



# English in Action

Information Booklet for Schools

Italy



## About us

### Who Are We?

English in Action is the UK's leading provider of in-school English courses around the world, with more than 10,000 students from over 20 countries participating in our programme each year.

Schools which choose to host programmes are supported by a team of professional and dedicated academic and operational staff based at the EiA head office in Canterbury, and through our support network on the ground in the countries where we operate. In Italy we work with a partner company called Associazione Culturale "English in Action Italy". They are based in Genoa and they provide you with all the information you need to organize our courses.

### Key Principles

- ✍ Students learn best in a relaxed environment
- ✍ Students learn most effectively when they are both mentally and physically active
- ✍ Students learn best when topics are relevant and meaningful
- ✍ Communication, even where it displays some errors, is preferable to no communication

### What We Can Offer Students

- An opportunity to develop confidence and skills in using English for communication
- Increased motivation to learn English
- Help to activate passive knowledge of the language
- A realisation that English is a practical skill, not just another academic subject
- Support with particular areas of language difficulty or specialist language use
- A chance to work intensively with qualified and experienced native English speaker teachers

### What We Can Offer Schools

- ◆ A cost-effective and stress-free alternative for those children who are not going abroad.
- ◆ A professional partnership which can support and add value to the work which is being done by the students in their regular classes
- ◆ Flexibility in terms of when we are able to deliver courses, be it during term-time or during holiday periods

### English in Action Teachers

All EiA courses are taught by trained and qualified native English speaking teachers, who are flown directly from Britain, providing recent and relevant experience of British life and culture.

Our teachers are all either qualified in the field of English as a Foreign Language (with RSA/Cambridge or Trinity Certificate as a minimum qualification), or are qualified and experienced state-school teachers with experience of teaching students for whom English is a foreign language. Many also hold diploma level qualifications in EFL and/or Post-graduate degrees.



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## Lessons and Timetabling

The fees for 1 week (5 days) are for 25 hours of tuition, usually consisting of 6 x 50 minute lessons per day, following the school's regular timetable, plus organisation and supervision of an end of course show or presentation, if required. Please note that EiA teachers cannot be responsible for supervision of students during breaks. [Special arrangements can be made upon prior agreement]

## Class Sizes

Fees are based on an average class size of 13-15 students per teacher. We will calculate the number of teachers required and confirm your course details once your booking form has been received.

## Scholarships

We are able to offer a small number of special scholarships to **students who are in particular need of financial support**. Requests for scholarships should be made in writing and submitted with your completed application form, and will be considered on a case by case basis. Our scholarship awards are at the sole discretion of English in Action and are strictly limited in number.

Brothers and sisters from the **same family attending the same programme** will qualify for a Sibling Scholarship and will be charged 200 Euros per student for a 1-week course (representing a 20 Euro scholarship per student). Siblings enrolled for a 2-week course will be charged 350 Euros per student (representing a 40 Euro scholarship per student).

## Photocopying

It would be greatly appreciated if schools could make photocopying facilities available to our staff free of charge, as all materials produced will be given to participating students.

## Cancellation / Refunds

Students who have to cancel before the course starts due to illness, will have 50% refund.

Refunds will not be applicable for students missing days during the course or if they do not send any cancellation notice before the course starts.

In order that we may process any refund, please send a simple fax/email stating the reason for cancellation together with a copy of the doctor certificate to : Associazione Culturale "English in Action Italy" - fax +39 010 3620805 - e-mail: eia.italy@englishinactionitaly.com

## Illness EiA Warranty

It is possible to purchase an EiA Warranty with an extra cost of 10 Euros. In case of cancellation due to illness prior to the beginning of the course, the EiA Warranty reimburses the total course fees.

The administration fees (20 Euros) and the cost of the EiA warranty (10 Euros) are not refundable.

## Fees

### COURSE FEES

1 week per student €220

(2 weeks per student €390)

### Course Fees Include

- ◆ 25 hours per week of tuition by a qualified and experienced native English speaking teacher at your school
- ◆ Flights for our teachers from the UK
- ◆ Accommodation for our staff close to your institution
- ◆ Fully developed EiA programmes with teaching resources including structured lesson plans for our teacher
- ◆ All course materials, including an EiA workbook, pen and folder for students
- ◆ An end of course attendance certificate
- ◆ An optional end of course show or presentation on the final evening/afternoon
- ◆ Administration fee (€20)

## Booking A Course

### 1 Booking Form

Please complete the English in Action application form at the back of this booklet and return it by e-mail or fax to "English in Action Italy" – fax + 39 010 3620805 / e-mail eia.italy@englishinactionitaly.com

For application deadlines, please refer to the chart opposite. We will calculate the number of teachers required (average 13-15 students per class) and confirm your course details.

### 2 Course Type / Level

We would draw your attention to page 2 of the application form - Academic Details. For detailed course descriptions, please refer to the accompanying Course Finder, which should help you to choose the most appropriate course for your students.

### 3 Date Options

We always do our best to offer you your preferred date option. Your course dates will be confirmed once we receive your booking form.

### 4 Programme Confirmation

Your programme details will be confirmed by fax/e-mail.

### 5 Invoicing

All arrangements regarding invoicing and payment of fees should be made through English in Action Italy. An original invoice is sent to your school by mail 2 weeks prior to the start of the course.

### 6 Payment of Fees

We ask you to collect the students' fees in advance according to the deadline of the chart opposite.

Together with the booking form please send 50% of the course fees to English in Action Italy.

The final payment is requested at least 1 week prior to the start of the course.

Payments should be made by bank transfer to:

**ASSOCIAZIONE CULTURALE "ENGLISH IN ACTION ITALY"**

Banca Intesa SanPaolo

Ag. Piazza Tommaseo Genova

IBAN : IT60G0306901488625016641063

Please fax/email a copy of the bank transaction for our records.

### 7 Final Details

Final details, including our teachers' names, travel arrangements and guest house location (we arrange all travel and accommodation), etc, are faxed to you approximately 2-3 weeks prior to the commencement of the course.

## Booking Periods And Deadlines

Period	Dates from - to	Deadline
Winter	Jan-Apr	15 nov
Spring	May-Jun	15 mar
Summer	Jul-Aug	1 jun
Autumn (1)	Sep-Oct	1 jun
Autumn (2)	Nov-Dec	30 sep

## School Requirements

### Facilities

- A separate classroom for each EiA class – preferably with moveable chairs and desks
- Access to photocopying facilities
- A blackboard or whiteboard with chalk/pens
- A suitable space for the end of course presentation/show
- A CD player
- Plain white paper

### Contact Teacher

We ask for a teacher at your school to be designated as an official contact for the purposes of:

- Liaising over the choice of course - we can help by offering advice and information and are always happy to discuss your requirements
- Passing on additional information – the Contact Teacher can pass on to us any important information regarding special requests or materials that might need to be prepared prior to the course
- Attending a pre-course meeting with the senior member of our teaching team. This is usually organised on the Sunday evening prior to the start of the course or early on the Monday morning.
- Liaising over the progress of the course. Meeting briefly each day with our Senior Teacher will help to ensure that the school's expectations are being met and that any problems are dealt with promptly and efficiently.
- Providing feedback after the course has run. We are always striving to develop and improve our service and feedback from schools is extremely important to us.

## Choosing The Right Course

Please refer to the accompanying Course Finder for details of our current courses. If you have any queries regarding the most appropriate course for the needs of your students, please contact us and someone from our academic department will be happy to call you to offer help and advice.

In order to have an overview of our EiA courses, see the following descriptions:

### Primary Courses

<b>A1 Beginners</b>	<b><i>Climbers 1</i></b>	Suitable for children in their first year of learning English, who have just the minimum knowledge.
<b>A1 Beginners</b>	<b><i>Climbers 2</i></b>	Suitable for children in their first or second year of learning English, who have some basic knowledge.
<b>A1 Post- Beginners</b>	<b><i>Trekkers 1</i></b>	Suitable for children in their second or third year of learning English, who are comfortable with the very basics and are moving on to talking about a wider range of topics.
<b>A1 Post- Beginners</b>	<b><i>Trekkers 2</i></b>	Suitable for children in their second or third year of learning English, who are comfortable with the very basics and are moving on to use English to talk about their world.
<b>A1 Elementary</b>	<b><i>Explorers 1</i></b>	Suitable for children in their third or fourth year of learning English, who are able to talk about a range of familiar topics and can start to use English to talk about other school subjects.
<b>A1 Elementary</b>	<b><i>Explorers 2</i></b>	Suitable for children in their third or fourth year of learning English, who are able to talk about a range of familiar topics and can start to use English for a brief exploration of the English-speaking world.
<b>A1/A2 High Elementary</b>	<b><i>Rangers 1</i></b>	Suitable for children in their fourth or fifth year of learning English, who are able to talk about a range of topics, both from daily life and from the school curriculum.
<b>A2 Pre-Intermediate</b>	<b><i>Rangers 2</i></b>	Suitable for children in their fourth or fifth year of learning English, who are able to use English to learn about even more wide-ranging personal and cross-curricular topics.

For primary courses the structure of the tuition will be as follow:

	Day 1	Day 2	Day 3	Day 4	Day 5
<b>Lesson 1</b>	Lesson from EIA book				
<b>Lesson 2</b>					
<b>Lesson 3</b>	English sports & games OR Additional lesson				
<b>Lesson 4</b>	Project / Crafts				
<b>Lesson 5</b>					
<b>Lesson 6</b>	Songs & Drama / Show Preparation				

Notes: The order of the lessons throughout the day is not fixed. EiA teachers may want to alter it depending on factors such as energy levels, heat of the day, availability of rooms .

**Lessons 1-2      Lesson from EiA book**

EiA programmes are designed to engage and motivate learners as the methodology used includes many games, song and fun activities

**Lesson 3      English sports & games or additional lesson**

The English sports and games are a good way for the young children to let off steam, and there are also a really good way to learn something more about British culture. If you prefer, this lesson can be replaced with an additional lesson from the Eia book. It also depends whether a large area (e.g. playground / gym) and sports equipment will be available.

**Lesson 4-5      Project / Crafts**

Each day children will have a chance to do some project work in English on a topic of personal interest. Project and crafts are good for children to be more mentally and physically active.

There are two lessons assigned to project/craft in order to give students more time to organize the project and prepare it.

**Lesson 6      Songs & Drama / Show Preparation**

The final presentations are usually in the school hall and comprise an entertaining mixture of sketches, songs and readings. If children are too young for a final show, it is possible to organize a lesson open to parents so they will be able to see the kind of work that has been done during the course.

## Secondary Courses

<b>A1</b>	<b>Breakthrough</b>	Elementary – Suitable for students in the early years of secondary school who have been studying English for 6 months or more.
<b>A2</b>	<b>Waystage</b>	Pre Intermediate - Suitable for students in the early or middle years of secondary school who have been studying English for 12 months or more.
<b>B1</b>	<b>Threshold</b>	Intermediate - Suitable for students in the early or middle years of secondary school who have been studying English for 2 years or more.
<b>B2</b>	<b>Vantage</b>	Upper Intermediate - Suitable for students in the middle or latter years of secondary school who have been studying English for 3 years or more.
<b>C1</b>	<b>Effectiveness</b>	Advanced - Suitable for students in the latter years of secondary education who have been studying English for 4 years or more.

The EiA general English courses provide 25 hours of activity-based learning with a particular emphasis on speaking and listening skills, project-work and an optional end of course presentation.

Each day comprises 6 x 50 minute lessons:

	<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>	<i>Day 4</i>	<i>Day 5</i>
<b>Lesson 1</b>	Communicative language practice activities				
<b>Lesson 2</b>					
<b>Lesson 3</b>					
<b>Lesson 4</b>	Your requests or EIA teacher's suggested topics				
<b>Lesson 5</b>	Project work				
<b>Lesson 6</b>	Preparation for the end of course show or presentation				

### **Lessons 1-4      Communicative language practice activities**

Students will be involved in a wide range of activities which include question and answer games, debates and discussions, information searches, jig-saw text activities, British culture activities, acting and role-play, sentence auctions, surveys and questionnaires, miming, running dictations simulations, song and chants, presentations, conversation practice, drawing games, projects, quizzes and creative writing.

The activities can be adapted to multi-level groups. Certain activities are replaced when they are considered unsuitable for certain classes, or when specific content has been requested.

### **Lesson 5      Project work**

The aim of the project work session each day is to give students a chance to do some extended work in English on a topic of personal interest. Projects can take a variety of forms, including wall-display, brochures, class magazines, video presentations and game designs.

### **Lesson 6      Preparation for the end of course show or presentation**

The final presentations are usually in the school hall and comprise an entertaining mixture of sketches, songs and readings. It is also possible to organize more formal presentations with older students, if preferred. Most schools invite parents, fellow students and other teachers to the performance. It is a great way to round off the week, demonstrates to parents their children's growing confidence. The presentation usually takes place in the early evening on the final day of the course, but if this is not possible, it takes place during class time.

Please note that both the project work and presentation elements are optional and can be replaced with further communicative classes if this is preferred.

## Vocational and Specialist Courses

<b>A2/B1</b>	<b>Business Communication Skills</b>	Suitable for students in the middle or latter years of general secondary or vocational school, and are interested in gaining basic 'survival skills' for travelling, studying abroad or working in an international environment.
<b>B2</b>	<b>Business in Action</b>	Suitable for students in the middle or latter years of general secondary or vocational school, who wish to increase their understanding of business issues and related communication skills.
<b>B2/C1</b>	<b>Business English</b>	Suitable for students in the latter years of vocational school who have a good background knowledge of business studies.
<b>B1</b>	<b>Business Booster</b>	Suitable for students in the middle or latter years of general secondary or vocational school, and are interested in brushing up their speaking skills in both General English and Business English topics.
<b>B1</b>	<b>Leisure &amp; Tourism</b>	Suitable for students in the middle or latter years of vocational school, and who are interested in working in the leisure and tourism industry.
<b>B1</b>	<b>British Language &amp; Culture</b>	Suitable for students in the early or middle years of secondary school, who have been studying English for 2 years or more and who want to find out more about what it's like to live in the UK.
<b>B2</b>	<b>Matura Booster</b>	In addition to being ideal for Matura students, the course can be tailored to cater for school leaving exams in a range of countries, or for students taking international English examinations such as Cambridge FCE.

The **Business courses** and **Leisure & Tourism** are all structured as follows:

	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
<b>Lesson 1</b>	Communicative language practice activities on specific topics according to the course chosen				
<b>Lesson 2</b>					
<b>Lesson 3</b>					
<b>Lesson 4</b>					
<b>Lesson 5</b>					
<b>Lesson 6</b>	Preparation for the end of course show or presentation			Project Presentations	

For **British Language & Culture** please see the 'Secondary Courses' grid on page 6.

The **Matura Booster** course is as follows (It is recommended that Optional Module 3 is one of the workshop sessions):

	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
<b>Lesson 1</b>	Confidence building activities				
<b>Lesson 2</b>	Reading Skills & Exam Strategies				
<b>Lesson 3</b>	Skills for Presenting Ideas				
<b>Lesson 4</b>	Optional Module 1				
<b>Lesson 5</b>	Optional Module 2				
<b>Lesson 6</b>	Optional Module 3				

Optional Modules can be chosen between:

- Listening Skills and Exam Strategies
- 'Use of English': Language Awareness and Exam Strategies
- Discussion Skills and Exam Strategies
- Preparing and delivering a presentation (Workshop)
- Preparing and conducting a debate (Workshop)
- Project work (Workshop)
- Preparing and performing drama sketches (Workshop)

## Frequently Asked Questions

### What types of schools run the programme?

Many different types of school run English in Action Programmes: Primary schools, Secondary schools I grade and II grade (either Grammar or Vocational schools).

### Can I request particular topics or activities to be included in the programme?

Yes, we are always happy to incorporate specific requests into our programme.

### When do you offer the programme?

We offer the programme at any time of the year, both in term-time and during school vacation periods.

### Can the teachers of English at my school observe English in Action classes?

We are very happy for teachers to come in and watch the EIA lessons, however we do have a few guidelines:

- 1) Observations should not be the first day of the course; this is to allow time for our teacher to build up a rapport with the group and for the students to relax about speaking English. Preferably observations should be from Wednesday onwards.
- 2) Please let the EIA teachers know in advance (preferably the day before) when you will be coming to the lesson.
- 3) We respectfully ask teachers to remain inconspicuous during the lesson, and not to take over from the EIA teacher or distract the students.

### Can parents observe the classes?

We do not advise parental observations during the week as this can be very distracting for both students and teacher. However, an 'open lesson' can be arranged for the last day of the course, either instead of or attached to the show.

### Is a final presentation compulsory?

No. Some schools prefer to have additional communicative classes in place of the concert preparation, and this is easily organised.

### Do the students get a certificate?

Yes. All students receive an attendance certificate detailing the student name, course dates and class level.

### Do you run any special courses for older students?

Yes, we run a range of courses for older and vocational students, including a number of business courses and a tourism course. We can also tailor our general English courses to include additional focus on practice for examinations such as Cambridge FCE, IELTS and Trinity. If you require a special course not covered within those listed above, please feel free to contact us and we will usually be able to develop a course to meet your requirements.

### Do you do courses for adults?

Although most of our work is in schools, we also offer courses for businesses, further education colleges or universities. We can also provide courses for teachers or parents in schools.

### Do you do teacher development programmes?

We offer a range of teacher development programmes which can be tailored to the individual needs of the teachers involved.

### What do the students need to bring to classes?

Students need to bring some A4 lined and plain paper, pen and pencils. Primary students will also need to bring a glue stick and a pair of scissors. All students are provided with EIA pens and course folders by us.

### Who writes the English in Action materials ?

All the English in Action materials are written and designed by our academic team in collaboration with our teachers. Our teachers may also supplement the English in Action courses with material of their own, or material designed by other publishers.

### Do you test the students?

Because of the fact that the courses are of a short duration, we do not normally test students unless this is requested.

### Why do the courses have codes such as A1, A2 and B1 next to them ?

These codes denote the Common European Framework (CEF) levels.

### What is the Common European Framework ?

The Common European Framework (CEF) is a document produced by the Council of Europe and is designed to establish a common framework for assessing language ability across different languages and cultures. It is now used by many ministries of education, local education authorities, educational institutions, teachers' associations and publishers around the world.

### What if I want a course that is longer or shorter than a week ?

We always do our best to accommodate individual school requests, and sometimes tailor our programmes to be shorter or longer than the standard 5 days. Please contact us before sending your booking form to check whether your request is viable.

### Can the students' regular teachers have a record of the work covered by the English in Action teachers?

Our Senior Teacher or Director of Studies will provide you a record of the activities and language points covered during the course at the end of the week.

Una volta che gli organi preposti della scuola hanno deliberato di organizzare il progetto "English in Action" ecco 5 semplici passi per organizzarlo:

### A. Stabilire :

- date del corso
- sede del corso
- supervisione dei ragazzi durante l'intervallo e quindi l'orario del corso (1)
- modalità di pagamento dei ragazzi (2) e scadenza iscrizioni
- eventuali sovvenzioni da parte di enti pubblici o privati
- una persona di riferimento del progetto : "Contact Teacher"

### B. Promuovere e pubblicizzare il progetto:

English in Action Italy sarà lieta di fornirvi **poster, fogli informativi, locandine e schede di iscrizioni personalizzate.**

Inoltre nel caso di scuole primarie e secondarie di primo grado, qualora lo riteniate opportuno, siamo disponibili ad organizzare insieme alla scuola una **riunione con i genitori** per dare maggiori informazioni sui corsi.

### C. Ritirare le schede di iscrizione

### D. Dividere i partecipanti in classi di livello

(13-15 per classe)

### E. Compilare il booking form e spedirlo a English in Action Italy.

Per informazione sui corsi fare riferimento al Course Finder.

*(1) Gli insegnanti di English in Action di solito non si occupano della supervisione dei ragazzi durante l'intervallo e l'orario delle lezioni è di 5 ore al giorno suddiviso in 6 moduli da 50 min. - intervallo escluso.*

*Qualora non fosse possibile per la scuola gestire e/o organizzare la supervisione dei ragazzi durante l'intervallo (e solo se si attivano almeno 2 corsi) possono essere incaricati gli stessi insegnanti di English in Action che si alterneranno durante la pausa. In questo caso l'intervallo verrà incluso nelle 5 ore di lezione.*

*Teniamo a precisare che 'Associazione Culturale English in Action Italy' ha stipulato una polizza con la Navale Assicurazioni per tutelare comunque oltre i ragazzi qualunque incaricato alla supervisione.*

*(2) Il pagamento del corso va effettuato attraverso la scuola. E' necessario definire con la segreteria il numero del conto corrente bancario o postale sul quale i partecipanti devono effettuare il pagamento. In questo modo sarà possibile inserire queste informazioni nel materiale informativo che verrà distribuito agli interessati unitamente alla scheda di iscrizione. Il pagamento del corso da parte degli iscritti deve tassativamente essere contestuale all'iscrizione del corso stesso.*

*Eventuali altre forme di pagamento possono essere valutate su richiesta.*

### Quando prenotare

periodo del corso		spedire il booking form entro :
gennaio - aprile	→	15 NOVEMBRE
maggio - giugno	→	15 MARZO
luglio - agosto	→	1 GIUGNO
settembre - ottobre	→	1 GIUGNO
novembre - dicembre	→	30 SETTEMBRE

In alcuni periodi dell'anno è comunque possibile verificare la fattibilità anche sottodata.

Con la spedizione del booking form la scuola si impegna a concludere il contratto.

### Modalità di pagamento

Il pagamento deve essere fatto mediante bonifico bancario sul conto corrente intestato a:

**Associazione Culturale "English in Action Italy"**

BANCA INTESA SANPAOLO

AG. Piazza Tommaseo - Genova

IBAN IT60G0306901488625016641063

(Vi preghiamo di inviare una copia contabile del bonifico bancario via fax al seguente numero 010 3620805).

**ACCONTO:** L'acconto pari al 50% deve pervenire unitamente al booking form compilato e l'elenco dei ragazzi.

**SALDO:** Il saldo deve pervenire 15 giorni prima dell'inizio dei corsi, salvo diversamente concordato.

## Il Ruolo Del 'Contact Teacher'

### 1. Organizzare il corso di EiA

(vedi pagina precedente)

### 2. Accoglienza degli insegnanti di EiA

- Dare agli insegnanti consigli e suggerimenti utili per ambientarsi nella nuova località (es. dove andare a mangiare, come raggiungere il centro, dove si trovano i più vicini supermercati, cartolerie, etc.)
- Il primo giorno del corso, mostrare agli insegnanti l'ambiente scolastico : sala insegnanti, toilets, aula informatica, auditorium, palestra, dove fare delle fotocopie, macchina del caffè .
- Presentare gli insegnanti di English in Action al personale della scuola – soprattutto a persone che durante la settimana potrebbero essere referenti in caso di necessità e/o in vostra assenza.

### 3. Organizzare le classi

- Se si è formato più di un gruppo, dividere gli studenti secondo il loro livello e assegnare a ciascun gruppo un'aula.
- Assicurarsi che tutte le aule siano dotate di lavagna e gessi o pennarelli (a seconda del tipo di lavagna presente)
- Assicurarsi che per ciascuno studente ci sia un banco e una sedia  
N.B. I corsi di EiA comportano spesso del movimento, lavori in coppia o di gruppo che richiedono spostamenti di banchi e sedie. Per questo motivo è indispensabile che i banchi e le sedie siano spostabili. Inoltre, sono preferibili aule ampie.
- Se il corso di English in Action si effettua in un periodo afoso, quando è possibile scegliere le aule più fresche e/o dotate di aria condizionata o ventilatore.

### 4. Controllare la disponibilità del materiale e dei servizi

- Assicurarsi che la scuola possa provvedere a :
  - accesso libero alla fotocopiatrice (gli studenti riceveranno un testo dove sono già organizzate varie attività – talvolta è però necessario adattare il testo a seconda del livello della classe e quindi potrebbe presentarsi l'occasione di dover fare delle fotocopie di altro materiale didattico)
  - lettore CD (se possibile uno per classe)
  - carta A4 bianca  
N.B. Carta colorata, cartoncini e quant'altro necessario per i project-work e art&craft verrà comunque fornito dagli insegnanti di English in Action.
- Assicurarsi che gli studenti\* portino ogni giorno con sé \*(solo nel caso della scuola primaria):
  - matita e gomma
  - penne e matite colorate
  - colla
  - forbici
- Potrebbe inoltre essere molto utile:
  - Accesso alla palestra o al cortile della scuola per alcune lezioni (soprattutto per i corsi della primaria)
  - Accesso al teatro o all'auditorium o dove si è deciso di fare la rappresentazione finale anche qualche giorno prima per le prove generali.

### 5. Disciplina e Assistenza agli studenti in caso di necessità

- È importante che ci sia a scuola sempre una persona di riferimento in caso di emergenza (es. nel caso di uno studente che si senta poco bene). Non è richiesta la vostra presenza costante durante il corso ma vi preghiamo di presentare agli insegnanti di English in Action una o più persone di riferimento, qualora voi non foste reperibili.
- Assicurarsi che gli studenti siano sorvegliati durante l'intervallo dal personale della scuola o dagli insegnanti di English in Action secondo quanto stabilito al momento della prenotazione.
- Il primo giorno si prega inoltre di spiegare agli studenti, (soprattutto nel caso delle scuole primarie e secondarie di I grado) che la disciplina e il rispetto delle regole scolastiche, nonostante il corso preveda attività di gioco e divertimento, vanno comunque e sempre osservate.  
N.B. Vista la natura del corso di English in Action, particolarmente attenta a non intimorire i ragazzi, vi preghiamo di intervenire direttamente qualora i nostri insegnanti vi dovessero riportare comportamenti scorretti da parte di qualche studente.

### 6. Incontri con il Senior Teacher (ST)

- Prima dell'inizio del corso: Arrivato in hotel il Senior Teacher prenderà un appuntamento con il 'Contact Teacher' della scuola. L'incontro può essere fissato per la sera prima dell'inizio del corso (domenica) o se si preferisce il lunedì mattina, poco prima dell'arrivo dei ragazzi.  
Lo scopo di questo incontro è :
  - Definire gli ultimi accorgimenti sulla struttura e i contenuti del corso
  - Dare agli insegnanti di EiA qualche informazione in più sui ragazzi che parteciperanno al corso
  - Mostrare e presentare agli insegnanti di EiA l'ambiente scolastico : strutture e personale.
- Durante il corso: È molto importante mantenere contatti regolari con il Senior Teacher per confrontare i primi feedback ricevuti dai ragazzi e dai genitori. Eventuali difficoltà è meglio affrontarle subito per trovare al più presto la soluzione.
- Al termine del corso: Il Senior Teacher di EiA lascerà alla scuola un feedback da compilare e spedire via fax. Inoltre lascerà un registro con il programma svolto durante il corso per vostra conoscenza.

*Naturalmente in qualsiasi momento sia l'ufficio in Italia sia l'ufficio a Canterbury sono a disposizione per chiarimenti o per segnalare qualsiasi situazione ritenuta importante .*

### 7. Rappresentazione finale

Per organizzare al meglio la rappresentazione finale:

- Accertarsi che i genitori ricevano l'invito
- Prenotare l'aula magna o lo spazio della presentazione
- Dare assistenza e supporto per organizzare i materiali necessari: sedie, eventuali microfoni o altro.
- Dare supporto per l'ordine e la disciplina
- Introdurre la rappresentazione finale e il progetto.

### Chi siamo

English in Action è un'organizzazione con sede in Gran Bretagna e da oltre 18 anni organizza, in collaborazione con le scuole di diverse parti del mondo, corsi intensivi di inglese all'estero sia nel periodo scolastico che durante la pausa estiva con una didattica e una metodologia molto coinvolgenti ed efficaci.

Il programma prevede che alcuni docenti di madrelingua, residenti in UK o in un paese anglofono e in possesso della qualifica EFL (English as a Foreign Language), si rechino all'estero nelle scuole che aderiscono al progetto per un minimo di 5 giorni con il compito di insegnare l'inglese in modo intensivo in classi di 13-15 studenti.

L'Associazione Culturale "English in Action Italy", con sede a Genova, è l'unico partner in Italia che promuove i corsi di English in Action organizzando progetti con le scuole italiane per la diffusione della lingua inglese.

### I nostri corsi

I corsi di English in Action sono complementari alle attività proposte durante l'anno scolastico, sono infatti da considerarsi dei progetti creati in sinergia e collaborazione con la scuola.

Sono adatti per studenti di tutte le età: dai bambini della scuola primaria fino agli studenti degli ultimi anni della scuola secondaria di II grado. Il corso standard prevede 25 ore di lezione (6 moduli da 50 minuti) che comprendono attività interattive, project-work e la preparazione per una rappresentazione finale che si svolgerà al termine del corso. La rappresentazione finale consiste generalmente in piccole composizioni teatrali, canzoni e sketches, etc.

Si lavora e si studia in un ambiente amichevole ed informale dove gli studenti sono incoraggiati ad esporre in lingua inglese, senza avere timore di eventuali errori o giudizi da parte degli insegnanti.

Con la collaborazione degli insegnanti di inglese della scuola che conoscono i ragazzi e il loro livello, i partecipanti vengono suddivisi in classi possibilmente omogenee e formate da 13-15 studenti.

Ogni partecipante riceverà una cartellina contenente un testo in base al corso e al livello scelto, creato su misura e edito da English in Action.

Al termine del corso verrà rilasciato agli studenti un attestato che certifica la loro partecipazione e il livello frequentato.

Oltre ai corsi di inglese generale, organizziamo programmi specifici tra cui: Matura Booster, British Language and Culture, Business English, English for Tourism.

E' inoltre possibile richiedere corsi su misura che trattino argomenti specifici.

Con la stessa impostazione si possono organizzare corsi per adulti che desiderano fare una full immersion di inglese senza dover andare all'estero.

### La metodologia

La metodologia e la didattica si basano sui seguenti punti:

- a) Gli studenti imparano meglio se sono in un ambiente rilassante
- b) Gli studenti imparano meglio se sono attivi sia mentalmente che fisicamente
- c) Gli studenti imparano meglio se gli argomenti sono interessanti e stimolanti
- d) Comunicare, anche se con degli errori, è preferibile che NON comunicare!

La didattica e la metodologia sono state studiate nel dettaglio, perfezionate 'in campo' da oltre 18 anni e sono specifiche per le caratteristiche di relazione e di apprendimento degli studenti a seconda del Paese di appartenenza.

### Gli obiettivi

Lo scopo principale è quello di migliorare l'uso della lingua orale: sviluppando negli studenti la consapevolezza che l'inglese serve per comunicare, si accresce la loro motivazione ad imparare questa lingua. Per raggiungere tale obiettivo è necessario creare un ambiente in cui l'inglese è l'unica lingua per comunicare. Gli insegnanti di English in Action non parlano italiano.

### I nostri insegnanti

I corsi sono tenuti da un team competente e professionale, accuratamente selezionato e seguito dall'ufficio di Canterbury che fornisce loro materiale, supporto didattico e ogni informazione riguardante usi e costumi del paese ospitante. Sono tutti insegnanti di madrelingua inglese e non parlano italiano. Questa condizione è fondamentale per creare un ambiente dove l'inglese diventa l'unico mezzo per comunicare. I docenti vengono selezionati oltre che per le loro qualifiche, per il loro entusiasmo e per la loro capacità di coinvolgere i ragazzi.



## Booking Form - Italy

Once you have decided to book an English in Action course, please contact English in Action Italy at this address [eia.italy@englishinactionitaly.com](mailto:eia.italy@englishinactionitaly.com). They will forward the booking form as an attachment by e-mail. Once completed please return your application by e-mail to the same address. Alternatively, if you would prefer, you can fill in the following booking form and fax all pages to **0039 010 3620805**.

School Details			
School name			
School address			
Town/city		Province	
Postcode		School e-mail	
School tel		School fax	

<i>If the address above is NOT the location of the EIA courses pls write the location address here:</i>			
School name for EIA courses			
School address for EIA courses			
Town/city		Province	
Postcode		School e-mail	
School tel		School fax	

Name of headmaster/headmistress			
Name of contact (liaison person)			
Contact number of liaison teacher *	Home		Mobile
Personal e-mail of liaison teacher			

\* Please give number(s) so that our Senior Teacher can telephone on arrival to arrange Sunday/Monday morning meeting with liaison teacher

Basic Course Information	
Total number of students:	(please complete academic details overleaf for each EIA class)

Course dates preferred	
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Type of course and length	Standard EIA 25 hrs /5 days <input type="checkbox"/>	Half EIA 12,5 hrs /5 days <input type="checkbox"/>	The English Experience 5 hrs/1 day <input type="checkbox"/>	English can be fun 2 hrs <input type="checkbox"/>
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	start time	finish time		start time	finish time
Timetable for EIA Course : (lesson times 6 x 50 minutes)	Lesson 1		Lesson 4		
	Lesson 2		Lesson 5		
	Lesson 3		Lesson 6		
Please specify your preference for the break time:			Can the students be supervised by your school staff ?*	yes <input type="checkbox"/>	no <input type="checkbox"/>

\* NOTE: in case of 1 EIA group (so just 1 EIA teacher), students must be supervised by the school staff.

Would you like students to prepare an end-of-course show/presentation?	yes <input type="checkbox"/>	no <input type="checkbox"/>
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### School Facilities

Our teachers will need access to photocopying facilities. In addition, please let us know if any of the following will be available for our teachers to use with their classes?

CD Player	yes <input type="checkbox"/>	no <input type="checkbox"/>	Video Camera	yes <input type="checkbox"/>	no <input type="checkbox"/>	Video Player	yes <input type="checkbox"/>	no <input type="checkbox"/>
LCD Projector	yes <input type="checkbox"/>	no <input type="checkbox"/>	Overhead Projector	yes <input type="checkbox"/>	no <input type="checkbox"/>	Computers with Internet Access	yes <input type="checkbox"/>	no <input type="checkbox"/>

Also, please let us know if any of the following school facilities will be available for our teachers to use

Gym	yes <input type="checkbox"/>	no <input type="checkbox"/>	Theatre	yes <input type="checkbox"/>	no <input type="checkbox"/>	Outdoor Play Area	yes <input type="checkbox"/>	no <input type="checkbox"/>
Courtyard	yes <input type="checkbox"/>	no <input type="checkbox"/>	Other Facilities .....					
Can the sports equipment be used by our teachers?	yes <input type="checkbox"/>	no <input type="checkbox"/>	note.....					

## Academic Details

### Primary courses

CL1 = Climbers 1 (A1 – Beginner)  
 CL2 = Climbers 2 (A1 – Beginner)  
 TR1 = Trekkers 1 (A1 – Post-beginner)  
 TR2 = Trekkers 2 (A1 – Post-beginner)  
 EX1 = Explorers 1 (A1 – Elementary)  
 EX2 = Explorers 2 (A1 – Elementary)  
 RA1 = Rangers 1 (A1/A2 – HighElementary)  
 RA2 = Rangers 2 (A2 – Pre-Intermediate)

### Secondary courses

B = Breakthrough A1  
 W= Waystage A2  
 T = Threshold B1  
 V = Vantage B2  
 E = Effectiveness C1

### Specialist & Vocational Courses

BLC = British Language and Culture B1	BCS = Business Communication Skills A2/B1
ELT = Leisure and Tourism Industry B1	BB = Business Booster B1
MB = Matura Booster B2	BiA = Business in Action B2
	BE = Business English B2/C1

Class	Number of students per class	Age & form eg: 12-13 (3rd form)	Level of English (eg: A1, A2, B1,....)	Course required (please enter code – see above)	Have any students previously attended an EiA course? (yes/no + number)
1					
2					
3					
4					
5					

Class	Please makes notes below regarding:
	<ul style="list-style-type: none"> <li>Students with special educational needs (eg. dyslexic, behavioral problems, autistic, etc.)</li> <li>Key language areas that your students have covered recently</li> <li>Any specific topics that you would really like us to cover (optional)</li> </ul>
1	
2	
3	
4	
5	

**NB: If you have any further information/comments please give these on a separate sheet and submit with this form.**

*Please return this form, along with any additional sheets to:*

**English in Action Italy**  
**eia.italy@englishinactionitaly.com**  
**fax. +39 010 3620805**

## Students list

### Class 1 - level:

	Surname & Name	Date of bith	Form	If any students of the class have previously attended an EIA course please write date and level.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

### Class 2 - level:

	Surname & Name	Date of bith	Form	If any students of the class have previously attended an EIA course please write date and level.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



# English in Action

## OUR COURSES :

- ✓ Primary school courses
- ✓ Secondary school courses
- ✓ Vocational and Specialist courses
- ✓ Welcome Day
- ✓ 'A day as "an English student" in my school'
- ✓ The English Experience (2hrs)
- ✓ English in Action + Sports (in Summer)
- ✓ Refresher Courses for Adults
- ✓ Booster Programme for English Teachers
- ✓ Business English Courses
- ✓ Conference Seminars & Workshop
- ✓ Weekend Refresher Courses

Please feel free to contact us for further details.

**TAILORED COURSES:** If you feel that none of the courses on offer are appropriate to the needs of your students please feel free to contact us and we will be happy to put together a fully tailored programme to meet your exact requirements.

### English in Action Italy

Via Francesco Pozzo 21/6 - 16145 Genova - Tel. 010/3622489 - Fax 010/3620805  
eia.italy@englishinactionitaly.com



# English in Action

Provider of In-school English Language Courses

**[www.englishinactionitaly.com](http://www.englishinactionitaly.com)**

## **English in Action Italy**

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