

APPENDIX 6: BROCHURE TEXTS

6.1 B1

1: B1

2:

3:

4: ENGLISH LANGUAGE STUDY IN AUSTRALIA

5:

6: [Name of college]

7: [name of city] Australia

8:

9:

10: p2

11:

12: [NAME OF CITY] - [name of college] GREAT CITY

13:

14: [Name of city] is Australia's largest city and one of the
15: world's most beautiful international centres. Built on the
16: dazzling [name of city] Harbour, the cosmopolitan city is
17: renowned for its parks, natural bushlands and beaches. [Name
18: of city] and its wonderful climate offers you an exciting,
19: modern city life with theatres, restaurants, sightseeing and
20: shopping as well as a relaxed, healthy lifestyle enjoying a
21: wide choice of outdoor activities and sports.

22:

23: Students from all over the world choose to study in [name of
24: city] because the standard of education is high and because
25: [name of city] has a reputation for being one of the most
26: hospitable English-speaking cities in the world.

27:

28: p3

29:

30: [Name of college]

31:

32: [Name of college] is a cosmopolitan education centre
33: attracting students from many different countries. [Name of
34: college] offers a complete education package for overseas
35: students seeking an international education. [Name of
36: college] has a well-deserved reputation for high quality
37: English language programs and extensive student welfare
38: services.

39:

40: Whether you are a student who needs English competence for
41: further study or career advancement, a tourist who wishes to
42: improve conversational skills or an international
43: businessman or woman with professional English communication
44: needs, you will benefit from our specialist courses.

45:

46: [Name of college] is fully accredited by the National ELICOS
47: Accreditation Scheme (NEAS) and is a member of the ELICOS
48: Association of Australia. (ELICOS means English Language
49: Courses for Overseas Students).

50:

51: [Name of college] provides an optimum learning environment

52: in a modern air-conditioned building. It is fully equipped
 53: with the most up-to-date language laboratory, audio-visual
 54: and computer-based teaching aids and student facilities.
 55:
 56: WHERE IS IT?
 57:
 58: [Name of college] is situated in [name of city]'s favourite
 59: beachside suburb, [name of suburb], conveniently located
 60: near public transport and just 15 minutes from the city
 61: centre. From the classrooms you will enjoy views of the
 62: Pacific Ocean, [name of suburb] Beach and [name of city]'s
 63: beautiful harbour, all just tow minutes from [name of
 64: college].
 65: After classes and on weekends , [name of suburb] offers you
 66: an exciting choice of activities. You can explore [name of
 67: suburb] and nearby shopping centres for those special gifts,
 68: meet friends at international restaurants before going to
 69: the cinema, or walk and picnic in the magnificent [name of
 70: city] Harbour National park.
 71:
 72: If you are a sports lover, [name of suburb] is your paradise
 73: with excellent gymnasium facilities, golf courses , tennis
 74: and squash courts. Scuba diving, sailing and windsurfing
 75: clubs are available or, if you prefer, you can simply
 76: sunbathe and surf with friends on [name of suburb]'s world
 77: famous beach.p4ENGLISH COURSES
 78:
 79: [Name of college]'s intensive English courses will prepare
 80: you for success in your further studies and career. They
 81: enable you to specialise in the English language study which
 82: best suits your personal and professional needs.
 83:
 84: General English Communication
 85: General English classes are offered at six levels from
 86: beginner to advanced fluency. Emphasis is placed on
 87: improving accuracy and fluency. Full and part-time programs
 88: are available.
 89:
 90: English Preparation for Tertiary Studies (EPTS)
 91: A course designed to train students in the English language
 92: and academic study skills they require to enter and
 93: successfully complete their academic studies at TAFE or
 94: university.
 95:
 96: English Preparation for Matriculation Studies (EPMS)
 97: A course designed to prepare students for high school in
 98: Australia. It combines general and academic English, study
 99: skills development and an introduction to the main
 100: matriculation subjects. Students receive special academic
 101: and welfare support and a report on each student's progress
 102: is regularly sent to parents. [name of college] will assist students
 103: with the school enrolment and arrange appointment of a
 104: guardian if required. [Name of college] works closely with a
 105: number of Australia's best high schools to ensure your
 106: success.

107:
 108: English for Business and Business Studies
 109: Business communication courses for students at upper
 110: intermediate level who require English for their career or
 111: further business.
 112:
 113: International Examination Preparation
 114: [Name of college] prepares students for the following exams:
 115:
 116: IELTS (International English Language Testing System)
 117: TOEFL (Test of English as a Foreign Language)
 118: CAMBRIDGE First Certificate
 119: Advanced Certificate
 120: Proficiency Certificate
 121:
 122: English and Leisure Courses
 123: [Name of college] offers a range of courses for students who
 124: wish to combine language learning with a holiday in
 125: Australia. Courses comprise English study in the morning and
 126: activities in the afternoon. We cater for both individuals
 127: and groups. Prices and itineraries can be supplied on
 128: request.
 129:
 130: CERTIFICATION
 131: Upon completion of your study at [name of college] you will
 132: receive an English Proficiency Certificate stating the
 133: details of the course(s) and your level of achievement.
 134:
 135: p5
 136:
 137: (SAMPLE TIMETABLE)
 138:
 139: FACILITIES
 140:
 141: [Name of college] offers students the most up-to-date
 142: language learning equipment in a modern college environment.
 143: Our facilities include:
 144:
 145: audio-visual language laboratory
 146: resource library and computer centre
 147: fully equipped classrooms
 148: audio-visual rooms for film and video viewing
 149: student recreation and relaxation area.
 150:
 151: ORIENTATION
 152:
 153: At [name of college] we understand that living and studying
 154: in a new country is an exciting challenge and we want to
 155: ensure that your experience is problem-free. On your first
 156: day at [name of college], after you have completed your
 157: Placement Test, our welfare staff will give you an
 158: orientation lesson. You will learn all about:
 159:
 160: studying at [name of college] and using welfare services
 161: living in homestay

162: finding your way around [name of city]
 163: banking and shopping is [name of city]
 164: using public transport
 165: health services
 166: Australian customs
 167: using the telephone
 168: finding a flat
 169:
 170: You will also receive an Orientation Handbook with
 171: easy-to-follow information to help you settle into your new
 172: environment.
 173:
 174:
 175:
 176:
 177:
 178: PROFESSIONAL STAFF
 179:
 180: All staff are highly qualified, experienced and dedicated
 181: professionals who are committed to [name of college]'s
 182: philosophy of 'excellence in language teaching and student
 183: welfare'.
 184:
 185: CLASSROOM TEACHING
 186:
 187: All classroom teaching at [name of college] is overseen by
 188: the Director of Studies. Teachers at [name of college] have
 189: a degree from a recognised university and specialised
 190: post-graduate qualifications in the methodology of teaching
 191: English as a second or foreign language to adults. Some
 192: teachers have additional experience and qualifications in
 193: the area of high school teaching or management and business
 194: training. Teachers participate in regular seminars and
 195: language conferences on new practices and theories in the
 196: teaching field to ensure the most up-to-date teaching
 197: techniques are used in the classrooms.
 198:
 199: Teachers combine the use of modern teaching resources with
 200: proven teaching techniques to ensure your rapid progress. We
 201: help you develop the four skills (speaking, listening,
 202: reading and writing) through the use of proven text books
 203: and also through the use of dialogue, television, video and
 204: radio extracts and a variety of printed materials from
 205: books, newspapers and magazines. These materials present you
 206: with range of accents to develop your ability to understand
 207: English speaking people from all over the world.
 208:
 209: Small classes are the norm at [name of college] and at all
 210: times, classroom activities are designed to encourage active
 211: group interaction so that the greatest possible amount of
 212: practice is achieved. You will also be encouraged to become
 213: independent in your learning through the use of the
 214: language laboratory, library and computer centre.
 215:
 216: STUDENT WELFARE

217:

218: [Name of college] has an enviable reputation for looking
219: after its students with the highest quality of welfare
220: possible. We recognise that living and studying is a new
221: country can lead to unexpected difficulties and our staff
222: are trained to cope with any difficulty. Our aim is to have
223: happy students, as we believe that they are best able to
224: learn to their full potential.

225:

226: [Name of college] employs specialist welfare staff to ensure
227: that the time you spend studying in Australia is as
228: enjoyable and problem-free as possible. The Director of
229: Welfare oversees the welfare program at [name of college]
230: and endeavours to provide you with any assistance you may
231: require while you are living in Australia. The welfare
232: services available at [name of college] are listed on the
233: following page.

234:

235: p6

236:

237: Airport Transfer

238: Our care begins from the moment you arrive at [name of city]
239: Airport. At your request, a welfare officer will meet you at
240: the airport, escort you to your homestay and introduce you
241: to your host family.

242:

243: Accommodation

244: The Accommodation Officer assists students with all
245: accommodation needs. Most students prefer to be placed in
246: selective homestay accommodation. This provides the valuable
247: experience of living as a member of an Australian family and
248: the added advantage of being able to gain real life practice
249: at using and learning English. After your arrival, the
250: Accommodation Officer can also help you find an apartment or
251: house if this is your preference.

252:

253: Information and Problem Solving

254: You are able to obtain information about any aspect or
255: studying and living in Australia from [name of college]'s
256: welfare counsellors. They are also available to help you
257: resolve any personal problems that may arise during your
258: stay.

259:

260: Social and Sporting Activities

261:

262: [Name of college] encourages all its students to keep fit
263: and active during their study. The Social and Sports
264: Co-ordinator arranges a comprehensive social and sporting
265: program so that you will have the maximum opportunity to
266: made friends with your fellow students and experience
267: Australian society and culture during your visit. The
268: activities program is organised to take maximum advantage of
269: [name of city]'s wonderful climate. The program comprises a
270: weekly sports afternoon and regular evening and weekend
271: activities such as dinners at restaurants, visits to the

272: theatre and sporting and sporting matches, trips to the
273: countryside and other places of scenic and historical
274: significance. There is of course an extra charge for these
275: social activities.
276:
277: FURTHER STUDY PLACEMENT
278:
279: If you wish to undertake further study after completing your
280: English course, [name of college]'s Academic Counsellor
281: provides advice on courses and institutions throughout
282: Australia and can assist with applications for enrolment. It
283: is possible to obtain provisional enrolment in the course of
284: your choice at the time of enrolling for English studies at
285: [name of college] because [name of college] has established
286: links with a number of high schools, universities and
287: vocational colleges which recognise [name of college]'s
288: English preparation courses .
289:
290: FURTHER INFORMATION AND ENROLMENT
291:
292: For further information and/or enrolment, write directly to
293: [name of college] or contact your local [name of college]
294: agent whose name and contact details can be found on the
295: back page.
296:
297: Course starting dates, fees and procedures for enrolment are
298: fully explained in the brochure entitled 'Student
299: Information and Application Procedures'.
300:
301:

6.2 B2

1: B2

2:

3: [Name of college]

4: p1

5: WELCOME

6: We at [name of college] welcome you to Australia - a

7: beautiful, safe and inexpensive country where you can study,

8: travel and enjoy yourself.[Name of college] is one of the

9: finest English language schools in Australia. We have won an

10: international reputation for our educational standards, our

11: highly qualified staff and our commitment to the needs of

12: overseas students.

13:

14: Special features at [name of college]:

15:

16: beautiful buildings set in spacious gardens with a campus

17: atmosphere, student cafe and sports areas

18:

19: safe, residential areas with convenient transport

20: connections throughout [name of city]

21:

22: two [name of city] locations, P and the University of L,

23: both close to the site of the Year 2000 Olympics

24:

25: a busy social program for you to enjoy your time with us in

26: [name of city]

27:

28: an internationally accredited teacher training centre,

29: ensuring the highest teaching standards

30:

31: special entry arrangements with the University of L

32:

33: students from all over the world

34:

35:

36: p2

37:

38: EDUCATIONAL EXCELLENCE

39:

40: Since [name of college] was founded in [year of

41: commencement], everybody - the owners and the staff - has

42: worked hard to develop it into an outstanding educational

43: centre. We are proud of what we have achieved so far.

44:

45: Our reputation for excellence is based on:

46:

47: motivated and internationally experienced teachers with

48: university degrees and specialist qualifications - the

49: teachers trained here are qualified to teach in language

50: centres around Australia and the world

51:

52: a wide range of courses for different purposes, specially

53: designed for [name of college] students

54:
55: the latest in modern teaching methods
56:
57: classroom and self-study resources including a library,
58: computers, language laboratories, videos , and interactive
59: video disc
60:
61: educational support staff including an academic counsellor
62: and teacher/librarian
63:
64: accredited under the National ELICOS Accreditation Scheme
65:
66: [name of college]'s own academic counsellor provides a
67: special service for our students. The counsellor will:
68:
69: provide information about further study in Australia
70:
71: help students apply to other educational institutions
72:
73: arrange speakers from other educational institutions
74:
75:
76: p3
77:
78: COURSES AT [name of college] - 1995
79:
80: [Name of college] is one of the finest language schools in
81: Australia, with an internationally accredited teacher
82: training department and a special relationship with the
83: University of L .
84:
85: Our superb heritage buildings set in beautiful gardens
86: provide our students with a unique campus atmosphere. Our
87: experienced and friendly staff will look after all aspects
88: of your stay, from airport pickup to arranging further study
89: opportunities.
90:
91: As a [name of college] student you can live with a welcoming
92: Australian family or in one of our independent apartments.
93: Either way, you will love life in [name of city] - a
94: friendly, cosmopolitan city with a warm climate and stunning
95: beaches.
96:
97: We have a range of English courses specially designed by
98: curriculum experts to meet your needs, whether you want a
99: short holiday course or a longer academic program. Read on
100: for more details!
101:
102:
103: p4
104:
105: General English
106: Beginner to advanced
107: 2-25 weeks
108:

109: This course focuses on the development of spoken and written
 110: language skills for a variety of situations, with the
 111: emphasis on using English for real and practical purposes.
 112: Students can enter at any level from beginner to advanced,
 113: and progress as their skills develop.
 114: In class you will:
 115:
 116: enjoy conversations in English with your fellow students and
 117: teacher
 118:
 119: presents short talks to fellow classmates
 120:
 121: use current newspapers, TV and radio programs to study
 122: grammar and develop speaking and reading skills
 123:
 124: study interesting weekly themes such as Holidays and Travel
 125: and Money Matters
 126:
 127: solve language problems and play language games
 128:
 129: benefit from lessons specially created by your teacher to
 130: meet your needs
 131:
 132: English for Academic Purposes (EAP)
 133: Intermediate to advanced
 134: Minimum 10 weeks
 135:
 136: The English for Academic Purposes courses are designed for
 137: students who wish to proceed to tertiary studies in an
 138: English-speaking country. Course are held on [name of
 139: college]'s campus at the University of L, and students use
 140: the university library facilities for course research.
 141:
 142: In EAP, you will learn the language skills necessary for
 143: success in further studies, such as:
 144:
 145: listening to lectures
 146: reading texts
 147: writing essays/reports
 148: giving seminars/participating in tutorials
 149: expressing opinions and asking for information
 150: sitting for tests and examinations
 151:
 152: There are three levels of EAP, each are of 10 weeks
 153: duration. These are Study Skills, EAP 1 and EAP 2.
 154:
 155: There is also a four week summer school for students to
 156: improve academic skills before university entry in February.
 157:
 158: [Name of college] tests all students on entry to EAP
 159: courses. Entry is only available to those whose English is
 160: of the appropriate level. Students who pass all the course
 161: components for EAP 2 satisfy the English language entry
 162: requirements for the University of L without further English
 163: testing.

164:
 165: Most students enrol in [name of college]'s General English
 166: course before Study Skills or EAP. Otherwise you will need
 167: an overall IELTS score of 4.5 to enter Study Skills, 5.0 to
 168: enter EAP 1, or 5.5 to enter EAP 2.
 169:
 170: International Business
 171: English Intermediate to advanced
 172: 10 weeks
 173:
 174: This course is designed for students who wish to proceed to
 175: business related studies or to a career in business. Entry
 176: is subject to a [name of college] assessment.
 177:
 178: The course focuses on the language and skill required to
 179: conduct business in English.
 180:
 181: Students will:
 182:
 183: increase their business vocabulary
 184:
 185: learn to use business vocabulary appropriately
 186:
 187: improve their speaking skills, especially on the telephone
 188:
 189: use [name of college]'s computers to improve their
 190: wordprocessing skills
 191:
 192: Topics covered include:
 193:
 194: company structure and organisation
 195:
 196: communication, negotiation, meetings and problem solving
 197:
 198: talking about finance
 199:
 200: marketing and sales
 201:
 202: import and export
 203:
 204: As practical experience students will visit financial and
 205: other business institutions
 206:
 207:
 208: p5
 209:
 210: Australian Language and Culture
 211: Advanced
 212: 4-16 weeks
 213:
 214: Australia is an English speaking country in the Asia-Pacific
 215: region. This course explores Australia's unique features
 216: from it's Aboriginal heritage to its multicultural society
 217: and lifestyle. Studying Australian Language and Culture will
 218: deepen your understanding of Australia and improve your

219: language proficiency.
 220:
 221: The program has four modules of four weeks each. These are:
 222:
 223: The Australian Identity
 224:
 225: Culture and History
 226:
 227: Work and Play
 228:
 229: Australian Law, Justice and Politics
 230:
 231: Australian newspaper and magazine articles, leaflets,
 232: novels, reference books and audio and video tapes form part
 233: of the authentic course material.
 234:
 235: You will visit many important Australian institutions,
 236: ranging from parliaments to pubs!
 237:
 238: English for Teachers
 239: (TESOL)
 240: 3-6 weeks*
 241:
 242: This course has been specifically designed by [name of
 243: college]'s teacher training department for overseas teachers
 244: of English who wish to improve their English language skills
 245: and explore, with other professionals, current teaching
 246: methodology and classroom practice.
 247:
 248: Participants will improve their knowledge and skills in:
 249:
 250: spoken and written English for a variety of teaching
 251: contexts;
 252:
 253: theories and approaches to language learning and teaching;
 254:
 255: lesson planning and task design;
 256:
 257: use and design of teaching resources - authentic materials
 258: and commercial resources.
 259:
 260: The course is a six week program, taught by recognised
 261: RSA/University of Cambridge trainers, and visiting speakers
 262: from universities and government ministries.
 263:
 264: It features:
 265:
 266: structures tutorials and presentations;
 267:
 268: observation program of classroom lessons;
 269:
 270: live and videoed opportunities for supervised teaching
 271: practice;
 272:
 273: individual tutorials leading to individual seminar

274: presentations;
 275:
 276: structured self study involving language and research tasks;
 277:
 278: ongoing interaction with teaching staff and student body of
 279: a busy EFL and ESL school
 280:
 281: To enter the program you will need Upper Intermediate to
 282: Advanced English language proficiency, and experience in
 283: teaching English as a Foreign Language.
 284:
 285: * Not available on student visas
 286:
 287:
 288: Secondary School Preparation Course
 289: Beginner to Upper Intermediate
 290: 10 - 40 weeks
 291:
 292: This is a preparatory course for young students aged between
 293: 12 and 17 years who want to enrol in an Australian Secondary
 294: School.
 295:
 296: This course prepares students for entry into the Australian
 297: school system by:
 298:
 299: developing their English language skills for continuation of
 300: studies successfully in main stream Australian secondary
 301: schools;
 302:
 303: developing successful study skills, habits and language
 304: learning strategies;
 305:
 306: orientating students to the Australian school system and
 307: Australian teaching and learning practices, and Australian
 308: society.
 309:
 310: The course covers a total of 40 weeks, divided into four
 311: terms of ten weeks. [Name of college] will advise students
 312: prior to enrolment how many terms they require based on
 313: their language level and age.
 314:
 315: An outstanding feature of the course is its location at a
 316: prestigious private secondary school.
 317:
 318: Students are supported by:
 319:
 320: English teachers with qualifications and experience of
 321: teaching in the secondary school system;
 322:
 323: curricula, resources and materials relating to the NSW Board
 324: of Studies syllabuses for secondary schools;
 325:
 326: homework and supervised self study; and
 327:
 328: lessons held 'on-site' in the secondary school

329:
330: p6
331:
332: Outside class you can study under teacher supervision in the
333: library, language laboratory or computer centre which are
334: open before classes from 8 am to 9 am and after class from
335: 1.45 to 4.30 pm.
336:
337: You can often attend free lessons offered by our teacher
338: training unit, or join the social program.
339:
340: We at [name of college] would welcome your thoughts on the
341: types of courses you would like to study in Australia.
342:
343: If you would like more information on what you can do in
344: [name of city] and Australia on your trip, please let us
345: know.
346:
347: We can help you advice [sic] on everything from good
348: restaurants in [name of city], to what you can see in
349: Central Australia. And even how you can get there! Try us -
350: we're here to help you enjoy this beautiful country.
351:
352: For further information, you can contact us on:
353:
354:
355: p7
356:
357: LIVING IN
358: SYDNEY
359:
360: Our friendly and experienced administrative staff will help
361: make your stay in [name of city] a comfortable and enjoyable
362: one, and will look after all aspects of your enrolment and
363: accommodation.
364:
365: [Name of college]'s full-time accommodation officer can
366: arrange:
367:
368: airport pick up and transfer to your new home
369:
370: homestays with welcoming Australian families who are close
371: to [name of college] and transport
372:
373: comfortable furnished apartments and houses to share
374: with other students in which linen and cleaning services are
375: provided
376:
377: (Suburb name) is located less than 15 minutes by train from
378: the city centre. [name of college] runs a minibus service
379: between the (Suburb name) campus and the train station.
380: Major shopping centres, golf courses, tennis courts and an
381: Olympic pool are all close by.
382:
383:

384: p8

385:

386: HAVING FUN IN SYDNEY

387:

388: Having fun, making friends and getting to know [name of

389: city] will be an important part of your time at [name of

390: college]. You'll get to love [name of city] as much as we

391: do!

392:

393: Our qualified social program officer provides:

394:

395: at least three afternoon activities a week, including

396: excursions to famous places such as the Opera House, [name

397: of city]'s beautiful beaches, Koala Park and the Art Gallery

398:

399: sports such as golf, waterskiing and tennis

400:

401: extending trips to places of interest outside [name of city]

402: - such as the national capital, Canberra, and the Blue

403: Mountains.

404:

405: Relax, have fun, and enjoy!

406:

6.3 B3

1: B3

2:

3: [Name of college] You'll discover much more than the English

4: Language in [name of city]

5:

6: p1

7: THE COLLEGE

8: The College is a leading international English language

9: college situated in the centre of [name of city] in South

10: Australia. Highly regarded for the quality of courses and

11: service to students, the College offers an excellent

12: learning environment and the opportunity to study and

13: practice English whilst enjoying the delights of [name of

14: city] and South Australia. The [name of college] is a friendly place to

15: study where every effort is made to satisfy student needs

16: and to provide an enjoyable educational and cultural

17: experience.

18:

19: LOCATION

20:

21: The College is located on [name of street] - the cultural

22: centre of the city of [name of city] and located within a

23: few minutes walk are the State Museum, Art Gallery, Festival

24: Theatre, the Convention and Exhibition Centre, Parliament

25: House and Government House.

26:

27: [name of college] is opposite the University of [name of city] campus and is

28: a short distance from many Business Colleges.

29:

30: Close to main shopping centre and central business district

31: the College can be easily reached from the suburbs by bus,

32: rail or tram.

33:

34: The parkland, Botanic Gardens and sports fields including

35: golf courses, tennis courts and indoor swimming pool are

36: also located nearby.

37:

38: p2

39:

40: COURSES

41:

42: General Intensive English Courses

43: Practical General English programs in an Australian context

44:

45: English for Academic Purposes

46: A program for intending university and post secondary

47: college students which includes Advanced General English

48: Skills Development, Study Skills and Exam Techniques.

49:

50: English and Study Abroad

51: Joint University and [name of college] programs combining intensive English

52: and University courses.

53:

54: High School Bridging Program
55: English based program to prepare students for secondary
56: school education in South Australia.
57:
58: Special Studies Options
59: [name of college] has special study options which you may choose from in the
60: afternoon program. Special Studies options include English
61: for Business Purposes, English for Further Studies, English
62: for Travel, Conversational English, Grammar and Australian
63: Studies.
64: These Special Studies options can also be arranged for small
65: groups or individuals.
66:
67: English and Holiday Courses
68: English holiday packages for groups or individuals combine
69: part-time English study with sight seeing tours and the
70: sports of your choice. Details of application.
71:
72: Work Experience
73: Intermediate and Advanced students may choose to participate
74: in an optional programme of unpaid Work Experience. The
75: programme aims to place students in situations relevant to
76: their interests or experience.
77:
78: English with Vocational and Professional Studies
79: English with Business Studies/Travel and
80: Tourism/Secretarial/Graphic Design/Computer Courses. The
81: Special Professional Studies packages combine 24 weeks
82: intensive English study followed by the professional study
83: courses.
84:
85: SAMPLE TIMETABLE
86:
87: p3
88:
89: CLASSES
90:
91: [name of college] classes are small to maximise learning. A placement test
92: is given on arrival to place you in a appropriate class.
93:
94: CERTIFICATION
95:
96: At the end of your course you will receive an [name of college] English
97: Proficiency Certificate giving the details of your course
98: and your level of achievement (attendance must be
99: satisfactory).
100:
101: EXAMINATIONS
102:
103: [name of college] can prepare you for these examinations
104:
105: I.E.L.T.S. - International English Language Test
106: Cambridge First Certificate
107: Cambridge Proficiency Certificate
108:

109: TEACHING METHODS

110:

111: [name of college] uses modern teaching methods, and highly qualified and

112: experienced professional language teachers to help you

113: achieve the maximum level of learning possible.

114:

115: Our aim is to help you communicate in English as quickly and

116: as efficiently as possible.

117: Our courses are aimed to develop your speaking, listening,

118: reading and writing skills and are carefully structured to

119: develop your fluency and accuracy. [name of college] emphasises using

120: English in real-life situations. A wide variety of real-life

121: material such as, [sic] television and radio programs,

122: newspaper and magazine extracts, guest speakers and class

123: excursions are utilised so that you learn English as it is used.

124:

125: At [name of college] English is an active process. Classroom activities are

126: designed to encourage communication. Techniques such as pair

127: and group work, discussions, dialogues, debates, interviews,

128: language games and pronunciation drills are frequently used.

129:

130: Excursions

131: Weekly student excursions to cater for a variety of

132: students' interests are also organised by [name of college].

133:

134: Excursions provide a valuable opportunity for you to

135: practice your English and familiarise yourself with aspects

136: of Australian culture. [name of college] also organises guest speakers, and

137: visits to other colleges, school and universities.

138:

139: p4

140:

141: LIVING IN [NAME OF CITY]

142:

143: [name of city] and the surrounding attractions of South

144: Australia offer overseas visitors a variety of exciting

145: Australian cultural and adventurous experiences. [name of

146: city] City is surrounded by parklands and is close to

147: beautiful beaches and hills where you can enjoy a wide

148: variety of outdoor activities such as tennis, swimming,

149: sailing, golf and horse riding. [name of city] has many fine

150: museums, theatres, art galleries and a casino. The city is

151: also the home of excellent Universities, Business Colleges

152: and Secondary Schools.

153:

154: South Australia has interesting regional attractions such

155: as:

156: the Flinders ranges and the opal mining centre of Cooper

157: Pedy in the northern 'outback';

158: the magnificent scenery of Kangaroo Island;

159: the [name of city] hills and famous wine growing regions;

160: the peaceful Murray river environs

161:

162: WEATHER

163:

164: [name of city]'s weather is generally pleasant. The air is
 165: clear and days are usually sunny in summer and winter.
 166: Summer temperatures range from around 20 degrees on a mild
 167: day to 35 degrees on a very hot day. Light clothing is
 168: needed at this time of year. Winter temperature maximums
 169: vary 10 degrees and 20 degrees Celsius. Most rain falls
 170: during winter and you will need a coat and sweater.
 171:
 172: p5
 173:
 174: SELF ACCESS FACILITY
 175:
 176: Self access is available until 5.15pm Monday to Friday.
 177: Teachers will assist you in choosing appropriate material
 178: from the College's audio and video cassettes, textbooks or
 179: readers.
 180:
 181: STUDENT SERVICES
 182:
 183: Accommodation
 184: 1. Homestay - [name of college] takes great care in selecting its homestay
 185: families and matching both students and family needs. We do
 186: our best to ensure your stay is as enjoyable as possible.
 187: Single or share rooms are available.
 188: 2. Hostel - Single or shared room accommodation in near-by
 189: hostels are available.
 190:
 191: Airport pick-up
 192: Students are welcomed at [name of city] airport and
 193: transferred to their accommodation.
 194:
 195: Counselling (Educational, Personal)
 196: [name of college] has experienced staff to advise and help you on matters
 197: such as accommodation, health, facilities in [name of city],
 198: transport, banking, etc. If you are planning to go on to
 199: further studies [name of college] can assist you in choosing an appropriate
 200: course, University, Business College or High School.
 201:
 202: Educational placement service
 203: [name of college] works closely with [name of city] University, Business
 204: Colleges and Secondary Schools. Students can be placed in an
 205: appropriate institution on successful completion of an
 206: appropriate English language course. Previous academic
 207: records are required for placement.
 208:
 209: Excursions and social club activities
 210: Regular social club activities and excursions such as
 211: bushwalking, tennis, barbecues and tours are arranged.
 212:
 213: Visa advice
 214: [name of college] staff are happy to advise and assist you in arranging your
 215: visa or visa extension.
 216:
 217: Orientation
 218: An orientation session at the beginning of each course

219: provides you with an introduction to [name of college] and student life in
220: [name of city].
221:
222: How to enrol
223: 1. Complete the enrolment form and send it with your fees to
224: [name of college].
225: 2. We will then send you a receipt, Acceptance Advice form
226: and letter of confirmation.
227: 3. Send your Acceptance Advice form to the Australian
228: Embassy with your visa application for visa processing.
229: 4. If you have requested accommodation or airport pick-up,
230: send your flight details 2 weeks before departure.
231:

6.4 B4

1: B4
2:
3: [Name of college]
4:
5: p1
6: THE COLLEGE
7: The College is the only one in Australia affiliated to the
8: [name] world organisation. It is situated in [name of city],
9: Australia's fastest growing city. The modern, air
10: conditioned premises are in the Central Business District,
11: only 2 minutes walk from excellent shopping facilities and 5
12: minutes by bike from the City Centre. The college is small
13: enough to be able to offer personal attention to each
14: learner and has become well known for its friendly
15: "family-style" atmosphere.
16:
17: The aims of the college are:
18:
19: 1. To provide the highest possible standards of English
20: Language teaching and training, in which we specialise.
21:
22: 2. To bring together people from different countries and
23: cultures through learning and teaching English.
24:
25: 3. To give people the opportunity to meet Australians and
26: learn about their unique culture.
27:
28: 4. To ensure the trip is as enjoyable and memorable as
29: possible.
30:
31: THE TEACHING
32:
33: We do not restrict ourselves to one method but use a variety
34: of modern techniques (pictures, books, cassettes, videos,
35: computers etc). The greatest emphasis is on effective
36: communication. We include educational excursions in our
37: programmes such as cultural exchanges with Aboriginal
38: communities.
39:
40: Our teaching aims are:
41:
42: 1. To give you the ability to understand and use grammatical
43: structures.
44:
45: 2. To improve your communicative ability through a series of
46: activities designed to practise listening and speaking.
47:
48: 3. To practise and improve your pronunciation.
49:
50: 4. To practise and develop the skills of reading and
51: writing.
52:
53: 5. To study in context a variety of useful expressions used

54: for such things as giving permission, asking directions or
 55: giving advice.
 56:
 57: 6. To introduce you to Australia; the nature, culture,
 58: people and geography.
 59:
 60: p2
 61:
 62: PROFESSIONAL STAFF
 63:
 64: All our staff are highly qualified and are specially trained
 65: in teaching English to students from other countries. We run
 66: a teacher development program in which teachers discuss and
 67: learn about new and more effective methods of teaching
 68: methods of teaching. Many have taught in other countries and
 69: bring the benefit of their varied experience to the college.
 70:
 71: A wide variety of authentic material is used in the
 72: classroom including music, items of news, television
 73: documentaries and clips from films.
 74:
 75: Levels run from Beginners to Advanced. The classes are
 76: interesting, enjoyable and varied, and you will be
 77: encouraged to participate as much as possible.
 78:
 79: There is a maximum of 14 students to a class, although in
 80: many cases there will be less. Small numbers ensure that our
 81: dedicated and committed teachers can give you personal
 82: service and attention to each student.
 83:
 84: When students first arrive they are given a placement test
 85: to decide which level of class they are in. Students are
 86: then tested every five weeks to assess progress. Upon
 87: completion of a course students receive a report and a
 88: certificate.
 89:
 90: p3
 91:
 92: COLLEGE FACILITIES
 93:
 94: The classrooms
 95: All classrooms are fully equipped with air conditioning and
 96: tape recorders. Television and video are available, as is an
 97: overhead projector.
 98:
 99: The self access centre
 100: Studying for yourself is an essential part of the course.
 101: The centre is designed specifically to help you do this .
 102: Text books, grammar and reference books are provided. There
 103: are also numerous exercises for you to use.
 104: The computers are ideal for grammar manipulation and
 105: exercises and are particularly useful for students studying
 106: for exams.
 107: The language laboratory is excellent for listening and
 108: pronunciation.

109: The library contains a full range of text, grammar,
 110: reference and practice books. There is also a selection of
 111: graded readers for you to borrow and take home.
 112:
 113: Students common room
 114: Here you can relax over a cup of coffee and get to know the
 115: other students better. This gives you an excellent
 116: opportunity to practice your English on your friends. There
 117: is also a notice board with information about [name of
 118: college], news about the school, and activities being
 119: organised by the social club.
 120:
 121: Sample: Weekly Timetable Level:
 122: Intermediate
 123: Kiosk
 124: There is also a college shop selling stationery and
 125: sandwiches.
 126:
 127: Exam Centre
 128: The College is the official exam centre for both Cambridge
 129: and IELTS Language exams. There are intensive courses for
 130: the Cambridge First Certificate, Proficiency and Advanced
 131: exams. Special preparation is also available for the IELTS
 132: exam.
 133:
 134: Further Study in Australia
 135: If you wish to study at University or at the local TAFE (
 136: Technical and Further Education) college then we can help
 137: you. We will give you counselling about which
 138: institution is best for you. We work closely with the local
 139: TAFE college and provide special training modules which will
 140: offer ideal preparation for study at TAFE.
 141:
 142: Teacher Training Centre
 143: The college is an accredited Cambridge Teacher Training
 144: Centre and offer R.S.A./U.C.L.E.S. teacher training
 145: certificates for T.E.F.L.
 146:
 147: p4
 148:
 149: Dear Student
 150: Welcome to [name of organisation] in Australia. This trip is a wonderful
 151: opportunity for you to improve your English, make new
 152: friends and learn something about one of the more remarkable
 153: regions of the world. I hope that, through hard work and
 154: participation, you achieve your goals and have fun at the
 155: same time.
 156:
 157: As professionals it is our job to ensure that your stay with
 158: us is both productive and enjoyable. We all work together to
 159: achieve this end. We look forward to welcoming you to our
 160: College. Have a good trip and a great time.
 161: Yours faithfully
 162:
 163:

164: Director
 165:
 166:
 167: ACCOMMODATION
 168:
 169: The college arranges Homestay accommodation (with a family
 170: in Australia) for students. These families are carefully
 171: selected and have much experience in welcoming students from
 172: overseas. They enjoy the opportunity to meet people from
 173: overseas and learn from them. The family will come from the
 174: airport and meet you and they will have lots of information
 175: about the city. Ask them anything you want to know.
 176: The College can also organise Hostel accommodation and there
 177: is a wide range of International Hotels to choose from.
 178: There is a large selection of flats and houses available for
 179: rent and we can show you how to find these.
 180:
 181:
 182:
 183: p5
 184:
 185: CITY OF [name of city]
 186:
 187: [name of city] is the fastest growing city in Australia. It
 188: is the gateway to the Great Barrier Reef and to the Daintree
 189: Rainforest Wilderness. The city enjoys a tropical climate
 190: with temperature between 24 C - 36 C all year round and many
 191: thousands of tourist visit [name of city] each year.
 192:
 193: The city has a major International Airport which is just 10
 194: minutes from the city centre and the College. These people
 195: are warm and friendly and happy to welcome you to their
 196: country.
 197:
 198: The Social Club
 199: [Name of college] is a very exciting place to be and there
 200: are lots of exciting things to see and do. The College runs
 201: a very popular social club. If you are a student at the
 202: college then you are automatically a member. The club
 203: organises all kinds of activities to enjoy such as:
 204:
 205: Barbeques Horse riding Reef trips
 206: Soccer Mountain climbing Evenings out
 207: Tennis Squash Rodeos
 208: Beach days Camping Zoological Parks
 209: Cinema & Theatre 4WD off road expeditions Ancient
 210: Aboriginal sites
 211:
 212: TRIPS
 213:
 214: The club provides a booking service in the college for the
 215: best trips to [name of city] and can usually get you a
 216: discount on these trips - sometimes as much as 10%. These
 217: trips include:
 218:

219: Diving and snorkeling on Water Skiing and
 220: Wind Surfing
 221: the Great Barrier Reef Bungy Jumping
 222: White Water Rafting Helicopter and
 223: Seaplane trips
 224: Daintree River Crocodile Safaris over the reef
 225: Hot Air Ballooning Golfing
 226:
 227: There are many ancient Aboriginal sites around [name of
 228: city]. Students often visit Aboriginal communities to learn
 229: about their history, art and culture.
 230:
 231: The price range for activities varies greatly. It starts
 232: around A\$10 and goes up.
 233:
 234: p6
 235:
 236: TRANSPORT
 237:
 238: Bicycles
 239: The best way to travel in [name of city] is by bicycle. The
 240: city centre is flat, the streets are wide, with bicycle
 241: lanes in many cases, and the traffic is relatively slow
 242: moving and light. There are plenty of bicycle racks where
 243: you can park your bicycle. The College offers a special "buy
 244: back" system for those who need a bike.
 245:
 246: Buses and Taxis
 247: There is a bus service to most suburbs during the day and
 248: taxis are available at all times at reasonable prices.
 249:
 250:
 251: p7
 252:
 253: THE WORLD ORGANISATION
 254:
 255: What is [name of organisation]?
 256: [name of organisation] is a network of over 90 different schools in 22 countries
 257: throughout the world. It aims to improve the standard of
 258: English Language teaching all over the world. All the
 259: schools maintain close links with the founding institution,
 260: [name of organisation], London.
 261: New techniques and ideas are constantly exchanged and tried
 262: in an effort to improve standards still.
 263:
 264: [name of organisation] co-operates closely with other important organisations in
 265: the world of English Language teaching.
 266: It trains and recruits teachers for British Council
 267: Institutes.
 268: It is entrusted by the Royal Society of Arts to operate a
 269: unique distance training programme for teachers leading to
 270: the R.S.A. Diploma in T.E.F.L.
 271: It operates the International Teacher Training Institute
 272: (I.T.T.I), the largest of its kind in the world, and trains
 273: over 1000 teachers every year.

274: [name of organisation] provides other [name of organisation] schools with highly trained teachers,
275: training and educational support. Over 60,000 students
276: follow language courses in [name of organisation] schools each year.
277:
278: A member of the [name of organisation] World Organisation
279: Argentina, Australia, Austria, Brazil, Czechoslovakia,
280: Egypt, England, Finland, France, Georgia, Germany, Greece,
281: Hungary, Italy, Oman, Poland, Portugal, Romania, Russia,
282: Singapore, Spain, USA
283:

6.5 B5

1: B5

2:

3: [Name of college]

4:

5: [Name of college] invites you to discover why

6: [NAME OF CITY]

7: the host of the

8: 200 OLYMPICS

9: is your best choice for study in Australia

10:

11: pl

12:

13:

14: [Name of college] LOCATION

15:

16: [Name of college] is one the Australia's most successful

17: international English Language Colleges. Beautifully located

18: in an ultra-modern building in [name of suburb], the heart

19: of [name of city]'s prestigious Eastern Suburbs, your

20: studies are only two minutes walk from the train station and

21: five minutes by bus from [name of city]'s famous [name of

22: suburb]Beach.

23:

24: [Name of college] TEACHING STAFF

25:

26: Your [name of college] teachers are excellent teaching

27: professionals who give personal attention and encouragement

28: to every student. [Name of college] is proud of its fine

29: academic reputation. The success of our students in Public

30: English Exams and in entering the school, university, or college

31: program of their choice demonstrates the quality of teaching

32: at [name of college].

33:

34: [Name of college] FACILITIES

35:

36: Your [name of college] classrooms are modern and spacious

37: and equipped with the latest technology:

38:

39: computers for interactive language activities

40:

41: language laboratory

42:

43: video and audio tapes

44:

45: library facilities

46:

47: self access materials

48:

49: An independent survey of [name of city] English schools

50: found that students at [name of college] had excellent

51: access to self-learning materials after school and that the

52: range of material is very good.

53:

54: [Name of college] STUDENT SERVICES

55:

56: [Name of college] is renowned for its caring and personal

57: approach to student welfare. From the moment your aircraft

58: touches down, your [name of college] Airport pickup welcomes

59: you and takes you to your selected homestay accommodation.

60: Orientation to [name of college] and to [name of suburb]

61: takes place on your first day at College after your

62: placement test.

63: Once you begin classes, you can enjoy an exciting social

64: program run by our Koala club. Our Recreation Officer will

65: arrange introductions to sporting clubs and adventure

66: organisations. Other student services include academic and

67: welfare counselling.

68:

69: [Name of college] ASSESSMENT AND CERTIFICATION

70:

71: You are tested every five weeks and promoted to the next

72: class when you achieve the appropriate level. Regular

73: testing = faster progress!

74:

75: When you graduate; [sic] you receive an English Proficiency

76: Certificate stating the details of your course and your level

77: of achievement.

78:

79: p2

80:

81: [Name of college] OFFERS SIX LEVELS OF ENGLISH STUDY, FROM

82: BEGINNER TO ADVANCED

83:

84: Once you reach Upper Intermediate level you benefit from a

85: special curriculum, with normal English classes on Monday

86: and Friday, and a college style English program on Tuesday,

87: Wednesday and Thursday.

88:

89: On Monday and Friday you have your normal "home" class with

90: your teacher, who also monitors your progress and helps you

91: arrange your program.

92:

93: On Tuesday, Wednesday and Thursday, the College style

94: program allows you to:

95:

96: choose a combination of electives which match your interests

97: and aspirations

98: study with a variety of students who may come from other

99: home classes depending on the electives they choose

100:

101: Three (3) electives are available for one day per week each.

102: These are:

103:

104: TOEFL preparation each Tuesday

105: IELTS preparation each Wednesday

106: Cambridge First Certificate preparation each Thursday

107:

108: Twelve (12) or more electives are offered as 75 or 90 minute

109: tutorials, three (3) per day. These depend on student
 110: demand, and may include:
 111:
 112: Writing
 113: Casual Conversation
 114: Advanced listening
 115: Accuracy in Speaking
 116: Pronunciation
 117: English for Business
 118: English for Travel and Tourism
 119: English for Academic Purposes
 120: English for Computing
 121: English through Music
 122: English through Television
 123: Media studies
 124:
 125: Students may study combinations of the above electives. If
 126: for example you want to gain the most conversation practice,
 127: you may be particularly interested in Casual Conversation,
 128: Advanced listening and Accuracy in Speaking. If you are
 129: interested in popular culture, you might study English
 130: through Music, English through Television and Media studies.
 131:
 132: MEDICAL INSURANCE
 133:
 134: Australian visa regulations require you to take out Medical
 135: Insurance before leaving home. [Name of college] staff will
 136: assist you in Australia to receive your Medibank card.
 137:
 138: PART-TIME EMPLOYMENT
 139:
 140: You may also wish to take advantage of the opportunity to
 141: work up to 20 hours per week part time after your studies
 142: which can also help improve your English.
 143:
 144: [Name of college] FURTHER STUDIES PLACEMENT
 145:
 146: If you want to go on to do Further Studies in Australia,
 147: your [name of college] Academic Counsellor is available to
 148: assist you to enrol on the institution of your choice.
 149:
 150: Universities and Vocational Colleges which have accepted
 151: [name of college] graduates
 152:
 153: List of 18 institutions
 154:
 155: INTERMEDIATE GENERAL ENGLISH TIMETABLE (SAMPLE)
 156:
 157: p 3
 158:
 159: [Name of college] is a very good college and I enjoy
 160: studying in Australia. The teachers are good and I like the
 161: communication with other students from around the world. I
 162: have learnt a lot at [name of college].
 163: Name of student

164:

165: I first heard about [name of college] in Prague. The
166: facilities are excellent. I have met people from Japan,
167: Korea and Indonesia and I have learnt a lot about different
168: cultures. [Name of college] has been worthy of my time and
169: the studies have been well worth the effort.

170: Name of student

171:

172: Australia is a good country for study and is very safe. The
173: teachers use a lot of variety in their methods. This has
174: helped me learn English more effectively. The Koala Club is
175: a great idea and good for meeting other students from many
176: different countries.

177: Name of student

178:

179: The teachers at [name of college] are excellent. The classrooms and
180: equipment are first class. I have learnt a lot about world
181: culture, economics and lifestyles from the international
182: students. My English skills have developed quickly and I
183: would recommend [name of college] to my friends.

184: Name of student

185:

186: I like the attitude of the teachers and I appreciate their
187: enthusiasm. The Koala Club is great for social activities
188: and I have met many people from other countries. Studying at
189: [name of college] has been a great experience in my life.

190: Name of student

6.6 B6

1: B6

2:

3: [Name of college]

4:

5: Learn English with the Professionals

6:

7: p1

8:

9: [name of college] [names of suburbs]

10: in beautiful [name of city]

11:

12:

13: [name of college] [name of suburb]

14: Our [name of suburb] College is conveniently located just

15: minutes away from the centre of [name of city] and famous

16: [name of suburb] Beach. [name of suburb] is major

17: cosmopolitan retail and commercial centre with good

18: shopping, restaurants and recreation facilities. It is

19: within easy strolling distance of [name of city]'s largest

20: park, Centennial Park.

21:

22: Modern, air-conditioned premises with 12 large, fully

23: equipped classrooms and video room

24: Language laboratory and computer area

25: Study area with student library/resource area

26: Large student common room

27: Full-time student officer

28:

29: [Name of college] [name of second suburb]

30:

31: [Name of second location] beach is a popular tourist resort

32: 30 minutes from the centre of [name of city] by ferry. It is

33: a picturesque centre for shopping and beach activities. Our

34: main [name of college] College is situated between the beach

35: and [name of city] Harbour, and is an easy '3 minute walk'

36: from the ferry.

37:

38: Air-conditioned, two-storey premises with views of [name of

39: second suburb] Beach

40: 10 classrooms and student study area

41: Modern language laboratory and library

42: Large common room for students

43: Full-time student officer

44:

45: p2

46:

47: [Name of college] LANGUAGE PROGRAMS

48:

49: (List of courses)

50:

51: INTERNATIONAL CLASSES

52:

53: Students from more than 20 countries come to [name of

54: college] to improve their English. Having an international
55: mix of students with English as the only common language
56: means students are able to practice their English skills
57: while learning about other cultures and ideas.
58: [Name of college] teachers use current, effective
59: methodology in focussing on students' English language
60: needs. A variety of materials is used to present and
61: practise useful, contemporary language.

62:

63: GENERAL ENGLISH

64:

65: The intensive General English program prepares students of
66: all English levels for work, University, TAFE or College; or
67: travel. Classes focus on effective communication in English
68: and involve speaking, listening and situational 'role plays'
69: designed to prepare students for confident use of English
70: outside the classroom. Text books are supplemented by
71: authentic materials including newspapers, radio and
72: television for reading, listening, conversation and group
73: discussions.

74:

75: Regular tests in both reading/writing and listening/speaking
76: help students to monitor their progress. In addition to
77: classwork, students are encouraged to continue their studies
78: through out-of-school project work, library materials and
79: social club activities.

80:

81: Intermediate to Advanced students can choose special option
82: subjects in afternoon classes. These include Conversation,
83: Writing Skills, Cinema Studies, Australian Studies and
84: Business Studies and enable students to focus on special
85: language areas. [Name of college] is one of the few colleges
86: that can meet the needs of very advanced learners.

87:

88: CAMBRIDGE COURSES

89:

90: University of Cambridge examination certificates are
91: internationally recognised English qualifications.

92:

93: Programs cover all levels from Lower Intermediate to Very
94: Advanced. Students may directly enter Certificate Courses,
95: or take bridging programs between different level
96: examinations.

97:

98: Courses cover all skills: speaking, listening, reading and
99: writing. Students can choose special options in the
100: afternoon in subjects such as Business English, Current
101: Affairs, Examination Practice.

102:

103: ENGLISH FOR ACADEMIC PURPOSES

104: (EAP Modules I and II)

105:

106: The EAP program consists of two modules of 10 weeks each. It
107: is designed for Intermediate to Advanced students who plan
108: to continue their studies at university, TAFE or business

109: college. Skills covered include academic writing, listening
 110: and note-taking, speaking, and intensive preparation for
 111: tests such as IELTS and TOEFL.
 112:
 113: ENGLISH FOR SECONDARY STUDIES
 114: (ESS Modules I and II)
 115:
 116: In two modules of 10 weeks each from Lower Intermediate
 117: level, the ESS program prepares students for entry to
 118: Australian high schools. Students study English for high
 119: school subject areas, computer studies and Australian
 120: Studies as well as project work.
 121:
 122: The ESS program includes high school visits, excursions and
 123: regular a sports program. [Name of college] can arrange
 124: placement for students through its links with some of the
 125: best known high schools in [name of city].
 126:
 127: ACADEMIC COUNSELLING AND PLACEMENT SERVICE
 128:
 129: [Name of college]'s Academic Counsellors guide you in your
 130: studies at [name of college] and give you advice about
 131: further studies at university or college.
 132:
 133: Our Counsellors will assist you with your choice of further
 134: study, understanding the different course requirements and
 135: completing applications. We can also arrange visits and
 136: interviews. Through its close links with universities,
 137: business colleges and high schools, [name of college] can
 138: help you plan a pathway of study to meet your academic and
 139: career goals.
 140:
 141: SAMPLE: WEEKLY TIMETABLE
 142:
 143: p 4
 144:
 145: "Welcome to our school and to [name of city], one of the
 146: most beautiful cities in the world. Students from over 20
 147: countries come to [name of college] to learn practical
 148: English for travelling, work and further studies.
 149:
 150: Our homestay service gives you the chance to live with an
 151: Australian family and learn about Australian life and
 152: culture. In your free time, you can join fellow students and
 153: [name of college] teachers in the many social activities
 154: organised by our "Boomerang Club".
 155:
 156: We hope you make a lot of friends and that you have a great
 157: experience that you will remember the rest of your life."
 158:
 159: Name
 160: Director [name of college]
 161: Qualifications
 162:
 163: [Name of college] is one of the oldest and largest

164: independent English language colleges in Australia. Since
165: (year), we have provided practical and enjoyable courses for
166: thousands of students from all over the world.

167:

168: Our teachers are all highly experienced professionals
169: with specialist qualifications in teaching English as a
170: foreign language.

171:

172: [Name of college] also incorporates a teacher training
173: centre, the (name), established in (date) and the largest of
174: its kind outside the United Kingdom. The training centre
175: prepares teachers on the International RSA Certificate and
176: Diploma courses in Teaching English as a foreign language.

177:

178: [Name of college] has a unique corporate structure in being
179: fully employee owned. Ownership by the teachers and staff
180: has helped to achieve its long-standing reputation for
181: quality language programs and excellent student welfare
182: services.

183:

184: p 5

185:

186: ACCOMMODATION SERVICES

187:

188: As accommodation officers, we are pleased to welcome you to
189: [name of college] and wish you a happy stay in [name of
190: city]. We can arrange for you to stay with an Australian
191: family (homestay) while you are studying with us. Living in
192: an Australian home allows you to practise your English,
193: learn about life and customs in Australia and make new
194: friends.

195:

196: We can also arrange hotel, apartment or guest house
197: accommodation at reasonable prices.

198:

199: [Name of college] SOCIAL ACTIVITIES

200:

201: While you are studying at [name of college] you will have
202: many opportunities to socialise with other students in
203: regular activities organised by our "Boomerang Club". You
204: can join other students during the week and on the weekend
205: and enjoy sailing, tennis, barbeques, parties, bushwalking,
206: horseriding and trips to the Blue Mountains and Canberra.
207: The Boomerang Club is a great way to make friends with
208: fellow students and teachers, have fun, learn a new sport
209: and discover [name of city].

210:

211: ABOUT [NAME OF CITY]

212:

213: [name of city] is Australia's largest city and one of the
214: world's most beautiful international centres. Situated on a
215: picturesque harbour, [name of city] offers spectacular
216: harbour views with highlights such as the Opera House and
217: the Harbour Bridge. Its wonderful temperate climate offers a
218: relaxed and easy lifestyle.

219:
220: Visitors will find an enormous array of recreational and
221: sporting activities to choose from, including surfing,
222: sailing and scuba diving, beach volleyball or horse-riding
223: in the park. Spending money should be calculated at around
224: \$100 per week.
225:
226: AIRPORT TRANSFER
227:
228: [Name of college] can also arrange to meet you at [name of
229: city] Airport and take you to your accommodation.
230:
231:
232:
233:
234: HOW TO ENROL AT [name of college]
235:
236: 1. Complete the enrolment form and send it with the
237: appropriate fees to [name of college] or to your local [name
238: of college] representative.
239: 2. When we receive your fees we will return a Letter of
240: Enrolment, receipt and or Acceptance Advice Form, where
241: appropriate.
242: 3. The Acceptance Advice Form is needed if you intend to
243: apply for a student visa. To it to the Australian Embassy
244: with your visa application. Make sure you allow 4-6 weeks
245: for the processing for you visa.
246: 4 If you have booked homestay accommodation, remember to
247: advise us of your flight arrival details at least four weeks
248: before you leave Australia.
249: