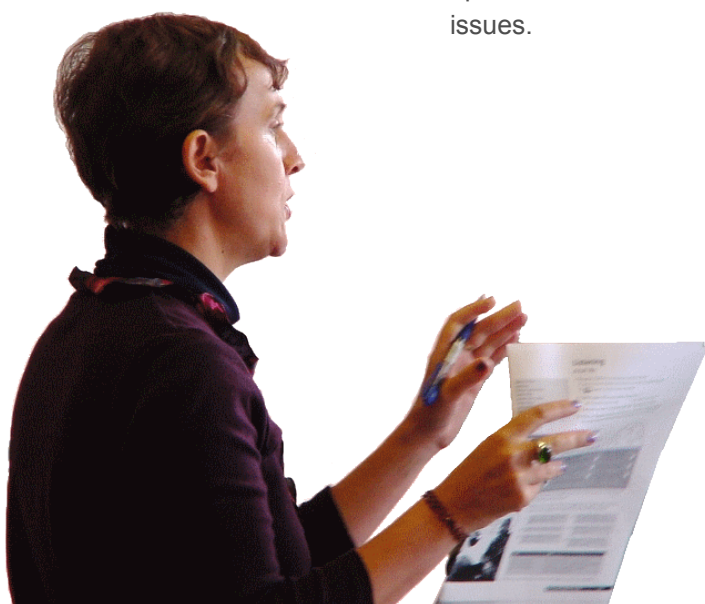
Our English for Japanese Language Teaching course is a special course for Japanese language teachers. It will help you prepare for the practical situations you may come across as a teacher such as a job interview or talking to other teachers in school. On this course, you will have the chance to learn and practise phrases and expressions through various task-based activities. You will also learn the teaching terminology necessary to talk about teaching methods. There will be opportunities for discussion and expressing your opinion on various teaching issues.

Needs Analysis

- Discovering what your students want from their course.
 - Phrases and expressions for finding out students' needs.
- Assessing your students' needs and learning styles.
- Ways of asking students what they want to study.

Getting settled in a new school

- Arriving in a new school
 - Greeting students.
 - Greeting other members of staff.
 - Finding out about the school you are working in.
 - Setting up the classroom.
 - Describing seating plans and types of furniture.
- Communicating with other staff
 - Making everyday conversation.
 - Asking for help.
 - Asking for favours.
 - Asking for advice.



Explaining the Language and Culture of Japan in English

- Explaining grammar in English.
 - Phrases for explaining grammar.
 - Describing Japanese writing and pronunciation.
 - Expressions to compare and contrast English and Japanese grammar.
 - Characteristics of Japanese grammar.
- Developing cultural awareness
 - Describing Japanese customs.
 - Comparing English and Japanese festivals.
 - Phrases to give students background information on popular festivals.
 - Planning a Japanese festival at a school.

Essential Skills for Language Teachers

- Teaching skills for listening, speaking, reading and writing
- Useful & practical classroom English
 - Setting up exercises/games/activities for language skills.
 - Explaining exercises/games/activities for language skills.
 - Monitoring exercises/games/activities for language skills.
 - Encouraging students to participate more actively.
 - Writing instructions on handouts.

Managing and Encouraging Learners

- Controlling the class
 - Dividing the class into groups.
 - Starting pair work, group work, individual work.
 - Setting up communication activities and games.
- Classroom management
 - Controlling the class noise level.
 - Dealing with interruptions during the lesson.
 - Giving instructions.
- Feedback & assessment
 - Ways of checking meaning.
 - Phrases and expressions for praising students.
 - Ways of prompting students to correct their own errors.
 - Ways of giving gentle correction.
 - Writing reports.

Job applications and Interviews

- Phrases to use on cover letters and CVs.
- Practice interviews.
- Describing key skills.
- Talking about work experience.



Course 3

Cambridge Exam Courses

These courses prepare you for prestigious Cambridge exams and improve your overall language ability.

Key Information

Course code
CEC

Classes

B2 First (FCE)
upper-intermediate level

C1 Advanced (CAE)
advanced level

✘subject to availability

These courses are subject to availability and also available on request. They can be group or 1-1 courses. If you wish to take one of the courses, please email us on enquiries@iiel.org.uk so we can discuss your needs regarding times and prices.

Cambridge Exams

Cambridge Exams are useful for your personal, academic and professional development. We provide thorough preparation for two internationally recognised English language qualifications: the Cambridge English: B2 First (FCE) and Cambridge English: C1 Advanced (CAE) .

Cambridge qualifications are accepted and trusted by thousands of leading higher education institutions, employers and governments worldwide. They are a mark of excellence, and open doors to exciting higher education and employment opportunities.

About the course

The course focuses on developing the language skills necessary to pass a Cambridge exam. We also aim to improve your overall language ability and practical communicative competence. Teachers consider their students' needs carefully and offer plenty of opportunities for practising the language.

Levels

B2 First (upper-intermediate level)

Formerly known as Cambridge English: First (FCE) is widely recognised in commerce and industry, and by educational institutions in Britain and overseas as proof of language ability at an upper-intermediate level.

C1 Advanced (advanced level)

Formerly known as Cambridge English: Advanced (CAE) is recognised by the majority of British universities as fulfilling English Language entrance requirements.

Other

We help you register for the exams once your course has started. Exam fees are not included in the course fee.

To take the B2 First (FCE) Paper-based or C1 Advanced (CAE) Paper-based examination in 2020 you must pay the following fees:
approximately £165.00 depending on examination centre.



Private Lessons

Tailor-made courses can be arranged to suit individual requirements and goals.

Key Information

Registration fee

£85.00

Minimum lessons

10 lessons

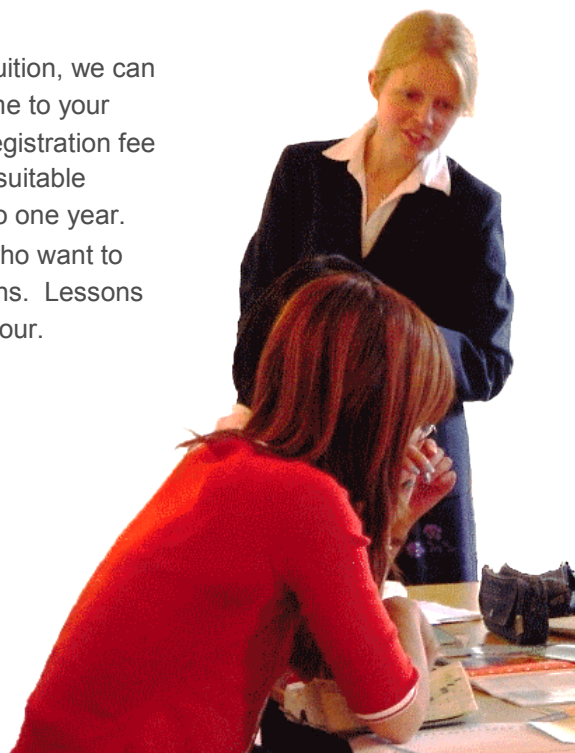
Fee

£30.00 per hour

Private Lessons

If you would like individual tuition, we can arrange for a teacher to come to your home or workplace. For a registration fee (£85.00) we will find you a suitable teacher / teachers for up to one year.

This option is for students who want to take a minimum of 10 lessons. Lessons are charged at £30.00 per hour.



Living in Greenwich

We offer home-stay accommodation, enabling you to experience English life and to practise using your English in everyday situations

Key Information

Accommodation type

Half board

- Breakfast and evening meal included

Single room

- Bed, study desk are provided
- living room and bathroom, etc are shared

Accommodation fee

£180.00 per week

Accommodation placement fee

£60.00

Minimum stay

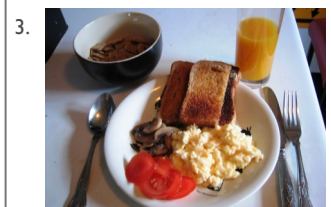
1 week

Accommodation

We can arrange for you to stay with a homestay provider, who will provide you with a caring and comfortable home. All our home-stays are in London - most are in the Greenwich area, within easy reach of our school by bus or train, or on foot. We inspect all accommodation regularly to ensure our high standards are being maintained.

Home-stay accommodation is £180.00 per week for bed, breakfast and an evening meal. The accommodation placement fee is £60.00.

For students wishing to be more independent, subject to availability we can offer self-catering student houses or our home-stays without an evening meal - details available on request.



1. Many students become friends with their homestay provider

2. Kitchen

3. Breakfast

4. Dinner with a homestay provider

How to apply and more

We look forward to seeing you soon.

How to apply

Once you have chosen your course, complete an application form (from the IIEL website <http://www.iiel.org.uk>) and email it directly to; enquiries@iiel.org.uk

Payment

You can pay by :

- Cash in £ sterling at the school.
- Bankers draft in £ sterling
- Bank transfer in £ sterling with course name and start date.
- Cheque (to be made payable to IIEL or Institute of International Education in London. Please write student's name and any invoice number on the back).

The Institute of International Education in London is not responsible for any bank charges; these will be passed on to the student on arrival at the school.

Our Bank Details :

Bank : HSBC Bank Plc
Branch : Holborn Circus Branch
Sort Code : 40-11-58
Account No : 80390305
Address : 31 Holborn, Holborn Circus,
London EC1N 2HR, UK
Account Name : Institute of International
Education in London, Charlton House,
Charlton Road, Charlton, London SE7
8RE, UK
IBAN : GB20HBUK40115880390305
BIC : HBUKGB4194P

Terms and Conditions

The Minimum age for enrolment on IELTS and Cambridge exam courses is 18 years of age. The Minimum age for

enrolment on EJLT courses is 20 years of age. Course fees include enrolment on the participant's selected course, class handouts, graduation certificates and participation in IIEL's Language Exchange programme. The fees do not include accommodation, course books, public examination fees, outings or transportation to and from school. In the unlikely event that IIEL is obliged to cancel a course, all fees will be refunded.

Days without classes

There are no lessons at weekends or on public holidays.

Public holidays are as follows:

2020

January 1, April 10, April 13, May 8,
May 25, August 31, December 25,
December 26, December 28.

2021

January 1, April 2, April 5, May 3, May
31, August 30, December 25,
December 26, December 27,
December 28.

Students should note that all IIEL campuses are closed on public holidays and that no claims against LLC shall accrue in their favour as a result. Please note that the school will also be closed during the Christmas and New Year period.



1. EJLT class

2. Cafe

3. Halloween party

4. Outing

Enquiries in the UK

IIEL, Charlton House, Charlton Road,
Charlton, London SE7 8RE UK
Tel +44 (0)20 8331 3100 Fax +44 (0)20 8331 3149
E-mail enquiries@iiel.org.uk

Enquiries in Japan

IIEL Japan Office
ICJ International Education Information Centre
SANNO BRIDGE, 2-5-6 Sanno, Ota-ku, Tokyo 143-0023, Japan
E-mail japan-office@iiel.org.uk

Homepage

<http://www.iiel.org.uk>

IIEL LLC

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