



Making the most of your course

Before the course begins

- get yourself a file or a folder to put your loose papers in as there are going to be many handouts during the course and you will need to organise them. One suggestion is to have separate sections like *Reading Texts*, *Grammar*, *Vocabulary* and *Writing*.
- get a marker pen to highlight important words, phrases and collocations in reading texts.
- complete the needs analysis and return it to your teacher
- Explore the course blog
- choose a good online dictionary that you like working with. Links are on the blog.

In class

- use every opportunity to speak English. This could be anything from chatting before the lesson begins, to discussing homework or exercises, or doing speaking activities.
- Don't be afraid to make mistakes! It's the only way to learn.
- Try to sit somewhere different every lesson so you work with different partners and different types of English
- if you don't understand something, ask!

Between classes

- Check the course blog for homework and grammar/vocabulary from each class
- please try to do the homework, because we will be discussing it a lot in class, and it's nice to have something to talk about with others.
- prepare yourself before the next class by looking again at any homework you have done so that you will be able to discuss it with others.

- Some of the homework will be for self-study only, so it is up to you how much or how little of that you choose to do. A lot of listening exercises from the course book will be set for self-study as well as useful links to websites to help you practice tricky grammar and vocabulary.
- look over what you did in class to remind yourself of new words, grammar etc. Spend a moment or two putting your notes in order. Return to the blog regularly to read through the lesson notes.
- Use the reading texts to develop your vocabulary. Keep vocabulary lists, which you can then refer to, for example, when writing.
- If you wish, you can read ahead in the course book before each lesson so that you feel more confident with vocabulary/grammar item. The teacher will give you suggestions for this.
- Choose some self-study websites from the blog and work through them when you have some time. On the bus or train to or from class is an excellent opportunity for example.

When writing

- You can either handwrite or email me your written homework. Either is fine but please write clearly with double spaces, so that I can make corrections more easily.
- think about what you are going to write, and make notes and a brief plan before writing it.
- use new vocabulary and grammar whenever you can, to practise using it in context.

When reading

- underline or highlight any new, useful or important words, phrases and collocations.
- notice how sentences are built and how the grammar works.
- if there are questions with the text, underline or highlight the parts that helped you with the answer, so that you have easy reference to these parts of the text when discussing it in class.

When speaking

- don't worry about making mistakes. If you didn't make mistakes, you wouldn't need to go on a course!

- try to use new words and expression.

- remember that speaking also involves listening. When talking in class, listen actively to what other people say to you. Sometimes it is possible to be so worried about what to say that you lose concentration on the conversation.

- try to encourage quieter members of the class to speak. If you're talkative, try not to dominate the conversation.

Enjoy the course!