

28 September 2017



## ENGLISH FOR EFFECTIVE COMMUNICATION

Course provider **The Lake School of English Oxford** (Partner or Receiving Organisation)  
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### Course Provider Profile

The Lake School of English is an independent, private English language school, which offers courses in professional development for people working in education: teachers, heads of department or school, teacher trainers, managers, project coordinators, administrators and other support staff. The School welcomes adults of all abilities and nationalities. Every year, the School teaches hundreds of students from approximately 40 different countries.

The Lake School of English was established in 1978. It is situated in the centre of Oxford. During the academic year (September – June), professional development courses take place at the Lake School of English. Courses in July and August (except Intensive General English) take place at Oxford University Business School.

The Lake School is accredited by the BRITISH COUNCIL and is a member of ENGLISH UK and QUALITY ENGLISH, a group of established, independent schools who are carefully selected for their quality of student experience and their commitment to excellence in English language teaching. The Lake School also featured in the English Language Gazette as a leading Centre of Excellence 2010 – 2017.

### Course tutors

Participants experience a dynamic and communicative style of teaching and receive personal attention from experienced and qualified professionals. Tutors use a wide range of up-to-date resources and integrate online and off-line resources to create a supportive, dynamic learning environment. At the Lake School, there are between 10 and 20 members of staff.

### Course Objectives

The course objectives are to improve general English language ability, to enable participants to communicate more fluently in English and to develop English language skills for a work environment.

### Course methodology

Sessions are carefully planned to suit the needs, interests and learning preferences of the participants and to provide the right balance of skills, content and structure. They are practical and communicative and based on the needs of the participants. Inspiring language improvement sessions are designed to develop participants' confidence in English and discover strategies for self-directed learning. They include professional and social English, language awareness-raising and activation through revision and recycling, feedback and error correction.

The minimum language level required is CEFR B1, therefore the nature of the course means that participants are often of mixed ability.

### Course Content

Participants are asked to complete a pre-course questionnaire. Tutors plan the course to meet the needs of the course participants. Course content typically includes:

Ice-breakers and introductions
Job descriptions; what do you do?
Small talk; learning the skills and vocabulary to survive social situations
Grammar input, practice, revision and recycling
Collocation and word partnerships
Intercultural awareness
Personal qualities and stereotypes
Language, life and culture in the UK today
Holding a discussion; useful phrases
New words, idioms and the importance of language in context
Practical pronunciation; phonemes, stress and connected speech
Idiomatic and colloquial expressions in everyday use
Listening skills; abbreviations and formality
Email English; style and common mistakes
Working with texts; reports and news articles
Language, life and culture in the UK today
Current issues in the workplace and training
Giving presentations and holding meetings; roleplays and feedback
Telephoning in English
Understanding and using phrasal verbs

### The course also includes:

- 21 hours of session input per week
- a guided historical tour of Oxford
- a guided tour of an Oxford University college or punting on the River Thames
- evening social activity
- welcome pack and WiFi internet access
- course materials and 1-year's subscription to the Lake School [e-Learning Centre](#)
- free refreshments: tea, coffee and mineral water

### Weekly Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09.15 – 10.30	Welcome	Session	Session	Session	Session
10.30 – 10.50	Break	Break	Break	Break	Break
10.50 – 12.00	Session	Session	Session	Session	Session
12.00 – 12.15	Break	Break	Break	Break	Break
12.15 – 13.00	Session	Session	Session	Session	Session
13.00 – 14.00	Lunch	Lunch	Lunch	Lunch	Lunch
14.00 – 15.00	Session	Cultural Activity	Session	Session	Free Afternoon
15.00 – 15.15	Break		Break	Break	
15.15 – 16.00	Session		Session	Session	

## Outcomes

Course participants will improve their understanding of written and spoken English, including pronunciation. They will gain confidence in speaking, listening, reading and writing. They will also develop a greater awareness of grammar structure and vocabulary, authentic and appropriate language, formal and informal language, so they can communicate more fluently and effectively in English. They will also gain an enhanced understanding of life and culture in the UK today.

## Follow up

Participants are required to fill in a course evaluation questionnaire. They are encouraged to continue the international dimension of their experience through social networking. They are invited to contribute to the Lake School Twitter feed: [@EnglishinOxford](#) Participants receive a contact list of their course tutors and course colleagues. On some courses this also includes details of other contacts made during that particular course, such as editors or guest tutors. Participants receive 1 year's subscription to the Lake School online e-Learning Centre, to build on and further develop the English language skills acquired in Oxford.

## Certification and Europass Mobility

At the end of the programme, participants are provided with a certificate of attendance, outlining the number of hours and sessions they have attended, and a formal receipt of fees paid. Participants may also bring a Europass Mobility document with them, for validation by the Course Director.

## Fees 2018

English for Effective Communication: 350 GBP + 75 GBP Enrolment Fee (1 week)

English for Effective Communication: 600 GBP + 75 GBP Enrolment Fee (2 weeks)

## Accommodation

### Homestay accommodation

Most course participants live in homestay accommodation. It's a great opportunity to talk and exchange cultures in a friendly home environment. They have their own key and complete independence.

Quite a lot of our homestays host more than one person at the same time. In this case, no guests speak the same first language. All hosts offer welcoming, clean and comfortable accommodation. Guests have breakfast and evening meal with the host/s during the week and all meals are provided at weekends, including packed lunch if requested. Some homes have accommodation with private bathroom. Check in is the Sunday before the start of the course. Check out is the Saturday after the end of the course.

Homestay Accommodation	Details	Cost per week
Standard	Single room, half board (full board weekends)	£175
Standard Twin (only available for people booking together)	Twin room, half board (full board weekends)	£165
En-suite	Single room, private bathroom, half board (full board weekends)	£215
En-suite Twin (only available for people booking together)	Twin room, half board (full board weekends)	£205

### Hotel or self-catering accommodation

Some course participants prefer to stay in hotel or self-catering accommodation. We can give advice and suggest some options. However, this must be booked and paid for by the course participant independently.

Accommodation Type	Details	Cost per week
Hotel	Single room, private bathroom, bed and breakfast	From £420
Self-catering	Furnished one or two-bedroom house or flat	From £450

### **Other expenses**

A bus pass is approximately 20 GBP per week, giving unlimited travel in Oxford. Participants will also need money for personal expenses and weekday lunches.

### **Social activities and excursions**

As well as the cultural and social activities that are included on the course, there are optional excursions to join at extra cost. These half-day or full-day guided tours are to places of interest such as London, Stratford-upon-Avon, Bath, Windsor and Blenheim Palace. Prices for these range between 30 and 45 GBP.

### **Travel arrangements**

There is a direct express bus service from London Heathrow and Gatwick airports to the central bus station in Oxford. The cost is approximately 30 GBP return. A taxi from the bus station to homestay accommodation typically costs 10 - 15 GBP.

Please see [http://www.englishinoxford.com/before\\_you\\_arrive/getting\\_to\\_oxford.html](http://www.englishinoxford.com/before_you_arrive/getting_to_oxford.html) for more information about travelling to Oxford.

### **Booking the course**

Participants who are applying for Erasmus+ funding must contact the school as soon as they learn the result of their grant application so the course director can confirm availability and reserve a place.

To confirm a place, participants complete an [Enrolment Form](#) . The school then sends formal confirmation of enrolment and an invoice.

No fees are payable until participants receive funds from their National Agency.

Payments can be made by credit card or bank transfer.

At the end of the course, participants receive receipts/statements of fees paid, signed and stamped by the course director.

### **Participant testimonial**

*My stay and the organisation of my course has been absolutely marvellous. It's the best course I've ever attended, and the best teacher I've ever had! The Oxford University venue was perfect. The tours and excursions were interesting so I learned a lot about Oxford and London. My homestay encouraged me to speak and helped me to correct my mistakes. I felt as if I were in my own home. She was a marvellous cook and the house was well-connected to the city centre. A colleague recommended the Lake School to me. It was more than I expected!*

Jose Maria Fortuny Alentado | Spain