

St. Clare's, Oxford
— An International Education —



University Pathways

English Language Courses
University Foundation Course
English & Academic Subjects
Liberal Arts Programme

St. Clare's International College of Further Education



St. Clare's, Oxford is an educational charity with a mission to advance international education and understanding.

Our International College of Further Education, located in elegant north Oxford, has its own dedicated teaching, dining and communal facilities, plus additional residential buildings nearby. You can expect:

- a first-class educational experience for adult learners at every stage of life: gap-year students to more mature learners.
- a warm welcome from our committed team of teachers, lecturers and support staff.
- membership of a thriving international community, where native speakers mingle with students from more than 20 countries.
- the opportunity to make progress – in life skills, in grades and examinations, in entrance to university, in career development.
- advice and support with a whole range of welfare issues from visa applications and accommodation options, to examination choices and university application.

Educational pathways & progress

<p>English for Everyday Use & Examinations IELTS and Cambridge Examinations: Small group and one-to-one classes Short and longer courses starting each month 21 lessons per week Course type 1</p>	<p>language content</p>		<p>See Pages: 2-7 & 8, 9, 15</p>
<p>University Foundation Course 1 year programme for students 17+ Entry each September (35 weeks) and November (28 weeks) 22 lessons per week Course type 2</p>	<p>language content</p>	<p>academic content</p>	<p>See Pages: 2-7 & 10, 11, 15</p>
<p>English plus Academic Subjects Unique combination of Exam English & preparation for academic studies Semester and Compact programmes available 16-19 lessons per week Course type 3</p>	<p>language content</p>	<p>academic content</p>	<p>See Pages: 2-7 & 12, 13, 15</p>
<p>Liberal Arts Study abroad programmes at university level Entry each September & January Course type 4</p>	<p>academic content</p>		<p>See Pages: 2-7 & 14</p>

Please note: 1 lesson = 55 minutes

The diagram **above** shows the unique combination of English Language and academic subjects on offer at St. Clare's International College of Further Education. Language teachers and academic lecturers work together to bring the very best from our students.

Progress lies at the heart of our educational philosophy and this is illustrated by the flowchart **below**. As students become more proficient in their use of English they progress from one course type to another – from English for Everyday Use to English for Examinations, from English plus Academic Subjects to university-level Liberal Arts programmes and so on.





Cecilia
 English for Examinations followed by English plus Academic Subjects Germany

“I enjoyed everything about being at St. Clare’s, especially learning more about my future university subjects in the second term.”
 “I learned a lot of English, became more independent and enjoyed living in a different country.”

An international experience



‘Relationships between students and staff and amongst the students themselves are very good. Both international and English speaking students benefit from the excellent mix of nationalities, which enhances their cultural and linguistic experiences.’

ISI Inspection Report

Cross-college themes

As a small community, we promote integration across course and across college, whenever possible. Central to this objective is the harmonisation of teaching themes across college. There's a genuine unity of purpose that creates significant benefits:

- learners function at their current level and yet take part in shared, cross-college activities and events
- Study Visits within Oxford and the Activity Programme encourage 'learning beyond the classroom': examples include re-cycling campaigns', 'a celebration of Carnival across cultures' or a specialist speaker on 'the psychology of selling'
- the focus on language outcomes serves both to increase motivation amongst 'long-stay' students and allows easy integration of those on shorter courses

The sample programme (from the English Language Courses in the box below) provides a flavour of life at St. Clare's International College of Further Education.

Focus on Themes and learning sequences	Links between the Academic & Activity Programmes	Special college events
<p>Learning & discovery: Technology & innovations</p> <ul style="list-style-type: none"> • Technology in the workplace & education • Social media: Facebook & Twitter • Cloud computing, 3D printing, nanotechnology, vertical farming 	<p>Excursion: Oxford Science Museum</p> <p>Exhibition: 'The origins of broadcasting' from Morse Code, to Marconi radio and the early development of our inter-connected, internet world!</p>	<p>Facebook competition: A photo to symbolise 'What St. Clare's means to me!'</p> <p>Students post their entry and other students 'like' their favourite photo. Prize: dinner for two at an Oxford restaurant.</p>
<p>Differences & similarities: Multicultural Oxford</p> <ul style="list-style-type: none"> • Study Visit to Cowley Road • Places of worship (cathedral / mosque) • Video clips: multicultural Oxford / UK 	<p>Excursion: Walking tour of Oxford</p> <p>Evening event: Dinner at Le Kesh Enjoy the delights of North African cuisine</p>	<p>Bardwell Film Club: 'Bend It Like Beckham'</p> <p>A comedy-drama which explores multicultural relations and gender roles in modern Britain.</p>
<p>Society & responsibility: Dealing with waste</p> <ul style="list-style-type: none"> • Food waste and recycling at St Clare's • Heating, electricity & paper use • Protecting our environment 	<p>Study Visit: Redbrige Recycling Centre</p> <p>Go behind the scenes and see how waste is recycled across the city. Language outcome: note-taking and reporting exercise</p>	<p>College campaign: 'St Clare's Cares'</p> <p>Practical recycling and waste reduction activities on site, with the support of members of the college catering team.</p>

KEY: **Modules** such as 'Learning & Discovery' provide the framework for each month and **Themes** such as 'Multicultural Oxford' the learning sequence for each week.



A contemporary learning environment

'The curriculum across all four course programmes is excellent and is constantly reviewed to ensure it meets the expectations of all students.'

'The quality of both the academic subject and English Language teaching continues to be excellent and ensures students are engaged and make rapid progress.'

ISI Inspection Report

Living in an international community

While in Oxford, you can live in college, with a host family or in private accommodation. Each of these options has advantages and the best choice for you will depend on your own particular circumstances – as well as the availability.

Living in college

- Live with other students as part of the St. Clare's international community and make friends for life.
- Choose a shared room or a single room, with shared or private bathroom.
- Cook for yourself using the self-catering facilities in your house.
- Meet together for meals at lunchtime and self-cater for breakfast and dinner.
- Become more independent as you make the transition from 'living at home' to 'living in college'.

Living in homestay

- Live with your host 'parent(s)' and practise your language skills in everyday social situations.
- Immerse yourself in the English culture and learn about the country from people who live here.
- Interact with local people as you travel to and from college every day by bus, by bike or on foot.
- Get a taste of home cooking and sit together in the evenings to chat about your day.
- Benefit from a single room with your own private space.
- Meet your friends for lunch in the college dining room.

Enjoying your free time

As a university city just an hour from London and other major attractions, there is so much to see and do around Oxford:

A stimulating programme

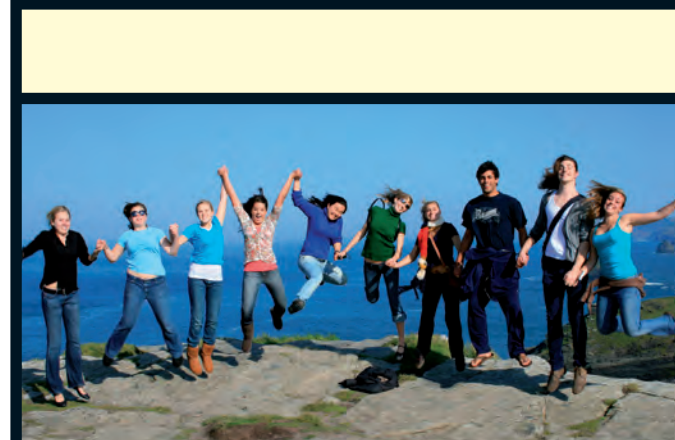
The following activities are included in the price of your course:

- Weekly sports activities: indoor football, table-tennis, basketball.
- Cultural excursions to places of interest: for example, the beautiful city of Bath, the ancient stone circles at Stonehenge and Avebury, Shakespeare country.
- Formal Dinners: in college and occasionally at an Oxford College to welcome students and help fuller integration.
- Special cross-college events: competitions, campaigns, outside speakers, film nights etc.
- Membership of a local gym: special rates are available.
- Study Visits with your teacher: regular visits by minibus or on foot form an integral part of our courses.

A great many opportunities

Many other events are organised at additional cost:

- Evening events: include ice-skating, theatre and cinema visits, restaurant nights-out, guided tours of the University of Oxford and occasional trips to 'big' sporting events.
- Day excursions: for example Windsor Castle, London Museums, Theme Parks.
- Activity weekends: for example, surfing in Cornwall or mountain-biking in the New Forest.
- Long weekends in Europe: for example, Barcelona, Prague, Vienna.
- Interests and hobbies: for example, photography courses, hockey training, music lessons.



Improving your English

English for Everyday Use

Age: 17+
Level: Elementary +

There's an English Language programme at St. Clare's for you – whatever your level.

Making progress

The focus is always on the individual. Experienced teachers adapt their teaching to the needs of the students – but expectations are high.

The following systems support you as you learn:

Learner Assessment: you take a number of tests when you arrive to assess your level.

Learner Contract: you decide your language goals with your teacher.

After-class assignments: you complete homework tasks which extend your classroom learning.

Regular tests: you take internal tests and complete coursework assignments to help measure your progress.

Learner Independence Certificate: you complete tasks and activities independently outside the classroom to extend your learning further.

Certificate: you receive a report and a Certificate of Attendance if you complete your course successfully.



Shuka

English for Everyday Use
Japan

“The classes are so interesting and the teachers are very kind. There are many interesting activities and you can build relationships with people from different countries. I would recommend St. Clare's to anyone, I really enjoy studying here.”

Everyday English

This programme consists of 21 lessons per week in small groups (maximum 12).

Classes in the mornings focus on developing greater accuracy and greater fluency in the use of English. They incorporate the four skills, reading, writing, listening and speaking, as well as the building-blocks of the language, grammar and vocabulary.

Classes in the afternoons are based on student choice. A wide range of 'English in Context' options is available each week. Popular examples include:

- Speaking, listening and pronunciation
- Grammar, vocabulary and collocation
- English 'out and about' in Oxford
- IELTS preparation
- Popular music and film

Sample Timetable: Everyday English

Lesson 1	Focus on Accuracy	Teacher 1
Lesson 2	Language development	
Lesson 3	Focus on Fluency	Teacher 2
Lunch	Meet friends in College dining room	
Lesson 4	English in Context (Monday - Thursday)	Teacher 3
Lesson 5	Self-study Consolidation activities	Adviser
Activities	Join in the regular events	

Combination English

This programme consists of 20 lessons per week: 15 in small groups and 5 in private lessons (one-to-one).

Classes in the mornings focus on developing greater accuracy and greater fluency in the use of English. They incorporate the four skills, reading, writing, listening and speaking, as well as the building-blocks of the language, grammar and vocabulary.

Classes in the afternoons are one-to-one with your own teacher. This is an excellent way to focus specifically on your needs and interests. It is highly recommended for boosting your confidence in speaking in the shortest possible time! It's also the best way of achieving success in examinations.

Sample Timetable: Combination English

Lesson 1	Focus on Accuracy	Teacher 1
Lesson 2	Language development	
Lesson 3	Focus on Fluency	Teacher 2
Lunch	Meet friends in College dining room	
Individual Tutorials	One-to-one lessons for 5 lessons per week	Private tutor
Self-study	Consolidation activities	Adviser
Activities	Join in the regular events	

One-to-one English

You can always add some one-to-one lessons each week to your standard programme. These private lessons are a great opportunity to build your conversational skills or to prepare for an examination like IELTS. Discuss your needs and interests with the Director of Studies and he will arrange the teacher and the times to suit you.

For the full range of the benefits see 'Personal language training' on page 15.

The benefits for you:

- ✓ increased overall confidence
- ✓ wider range of vocabulary
- ✓ greater accuracy in grammar
- ✓ better pronunciation and greater fluency in speaking
- ✓ more accurate writing

Getting the right qualifications

English for Examinations

Age: 17+
Level: Intermediate +

Oxford is the perfect place for study and St. Clare's has long **experience of preparing for examination success.**

IELTS is the most popular exam for St. Clare's students. It is the best way of testing your level in English and is widely used by universities in the UK and other countries as an entrance requirement. The test can be taken in Oxford every month and the results are available within three weeks.

The **Cambridge Examinations** are also highly regarded. St. Clare's prepares students for the following levels:

PET – Preliminary English Test

FCE – First Certificate in English

CAE – Certificate in Advanced English

TOEFL and **TOEIC** examinations may be prepared in one-to-one lessons.

Monitoring progress

The following systems monitor and support your progress:

Setting goals: you choose the examination which is most appropriate for your level and your future career with the help of your teacher.

After-class assignments: you complete homework tasks which extend your classroom learning.

Regular tests: you take internal tests and coursework assignments to help decide on the date of your external examination.

Careers advice: you meet our specialist Careers & Higher Education Adviser for independent advice on the best university for you.

The English for Examinations Course

This programme consists of 21 lessons per week in small groups (maximum 12).



Maximo
English for Examinations
Spain

“The possibility of combining studying English with different academic subjects, for instance business or economics, is what makes St. Clare's special for me.”

Classes in the mornings focus on the background skills required for exam success. As a result, you develop greater accuracy and greater fluency in the use of English. Lessons incorporate the four skills, reading, writing, listening and speaking, as well as the building-blocks of the language, grammar and vocabulary.

Classes in the afternoons are based on practising the skills required for success in your chosen examination and include:

- examination strategies
- practice tests
- speaking and listening tasks
- 'against the clock' activities
- tips from the examiners

Sample Timetable: English for Examinations

Lesson 1	Focus on Accuracy	Teacher 1
Lesson 2	Language development	
Lesson 3	Focus on Fluency	Teacher 2
Lunch	Mingle with friends in College dining room	
Lesson 4	IELTS practice (Monday – Thursday)	Teacher 3
Lesson 5	Strategies for examinations	
Self-study	Consolidation activities	Adviser
Activities	Join in the programme of regular events	

Exam Combination

This programme consists of 20 lessons per week: 15 in small groups (max. 12) and 5 private lessons (one-to-one).

Classes in the mornings focus on the background skills required for exam success. As a result, you develop greater accuracy and greater fluency in the use of English. Lessons incorporate the four skills, reading, writing, listening and speaking, as well as the building-blocks of the language, grammar and vocabulary.

Classes in the afternoons are one-to-one with your own teacher. This is an excellent way to focus specifically on making that extra progress – it may just make the difference! There's no better way to prepare for IELTS, or the Cambridge examinations (PET, FCE and CAE), or even the more specialist examinations like TOEIC and TOEFL.

Sample Timetable: Exam Combination

Lesson 1	Focus on Accuracy	Teacher 1
Lesson 2	Language development	
Lesson 3	Focus on Fluency	Teacher 2
Lunch	Mingle with friends in College dining room	
Individual Tutorials	5 one-to-one tutorials, special exam skills	Private tutor
Self-study	Consolidation activities	Adviser
Activities	Join in the programme of regular events	

The benefits for you:

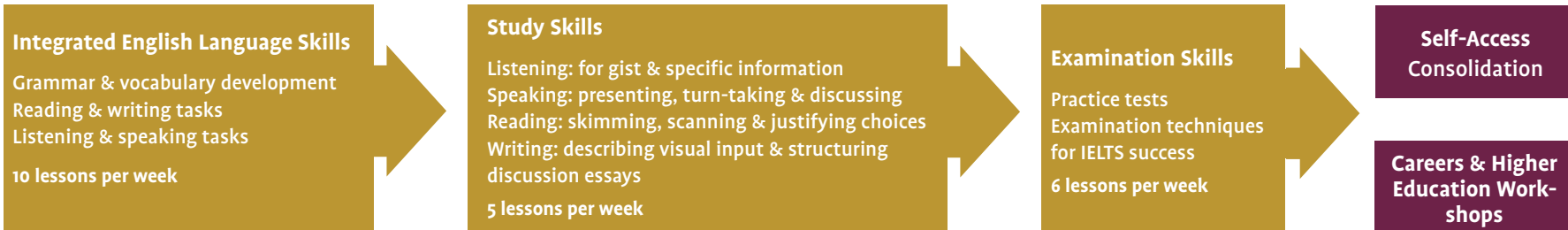
- ✓ increased overall confidence in an international community
- ✓ success in IELTS and entry to a university
- ✓ success in PET/FCE/CAE and a boost to your future career

University Foundation Course overview

Preparation for IELTS

September entry

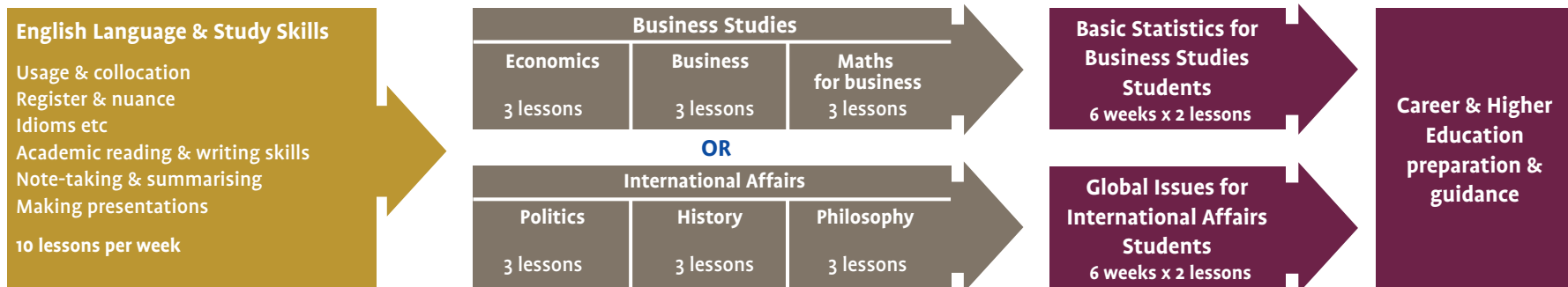
7 weeks



Preparation for University

October entry

7 weeks



Preparation for University

January

21 weeks



Preparing for university or your future studies

University Foundation Course

Age: 17+
Level: Intermediate+

This programme is aimed at students who wish to:

- prepare and apply for an undergraduate course in the UK
- prepare for study at any other university where undergraduate courses are taught in English
- improve their English and study skills and acquiring subject knowledge in preparation for future studies

Entry requirements for the Foundation Course

Before you enrol you must:

- have completed Secondary Education in your own country
- be 17 years of age or over
- have a proven knowledge of English as follows:

for September entry – IELTS* 5.0 or equivalent
(Equivalent = B1/B2 Common European Framework)

for late October/early November entry – IELTS* 5.5 or equivalent
(Equivalent = B2 Common European Framework)

*International English Language Testing System



Antoine
University Foundation
Course
Belgium

“I think St. Clare’s is awesome and different from other schools. The teaching, facilities and extra-curricular activities are all excellent – I feel privileged to have studied here.”

Course structure

The course has two main pathways:

English for Academic
Purposes (EAP)

+

Academic subjects

1. English Language pathway

From September to October the primary focus is on improving your IELTS score. This examination is recognised worldwide by more than 4,500 institutions in 120 countries.

Classes take place over 21 lessons per week in small groups (max 12). The programme includes integrated language skills and examination practice in preparation for the IELTS examination.

From late October the focus shifts. English classes (10 lessons per week) concentrate on more advanced EAP and the study skills required at university: researching, referencing, paragraphing, developing arguments and similar skills that will help with your academic subjects.

2. Academic subject pathway

From late October the academic subject programme begins. There are two broad streams:

Business Stream Subjects

Business
Studies

+

Mathematics
for business

+

Economics

or

International Affairs Stream Subjects

Philosophy

+

Politics

+

20th Century
History

Classes take place over 3 or 4 lessons per week for each subject as shown opposite. You are taught at pre-university level by subject specialists who bring the benefits of the latest research in their own areas of expertise. Your final grade is based on a combination of course assessments and final examinations and is externally moderated.

Careers and Higher Education advice

You are supported by the team at St. Clare’s which oversees your personal welfare and academic progress. Our Careers and Higher Education Adviser provides comprehensive advice and personal guidance throughout your course and supports you in selecting the right university for you.

University success

The **Business Stream** can lead to a university course in Business, Management, Economics, Travel and Tourism, Hotel Management and related areas.

The **International Affairs Stream** can lead to a university course in Politics, International Relations, Law, Sociology, Social Anthropology, Psychology, Philosophy and many others.

Sample Timetable

Lesson 1	Language development ‘Global issues in the media’	English teacher
Lesson 2	e-learning skills	
Lunch	Mingle with friends in the college dining room	
Lesson 3	Academic Subject ‘Effective Marketing’	Subject teachers
Lesson 4	‘Culture Wars in 1960s America’	
Self-study	Consolidation tasks	
Activities	Join in the programme of regular college events	

The benefits for you:

- ✓ IELTS 6.5+ by the end of the course
- ✓ research and study skills transferable to university
- ✓ entry to university in the UK, USA or other country where undergraduate courses are taught in English

English plus Academic Subjects

Extending study skills in English

Advanced English Language Skills

Cross-course themes provide the context for the programme which has two main benefits:

- a) learning outcomes
 - advanced language skills such as register and idioms
 - academic study skills such as note-taking, paragraphing, referencing, avoiding plagiarism
- b) academic progress and qualifications by the class teacher during the course by externally-validated examinations (Cambridge CAE & CPE or IELTS) at the end

10 lessons per week

SEMESTER COURSES
(14 weeks)

September –
December
or
January – May

Preparing for academic study

Academic subject options

Select three courses from the following subjects

Philosophy & Religion	Business/ Economics	English Literature
Mathematics	Social Science	Art History
Communications	Studio Art	Languages <small>(eg Mandarin Chinese or Russian for beginners)</small>

2 or 3 lessons per week for each subject option

Careers & Higher Education preparation and guidance

Cross-college & cross-course events (see page 5)

Extending study skills in English

Advanced English Language Skills

Cross-course themes provide the context for the programme which has two main benefits:

- a) learning outcomes
 - advanced language skills such as register and idioms
 - academic study skills such as note-taking, paragraphing, referencing, avoiding plagiarism
- b) academic progress and qualifications by the class teacher during the course by externally-validated examinations (Cambridge CAE & CPE or IELTS) at the end

10 lessons per week

COMPACT COURSE
(5/6 weeks)

May – June

Preparing for academic study

Academic subject options

Select three courses from the following subjects

International Business 'In the news'	Adapting novels for the Big Screen	Oxford: a study in urban sociology
Psychology & the Cinema	Studio Art	Tribes: identity, diversity and tolerance

2 or 3 lessons per week for each subject option

Careers & Higher Education preparation and guidance

Extra IELTS preparation on request

Making the most of your English & gap year

English plus

Academic Subjects

Age: 17+

Level: Upper Intermediate +

If you are a gap year student waiting to go to university, a pre-masters student preparing for further study, or you just want to develop your English skills - this is the best choice for you.

This stimulating alternative to the traditional English Language course plays to the strengths of St. Clare's. Our experienced language teachers combine with academic subject specialists to create a flexible and challenging programme.

The components are:

- **Topic-based learning and exam preparation**

You follow a rigorous, intellectually-engaging programme in preparation for an externally-validated English examination:

CAE – Certificate in Advanced English

CPE – Certificate of Proficiency in English

IELTS – International English Language Testing System

- **Academic subject options**

You select three subjects, each for two or three lessons per week, to suit your interests and needs for the future. (See box opposite and website for latest details.)

- **Study skills practice**

You develop the academic study skills required at university. These include note-taking, paragraphing, referencing, avoiding plagiarism, presenting arguments.

- **Careers guidance**

You plan your future with the help of our Careers & Higher Education adviser.



Karin

English plus Academic Subjects
Germany

“One of the best things about St. Clare's is the open and international atmosphere. Small classes, highly-motivated teachers and effective exam preparation make St. Clare's a very special place for studying. It's a place to make international friends, improve language skills and enjoy beautiful Oxford.”

Entry requirements:

- a level of English equivalent to Upper Intermediate (IELTS 5.5, FCE or CEF B2).
- the Director of Studies checks your level of English with a written test and a short telephone interview before you are admitted to the course.

The English Language component

This programme consists of 10 lessons per week in small groups (maximum 12).

Classes explore contemporary topics such as Youth Culture, Travel & Tourism, City Life or Country Living, Fairtrade & Charities, Crime & Punishment through the medium of English.

Teachers use a variety of teaching methods and stimuli (television documentaries, study visits, newspaper articles, internet searches as appropriate) and focus on the more advanced skills of register, collocation and idiomatic usage. Every opportunity is taken to develop the academic study skills you require for study at university.

You are assessed internally and externally:

- internal assessments include formal & informal writing activities, an extended essay based on your own research and an oral presentation;
- external examinations (CAE/CPE/IELTS) provide the focus for the end of the course.

The academic subjects component

This programme consists of three academic subjects. See flow chart on opposite page.

These subjects are taught at university level together with English native-speakers, usually students from the USA on 'study abroad' programmes. Tuition is provided by subject specialists who bring the benefits of the latest research in their own areas of expertise.

The programme requires background reading and research and is assessed through course work, extended essay and examination.

Sample Timetable:

Lesson 1	Language development DVD 'The true costs of cheap food'	English Teacher
Lesson 2	Discussion & debate	
Lunch	Mingle with friends in college dining room	
Lesson 3	Academic Subject Choice Philosophy 'The Scientific Method'	Subject Teacher
Self-study	Consolidation activities	
Activities	Join in the programme of regular events	

The benefits for you:

- ✓ a good qualification in English
- ✓ a flying start to university life

A taste of university-level studies

Liberal Arts Programme

Age 17+
IELTS 7.0 +

The Liberal Arts programme provides experience of study at **undergraduate** level. Gap year students, with advanced English language skills, have a unique opportunity to:

- study alongside undergraduates from US universities
- select four subject seminars and one tutorial class from a wide range of disciplines
- be challenged by our highly qualified instructors who provide the individual support you need
- acquire the skills of independent study
- discover and explore new academic subjects that prepare you for or help you clarify your future course of study

Entry requirements

Applicants are required to have a high level of fluency in English. You should have completed secondary education and be eligible for admission to university. This is a 14 week semester programme with two entry points – in September and January each year.



Clifford
Liberal Arts
USA

“The faculty are the most attentive I have ever met, they make St. Clare’s a warm and welcoming place. The diversity of St. Clare’s is second to none, and my eyes have been opened by talking to people from very different settings than the one I grew up in.”

Seminar Subjects

A wide range of subject classes is available within the following disciplines:

Economics & Business	Religion	Mathematics
History	Art History	Politics
Philosophy	Communications	Psychology
Sociology	Studio Art	English Literature

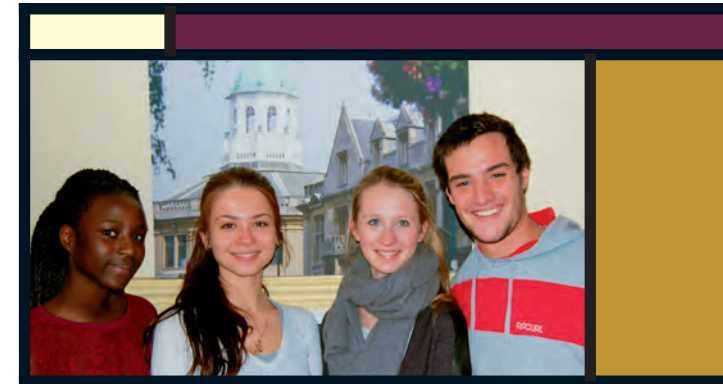
You choose 4 subject classes from this grid each semester. Subject classes are taught as seminars and typically include 3 to 8 students.

Tutorial Classes

You also take one tutorial class each semester. In keeping with the traditions of the Universities of Oxford and Cambridge, students are taught singly or in pairs. Tutorials provide you with an unparalleled learning experience. Tutorials allow you to specialise further in your preferred field of study, explore a new topic in depth or improve your fluency in a foreign language.

Student Independent Study

As an independent learner, you receive guidance in making the best use of your time and the resources at St. Clare’s, both in the library and on-line. Preparation before the class and consolidation afterwards are crucial to your academic success.



Assessment

In general, each seminar class and tutorial requires three assessed pieces of work. Although the workload varies from course to course, you should expect to study for the equivalent of one day per week for each.

Academic meetings with the Course Director take place twice a semester. These take the form of confidential, individual meetings to discuss your academic progress. Students complete evaluation forms for all their classes before the end of the semester.

Grades are awarded on the basis of academic performance and official transcripts are prepared for each student. Each course is valued at 3 units of credit. Institutions of Higher Education in the USA accept credits earned on the St Clare’s Liberal Arts Programme. Universities outside the USA have accepted Liberal Arts credits but this is not guaranteed. St Clare’s is happy to provide universities outside the USA with syllabi, programme descriptors and any other information they may require.

The benefits for you:

- ✓ become an independent, proactive university-level student
- ✓ widen your intellectual and cultural horizons

Personal language training

One-to-one lessons

10 or 15 or 25 lessons per week

Personal training

A personal trainer, in all walks of life, motivates a client by setting goals and providing feedback. In the same way your one-to-one tutors at St. Clare's, Oxford help **you** to make the maximum English Language progress in the shortest possible time.

Focussing on your specific language needs

If you have just a week or two to spare, our one-to-one lessons allow you to focus directly on your personal English language development. Over the past year, for example, we have **built the confidence** and **improved the performance** of individuals from across the world and supported their **professional, academic** and **personal** language needs as follows:

1. Professional language needs for business, finance, education, medicine, law

- the language and strategies for good presentations and negotiations
- cross-cultural sensitivity and awareness
- drafting and re-drafting articles for professional journals

Recent trainees: a senior academic (the Netherlands), CEO media company (South Korea), legal adviser (Brazil)

2. Academic language needs for students, undergraduates and post-graduates

- note-taking and report writing skills
- presentations for seminars
- SATs: academic reasoning training
- linguistic support for dissertations

Recent trainees: postgraduate student (United Arab Emirates), pre-Masters student (China)

3. Personal language needs for confidence, examinations, travel and leisure

- voice training: projection, intonation & stress, accent reduction
- support for 'false beginners' who have a mis-match of language skills reading, writing, listening and speaking
- tips and practice for specific examinations – IELTS, Cambridge Exams, Business English Certificates (BEC)

Recent trainees: accountant (Qatar), retired businessman (Japan), fashion buyer (South Korea), property developer (Saudi Arabia), gap year student (Germany).

The course path

1. **Self-evaluation:** prior to or on arrival, you complete a language audit of your 'needs and wants'.
2. **Diagnosis:** lessons begin with further analysis of your language learning aims. Remember, **you** are in charge of your learning and, with the support of your tutor, a **check-list of targets** is created.
3. **Monitoring:** at regular intervals, often at the end of each lesson, you review your progress against the check-list.
4. **Self-study:** your tutor devises a range of activities for 'out-of-class' study. These either provide a follow-up to the lesson or preparation for the next.
5. **Feedback:** a detailed language audit is conducted at the end of your course and your tutor makes suggestions for continuous learning back 'at home' or 'in the office'.

The one-to-one lesson formula

1. **Warm-up:**
Preparation reading, study, research **before** the lesson
2. **Work-out:**
Focussed interaction and analysis **during** the lesson
3. **Follow-up:**
Consolidation and recycling activities **after** the lesson

Our one-to-one tutors

St. Clare's, Oxford has a wide panel of tutors with English Language and life skills. You can rest assured that the Director of Studies matches their expertise to your stated requirements.

The benefits for you:

- ✓ maximum progress in the shortest possible time
- ✓ a boost to your confidence and performance in your chosen field





International Association
of Language Centres



Accredited by the



St. Clare's, Oxford
Certification N°. 67
educationaloversight.co.uk/67
Educational Oversight 2013

St. Clare's, Oxford
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