

Cambridge **C A E**  
Academy of English

# England is our classroom

Quality English teaching since 1975

2014



ENGLISHUK   
mainstay

Accredited by the





England is our classroom ...



Cambridge is our home ...

The Cambridge Film Festival

Summer in the City season

Shakespeare Festival

The Strawberry Fair

The Cambridge Wordfest

Cambridge Folk Festival

Science Festival

Buskers and Street Musicians Festival

Pop in the Park

... and all just 45 minutes  
from Central London!

## Contents

Adult General/Examination Courses PAGES 4/5

Adult Summer Courses PAGE 6

English for Law Students/ILEC PAGES 8/9

English for Business Students PAGE 9

The Academic Year Student at CAE PAGE 7

Electives PAGE 10

Self-study Facilities PAGE 11

What is my Level? and Work Experience PAGE 12



## Adult General English Course

- **Minimum age – 17 years**
- **Levels – Beginner to Advanced**
- **Flexible course lengths – from 2 weeks to one year**
- **Flexible start dates – most Mondays**
- **Class size – maximum 12, average 9**
- **21 hours (of 60 minutes) in classroom + 10 hours teacher-assisted self-study per week**
- **Exams offered – IELTS, Cambridge, TOEIC, TOEFL, and others**
- **General English + Electives**
- **Regular 1:1 tutorials**
- **Study trips to London and around Cambridge**

(see *Exams and Exam Courses* page 12). They soon become part of the CAE community, and form friendships which continue long after they return to their own country.

- There are also students who come to us for long periods – **six months or more**. Such students can follow a course containing special elements designed to be as relevant as possible to their plans for future academic study (see also 'Academic Year Student', page 7).

### Class Size

For most of the year the average number of students in your class will be 9 – the maximum is only 12. Furthermore, we make every effort to ensure that there is a good mixture of different mother tongues and cultures in every class.

### English Level

This will be assessed as soon as you arrive at the school. We will give you a short test which will tell us both your spoken and written English levels. We will then place you in one of 7 levels from Beginner to Advanced. If for any reason you are unhappy with your class, our Director of Studies is always available to help. (For more details about your level see page 12.)

### Tutorials

If you are studying for a period of more than 2 weeks, one important feature of your course will be the regular 1:1 tutorial with your teacher – an opportunity to review your progress and identify areas for individual study.

### Course Structure

Courses at CAE run non-stop throughout the year except for a 2- or 3-week break over the Christmas period (second half of December). The CAE academic year is divided into four seasonal programmes: Winter, Spring, Summer and Autumn. The Winter, Spring and Autumn programmes each consist of 12 weeks, during which electives change every 4 weeks. Electives are special areas of English study that you 'elect', or choose. They are run for 90 minutes every afternoon from Monday to Thursday. Some are offered throughout the year and others change every few weeks (see page 10). The Summer programme (see page 6) has a slightly different structure.

### Starting your Course

Entry into courses at CAE is very flexible so that you can start your course most Mondays in the year. However, it is generally better to start your course at the beginning of a 12-week programme or at the start of a 4-week 'module'.

### Length of your Studies

- Some students come to CAE for short periods – perhaps only **two or three weeks** – but even during a short stay they find that the friendly environment, dynamic lessons, electives and exciting social programmes help them to make rapid progress in their English learning. (NB If you only wish to study for a short period in the summer, please turn to page 6.)
- Other students come to us for longer courses – very often for **two to six months** – to prepare for one of the many exams we offer



Sheila Levy - Director of Studies



## Exam Preparation

CAE has been preparing students for major English language examinations since 1975 – and exam courses remain our core activity. The two most commonly requested exam courses are **IELTS** (required for entry to UK universities) and the **Cambridge exams** (FCE, CAE etc).

### IELTS

This important test of academic English is used by many universities around the world as an entry requirement. To achieve a high IELTS score, candidates need a high level of oral English combined with skills in academic writing and reading. By combining our morning programmes with academic training in the afternoon we are able to offer a preparation programme that can be followed for several months or as little as two weeks, and at any time in the year.

### Cambridge exams

The main requirement for success in the Cambridge exams is an appropriate level of General, or 'everyday', English. Practice in the specific 'exam technique' of the Cambridge exams is also very useful.

We recommend 8 to 12 weeks as the ideal training period, and we hold three courses leading to each of the Cambridge exams in March, June and December – **though it is possible for students to join these three courses for shorter periods**. In addition to training in General English, students on these courses will have the opportunity to practise examples of the tasks set by the Cambridge exams in our afternoon Cambridge Exam Workshops.

However, all Adult General English classes at Cambridge Academy are broadly based on the 'communicative' Cambridge Examinations syllabus – so that even a short stay at Cambridge Academy will provide useful training in the General English that forms the basis of the Cambridge exams. Such shorter courses can be booked at any time of year.

### Other examinations

Our flexible Electives programme (*see page 10*) also gives us the opportunity to prepare students for other examinations, such as TOEFL and TOEIC.

**NB** It is of course important that candidates are realistic about their current English level, and what they can hope to achieve in the time available. (For more details of all the examinations available, please see Examinations and Exam Courses page 12.)

### So, here's what your day will be like:-

The example timetable here is for a student who chooses an Examination preparation course \*

**9:15-10:45 New Language** – lessons in grammar and structures, vocabulary extension and pronunciation. The emphasis will be on using imaginative and original exercises to improve your ability to communicate accurately in English. For exam candidates this will provide essential training in **accurate** language both for the oral and written exams.

#### 10:45 – 11:15 Break

**11:15 - 12:45 Language Skills** – a period to concentrate on one or two of the four skills – Listening, Speaking, Reading and Writing. These periods are designed to make you confident in your ability to understand the English you both read and hear, and also to speak and write **fluently**. This will enable you to be more relaxed about everyday situations and to be more assured when you face the various tasks set in your chosen exam.

#### 12:45 – 13:45 Lunch

**13:45 – 15:15 Electives** – this is the part of the day that gives you the opportunity to concentrate on the exact techniques you will need for the different parts of your chosen examination. IELTS candidates will most likely wish to follow an Academic English elective, while students training for one of the Cambridge exams will find the Cambridge Examinations Workshop particularly useful.

**15:30 – 17:30 Teacher-assisted study** – the school stays open so that you can use the library, multi-media centre or internet centre for private study ... but a teacher is always available for advice where necessary. This is the perfect opportunity for examination candidates to test themselves with exam questions from previous years – with the advantage that you can get immediate help with any difficulties.

\* if your course is not an Examination preparation Course your timings will be the same as above, but your Electives and Teacher- Assisted Study periods can cover topics other than exam preparation.



# Adult Summer Courses (F-Courses)

- Minimum age – 17 years
- Elementary to Advanced
- Course lengths – 2 or 3 weeks depending on course
- Start dates – every three weeks between June and August
- Class size – maximum 12
- Course content – 21 hours (of 60 minutes) plus 10 hours of teacher-assisted self-study per week
- Wide range of electives, e.g. Business, IELTS preparation, Film Studies and many others
- Fees include coursebook and materials

## Summer Programme:

The programme is divided into 4 courses – F1, F2 and F3, which each last 3 weeks, and F4, which lasts 3-5 weeks. If, like many other students, you would like to stay on at CAE for more than one course, you will find the courses structured in such a way that you will not have to repeat any work.

You will need to start at the beginning of one of these courses. If you choose F2 or F3 you will need to book for the full 3-week period. If you book for the first or last course (F1 or F4), you have the choice of studying for a minimum of two weeks.

## Class Size

Your class size will never be greater than 12 and we will make every effort to ensure that your fellow students are from as wide a range of countries and cultures as possible.

## English Level

This will be assessed as soon as you arrive at the school. We will give you a short test which will tell us both your spoken and written English levels. We will then place you in one of 7 levels from Elementary to Advanced (NB we regret that we cannot accept beginners on summer courses). If for any reason you are unhappy with your class, our Director of Studies is always available to help. (See 'What is my level' page 12).

## Daily Timetable

You will spend your morning studying basic skills of English – listening, speaking, reading and writing – in dynamic ways designed to improve your communication skills. For early afternoon you can choose a special area of English to study (see 'Electives' page 10). Later in the afternoon you can use our self-study facilities for your private study (see 'Self-Study' page 11).

Here is an EXAMPLE of a timetable for this course

	09:15 - 10:45 New Language	10:45 - 11:15	11:15 - 12:45 Language skills	12:45 - 13:45	13:45 - 15:15 Electives	15:30 - 17:30 Optional Study	EVENING
MONDAY	Grammar: Tenses overview	BREAK	Language skills Storytelling	LUNCH	Internet research: famous Cambridge people	Guided self study e.g. Listening to graded reader	Barbecue / sports
TUESDAY	Vocabulary: Colour idioms		Discussion with error correction		Preparation for Cambridge study visit	Guided self study e.g. song + worksheet	Karaoke
WEDNESDAY	Grammar: using prepositions		Language skills Multi-media listening		Mini-presentations at famous places	Guided self study e.g. pronunciation practice	Evening out
THURSDAY	Grammar: Question forms		School Survey		Writing report on study trip	Guided self study e.g. Vocabulary work	Quiz / sports
FRIDAY	Review of the week		DVD plus discussion		Speaking Club	Free Afternoon	Theme disco
SATURDAY	All-day excursions to London or Oxford as optional extra						
SUNDAY	CAE is open afternoon and evening for study and social programme						



## The Academic Year student at CAE

- Personal tutor
- Airport pick-up on arrival
- Assistance with university selection and application (if needed)
- IELTS or other university exam included
- All-inclusive insurance for the duration of your stay

CAE has a particular welcome for you if you wish to study on our Adult General/Examination Courses for 24 weeks or more. You may be planning to go on to an English-speaking university, or you may be hoping to move on to an international job.



Whatever your plans, you will be making CAE your home for six months or more, and it is very important to us that every aspect of your stay is as comfortable and beneficial to you as possible.

Therefore, if you enrol on such a course and **pay the full fees in advance**, you will find that there are features included in your fee which reflect our special concern:-

### ■ Airport Transfer

As soon as you arrive in the UK we will be waiting at the airport to take you directly to your homestay.

### ■ Your own Tutor

All students at CAE receive periodic individual tutorials with their teachers to discuss the progress of their course. However, as a long-term student, you will also be assigned a personal tutor who will meet you regularly on an individual basis to ensure you are deriving the full benefit from every aspect of your stay at CAE.

### ■ University Advice

It may be that you would like to go to an English-speaking university, but have no idea how to apply! We will assist you in choosing the best course – and then give you valuable help with the complicated university application procedure.

Also included are:

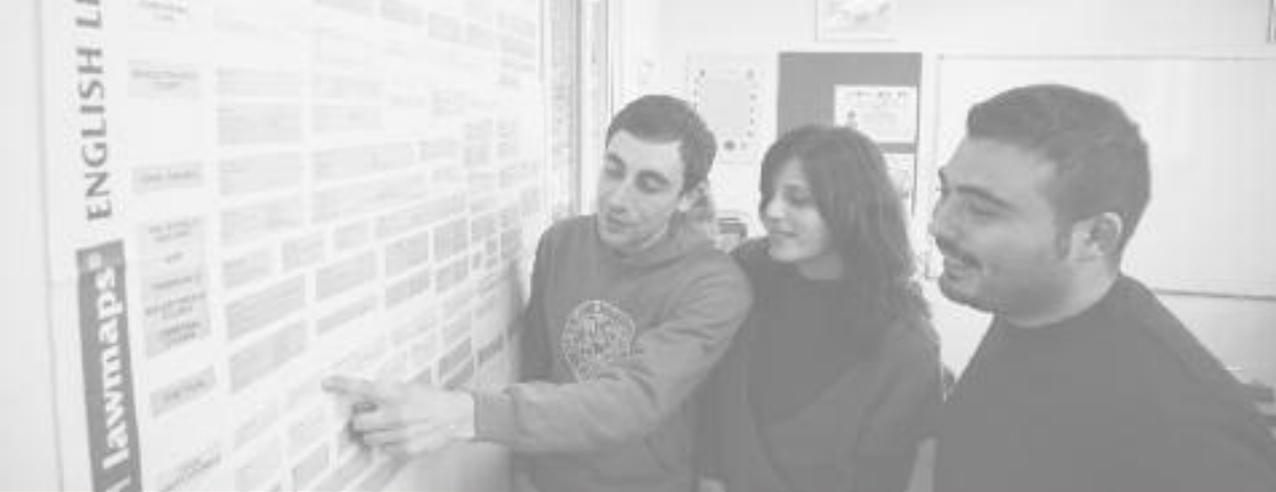
- the fee for whichever exam you require for university or your next job (eg IELTS, TOEFL, TOEIC or Cambridge exam)
- an all-inclusive insurance policy covering the whole of your stay

An EXAMPLE of what your programme will include:

### YOUR PROGRAMME

The programme you can follow as a long-term student is quite similar to that for students on shorter courses (described on pages 2, 3 and 4). In addition, you will have the opportunity to study and practise the skills which you need for your university course or your job. These include:

FAST AND EFFECTIVE READING	Sometimes to grasp a general idea, at other times to find a specific piece of information
GROUP DISCUSSIONS	Learning how to participate effectively in informal and formal meetings
ESSAY WRITING	Learning how to write essays or reports (very often a requirement both for university and for business)
TAKING NOTES	Developing the skill of writing down the main points as you listen to someone speaking
PROJECT WORK	Finding information and presenting the results in good, clear English



# English for Law Students

- For law students and young practising lawyers
- Level – intermediate to advanced English
- Trainers qualified and experienced in teaching English for Law
- Course length normally 3 weeks
- Courses in winter and summer
- Maximum 12 participants per class
- Course content – 21 hours (of 60 minutes) plus 10 hours of teacher-assisted self-study per week
- Meetings with members of the legal profession
- Visits to legal institutions in London and in Cambridge
- Fees include course materials

## What can you expect to learn in three weeks?

- Activate and make more fluent the knowledge that you already have
- Develop your communication skills, both oral and written
- Expand your knowledge of vocabulary, legal and general
- Develop an understanding of the connections between English and European Union law
- Learn how to keep up and develop your English when you return home
- ... and, above all, gain confidence in your use of English

## What does English For Law Students concentrate on?

The emphasis at all times is on communication and language skills within a legal context.

- Communication skills, negotiating, eliciting facts, presenting data
- Reading skills: understanding the language and analysing the structure of legal sources (eg statutes, case law, European law)
- Writing skills: drafting legal documents (eg contracts, letters)
- Systematic development of legal and general English vocabulary

The course also includes:

- Meetings with members of the legal profession
- A full-day visit to legal institutions in London
- A visit to local law courts
- An optional 'mock' trial

CAE has many years of experience teaching English for Law and is the only British Council recognised centre in Cambridge which offers scheduled courses in **ENGLISH FOR LAW**.

These **SKILLS-BASED** courses are for more advanced students of law and for young practising lawyers who wish to improve their knowledge of English in the context of English and European law. The minimum level of English required is "intermediate" (see "What is my level?" page 12). The minimum age is normally 20.

Here is an **EXAMPLE** of a timetable for this course

	09:15 - 10:45	10:45 - 11:15	11:15 - 12:45	12:45 - 13:45	13:45 - 15:15	15:30 - 17:30 Optional Study	EVENING
MONDAY	Contract terminology	COFFEE BREAK	PowerPoint presentation: types of Company	LUNCH	Negotiating	TEACHER-ASSISTED STUDY IN CAE SELF-ACCESS STUDY CENTRE	Games/Sport
TUESDAY	Researching a contract		Future tenses in legal contexts		Writing a letter of advice		Visit from a local solicitor
WEDNESDAY	Negotiating a contract		Reading about key cases in company law		Preparing a presentation		DVD evening
THURSDAY	Drafting a contract		Analysing: EU law report		Formal presentation with video feedback		Barbecue
FRIDAY	Amendments		Meeting with local magistrate		FREE AFTERNOON		Theme party
SATURDAY	Optional trip to London or Oxford						
SUNDAY	CAE is open afternoon and evening for study and social programme						



## Preparation for Cambridge ILEC (International Legal English Certificate)

- An exam for law students and lawyers
- Level - upper intermediate to advanced English
- Trainers qualified and experienced in teaching English for Law
- Course length 6 weeks
- Maximum 12 per class
- 25 hours (60 minutes) plus 10 hours of teacher-assisted private study per week
- Three courses per year

The **International Legal English Certificate (ILEC)** is an important exam specifically for law students and lawyers who need to show proficiency in legal English. The exam is administered by Cambridge ESOL (Cambridge English Legal).

At CAE we are particularly well-equipped to prepare students for the ILEC, having already successfully taught **English for Law Students** (see page 8) for many years.

The course at Cambridge Academy has two main goals:

- Development of general English skills and practice in examination techniques required to pass ILEC (15 hours per week).
- Preparation of the student in the specific language of legal English in three areas: (i) **contract law**, (ii) **civil** (including commercial **law**, and (iii) **legal systems**. It will include such topics as: the different types of lawyer, lawyering skills, competition law, employment, European Law, intellectual property, administrative law (10 hrs per week).

ILEC is designed to be a challenging test of English for Law. Success in the examination will require a high degree of competence in both general and legal English. Preparation is therefore intensive: each of our courses consists of 25 hours (with a further 10 hours of private, teacher-assisted study) per week over a period of 6 weeks. We also require students to have at least good Upper Intermediate English skills at entry (see *What is my level of English?* – page 12).

## English for Business Students

- 4-week courses available in Winter, Spring and Autumn
- Course content – 21 hours (of 60 minutes) plus 10 hours of teacher assisted self-study per week
- Each week includes 15 hours of General English and 6 hours of Business English
- For students of business and young business professionals aged 17-24
- Opportunity to prepare for and take the TOEIC or BULATS test\*
- Minimum level of English – Intermediate
- Maximum 12 per class

*\*fee not included*

### BULATS (Business Language Testing Service)

BULATS is an increasingly popular online test of business language administered by Cambridge ESOL. There is no “pass/fail”. Instead, results are scored, and the Report Form given at the end of the test includes examples of language tasks that a candidate with a certain score should be able to handle. For this reason – and the fact that the test can be taken at any time – BULATS is an extremely useful measurement of language ability both for English learners and their employers. Anyone enrolled on *English for Business Students* can include a BULATS test in their course.

This is a skills-based course that takes full advantage of Cambridge Academy's flexible 'Electives' system (see page 10) with General English classes in the mornings and 6 hours of training in specific business language and skills in the afternoons. The programme is also suitable as a preparation for TOEIC or BULATS (Cambridge ESOL).

### Course Aims

- Activate and make more fluent the knowledge of English you already have
- Develop your communication skills - both oral and written
- Expand your knowledge of English both for business and for general purposes
- Develop your ability to carry on improving your English when you return home
- . . . and, above all, gain confidence in your use of English

### Business English Skills

- Professional speaking skills (e.g. presentations, negotiations, meetings, telephoning)
- Reading and listening skills (e.g. marketing, finance, management)
- Vocabulary skills (e.g. word-building, business jargon, specialist terminology)



## Electives

The system of afternoon 'Electives' at Cambridge Academy enables you to adapt your studies as much as possible to your individual academic plan, career or personal interests.

Electives are special areas of English study that you 'elect', or choose, for yourself. They are run for 90 minutes every afternoon from Monday to Thursday, every week of your course. Some are offered throughout the year and others change every few weeks.

You can take an elective in a wide variety of subjects. It would be impossible to give a complete list of the electives at CAE - because we are always adding new ones to the list! However, here are some very popular subjects:

### Academic English

- **English for Academic Purposes** - For those who need Academic English (especially IELTS or TOEFL) for University or school.
- **Cambridge Exam Workshop** - Get to know the FCE, CAE and CPE exams in detail and work on your problem areas.
- **Writing Practice** - This is the ideal elective for those students who need extra help with basic writing skills.
- **Grammar Workshop** - An opportunity to do some intensive work in areas of English grammar that you find a particular problem.

### Speaking and Listening

- **Vocabulary in Situations** - In the marketplace, at the airport, visiting the dentist - you'll need different vocabulary every time. This is a chance to discover new words and phrases for a wide range of interesting situations.
- **Multi-media English** - For those who find listening and speaking particularly difficult. Lots of fun activities as well as serious practice using the audio-visual equipment in our Multimedia Centre.
- **Ideas and Issues** - This is a chance for you to use your English to express your opinions on subjects that are important to you - the more controversial the better!
- **Cartoon Films** - Learn some REAL English from the Simpsons, South Park, etc. Great for listening, good for those who like a challenge.
- **Reading for Pleasure** - Stories, poems, plays, song lyrics - an elective to get you reading and speaking.

### Special Interest

- **Cambridge People & Places** - Find out about historic Cambridge city, visit some of the places and meet some of the people from one of the most famous university cities in the world.
- **Communication in Business** - Learn to develop the language you need for the world of business. Practise all your skills in a business context. For TOEIC students too.
- **Film Studies** - Watching films and discussing them is great for your listening, speaking and vocabulary.

Here are three different students and the Electives they have chosen ...

- **Tomasz** is 21, and from Gdansk. He is studying Art and Design, but also has a general interest in the culture of the English-speaking world. During his 6-week course at CAE he has chosen to follow the elective 'Reading for Pleasure', which enables him to study in detail the lyrics of some of his favourite songs. After four weeks he will then change to 'Film Studies', which give him the opportunity to analyse and discuss the dialogue of a variety of famous movies.
- **Luisa** is a 23-year-old journalist from Bologna, and is interested in developing her career in international journalism. In the two weeks she is spending at CAE she is very keen to develop her English interviewing techniques, and has therefore decided to follow an elective in 'Ideas and Issues'. She'll have the chance to ask and answer questions on challenging issues such as climate change, freedom of speech and animal rights.
- **Fawaz**, 20, is from Kuwait and is planning to start an engineering degree at a British university next year. He is at CAE for 12 weeks, and this will give him the time to follow three different electives. For the first four weeks of his course, Fawaz will do Reading and Writing, as he needs extra practice in these skills. Then he will follow Extra Exam Practice, to develop skills he will need for the IELTS exam. His third elective will be Academic English which will help him acquire important skills like essay-writing and note-taking that he will need for university.



## Self-study Facilities

- Library
- Interactive Listening Centre
- Computer Centre
- Extensive DVD/Video facilities
- Teacher assistance during self-study periods
- Open on Sundays

Self-study (working on your own) is a very important part of your programme at CAE. The self-study skills that you acquire at CAE will make it possible for you to continue to develop your English when you return to your home country. During your studies at CAE we will encourage you to make maximum use of our self-access Study Centre, which is fully equipped with the latest technology for language learning. At the beginning of your course, you will be given an introduction to the use of the Study Centre. At other times you can always get professional assistance from the teacher in charge of the Study Centre. All the materials are carefully graded and colour-coded for the various ability levels (Elementary, Lower intermediate, Upper-intermediate and Advanced).

**Multi-Media Centre** – This includes 12 stations together with a teacher's console. Classes are frequently held in the Multi-media Centre, with the teacher directing the lesson from the control console. At other times students can access a wide range of language learning activities to develop listening and speaking skills (e.g. pronunciation exercises, dictations, 'talking' books and video clips with accompanying work-sheets, and additional exam-practice materials).



**Interactive Internet Room** – During lessons this room is an interactive classroom with 12 internet stations and an electronic whiteboard. During self-study periods, CAE students can use the 12 stations for surfing the internet and for emailing free of charge. Wireless internet connection is also available at CAE free of charge.

**Computer Centre** – This contains computers equipped with up-to-date versions of the Microsoft Office suite (Word, Excel, Powerpoint, etc) as well as language learning software for developing reading and writing skills.

**DVD** – in addition to a large TV screen in our common room, most classrooms contain their own DVD machines. We have a wide variety of feature films as well as instructional and documentary titles which students may borrow.

**Library** – the library at CAE is a particular favourite of students. It is large and well-lit with comfortable furniture. It is stocked with fiction ('graded' and 'non-graded'), as well as factual and reference books. There are English and bi-lingual dictionaries, atlases and a complete set of the Encyclopaedia Britannica. In addition, the library holds a wide range of examination materials and grammar and vocabulary exercises for all levels.

**The Study Centre Officer** – 5 days per week, for 2 hours, one of our teachers is on duty as Study Centre Officer to help you with any technical or language problems you may encounter while using the self-study facilities.

**The Common Room** – you will be able to use the Common Room for both study and quiet relaxation. Major British newspapers and magazines are stored here. You can watch films with your friends on our large-screen – and you are free to use the piano which is kept here.