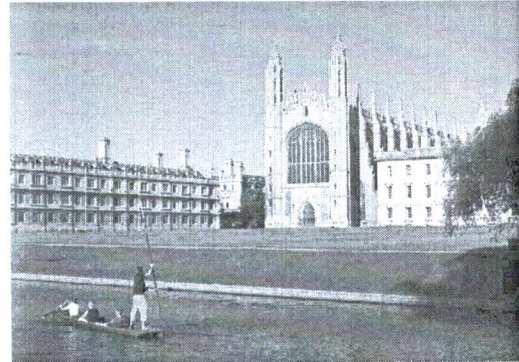




CAMBRIDGE MELCHIOR COLLEGE



Programme Handbook

1. **Programme title:** Zainetto Verde (Genco)
2. **Welcome from the Academic Director**

Dear student,

As the Academic Director for your programme I would like to welcome you to Cambridge Melchior College and your programme. We have over 20 years experience of providing education to international students. Our professional teaching staff and smaller classes mean you will benefit from more individual attention and will quickly develop their academic and English language skills. We strive to ensure our students return home better equipped for their next step in education, training, or employment.

We hope you enjoy your stay with us in our residential and you actively participate in your programme of cultural and recreational activities. As a student of the college we hope you use all the facilities we have to offer including our landscaped gardens and the student common room.

I hope your lessons, activities and interaction with native English speakers will help to improve your skills and confidence in your own spoken English.

Yours sincerely,

Philip Taylor
Academic Director

3. Introduction to the programme team & contact details

Name	Job title	Room	email
Philip Taylor	Academic Director	Hughes	Philip.taylor@cambridgemelchiorcollege.org
Jas Sagfoo	Teacher	Trinity	
Don P	Teacher	Darwin	
Don P	Residential Supervisor		

Emergency number: 07851 491604

4. Programmes aims and objectives

1.1 Course aims

This programme is designed to enhance student's English Language skills and provide all participants with an opportunity to develop a greater awareness and understanding of British culture. The programme also includes weekend excursions to sites of historical and cultural significance in the UK, such as London, Stonehenge and the world-renowned university city of Cambridge; thus, providing participating students with an opportunity to explore the rich culture of the UK while improving their English language skills.

1.2 Course objectives

While studying the programme participants will improve their English language skills, prepare for the Cambridge PET, and enhance their understanding of British culture. They will also:

- Visit world class museums and visitor attractions
- Acquire a more developed awareness of the modern idiom
- Participate in a range of fun & exciting activities

5. How will I be assessed?

Why is it important?

- Assessment is a crucial part of the delivery of your programme because there are no formal external examinations all assessment is made in the College.

When is it done?

- Assessment can be formative, that is, during the process of completion of an assignment.

6. Topic list

Cambridge English: Preliminary (*PET*) qualification shows that you have mastered the basics of English and now have practical language skills for everyday use. It shows that you can:

- read simple textbooks and articles in English
- write letters and emails on everyday subjects
- take meeting notes
- show awareness of opinions and mood in spoken and written English.

7. Programme timetable

Time	Sunday 03.09.17	Monday 04.09.17	Tuesday 05.09.17	Wednesday 06.09.17	Thursday 07.09.17	Friday 08.09.17	Saturday 09.09.17
08:30 – 12:30	Arrive in London & travel to Cambridge	Programme induction and initial assessment. Start of the programme	English Language Programme	English Language Programme	English Language Programme	English Language Programme	Full day London excursion: Houses of Parliament, Westminster Abbey, & the London Eye.
							PM: Visit the British Museum
12:30 – 13:30		Lunch	Lunch	Lunch	Lunch	Lunch	
13:30 – 18:00		Tour of Ely Cathedral	Visit to the tranquil village of Grantchester & Grantchester Meadows	English summer sports	Cambridge visit: Tour of the city of Cambridge	Visit the Museum of Anthropology & Archaeology & King's College	
18:00		Dinner	Dinner	Dinner	Dinner	Dinner	

Time	Sunday 10.09.17	Monday 11.09.17	Tuesday 12.09.17	Wednesday 13.09.17	Thursday 14.09.17	Friday 15.09.17	Saturday 16.09.17
08:30 – 12:30	Visit Stratford- upon-Avon & Warwick Castle	English Language Programme	English Language Programme	English Language Programme	English Language Programme	English Language Programme	Visit Stonehenge & Salisbury
12:30 - 13:30		Lunch	Lunch	Lunch	Lunch	Lunch	
13:30 – 18:00		Visit Cambridge: The Sedgwick Museum.	Ely visit: Oliver Cromwell House	English summer sports	Denny Abbey Farmland Museum	The Cambridge University Botanic Garden	

18:00		Dinner	Dinner	Dinner	Dinner	Dinner	
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Time	Sunday 17.09.17	Monday 18.09.17	Tuesday 19.09.17	Wednesday 20.09.17	Thursday 21.09.17	Friday 22.09.17	Saturday 23.09.17	Sunday 24.09.17
09:00 – 10:30	Visit Brighton	English Language Programme	All day excursion to St Albans	English Language Programme	English Language Programme	English Language Programme	Day trip to historical city of Norwich	Canterbury: Walking tour
10:30 – 11:00								
11:00 – 12:30								
12:30 – 13:30		Lunch		Lunch	Lunch	Lunch		
13:30 – 18:00				Cambridge Computer Museum	Visit to the famous Newmarket Horseracing museum.	English summer sports		

18:00		Dinner	Dinner	Dinner	Dinner	Dinner		
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Time	Monday 25.09.17	Tuesday 26.09.17	Wednesday 27.09.17	Thursday 28.09.17	Friday 29.09.17	Saturday 30.09.17	Sunday 01.10.17	Monday 02.10.17
08:30 – 12:30	English Language Programme	English Language Programme	English Language Programme	English Language Programme	English Language Programme	Visit Oxford & Christchurch	Full day Hunstanton excursion: Experience a traditional British seaside resort. Swim in the sea, ride on the amusements.	
12:30 – 13:30	Lunch	Lunch	Lunch	Lunch	Lunch			Leave for home country
13:30 – 18:00	Visit Cambridge: The Polar Museum	Cambridge: visit Punting & Sculpture Tour	English Summer sports	Cambridge visit: Fitzwilliam Museum	Cambridge visit: The New Hall Art Collection			

18:00	Dinner	Dinner	Dinner	Dinner	Dinner				
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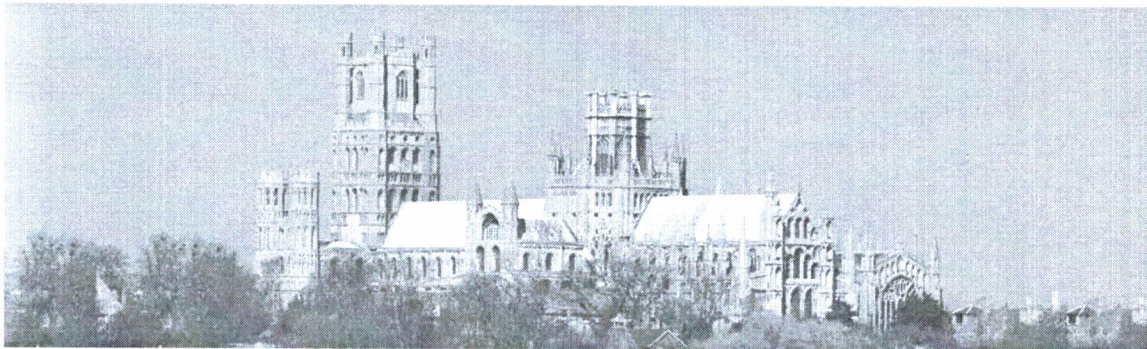
7. Elements of the programme explained

Day 1 (Sunday 3rd September) – Welcome to Cambridge

After arriving in Cambridge, students will spend the afternoon/evening settling into their residential accommodation.

Day 2 (Monday 4th September) – Tour of Ely Cathedral

Ely cathedral has its origins in AD 672 when St Etheldreda built an abbey church. The present building dates back to 1083, and cathedral status was granted it in 1109. Ely Cathedral is a major tourist destination, receiving around 250,000 visitors per year,



despite this the cathedral still sustains a daily pattern of morning and evening services.

Day 3 (Tuesday 5th September) – Visit to the village of Grantchester

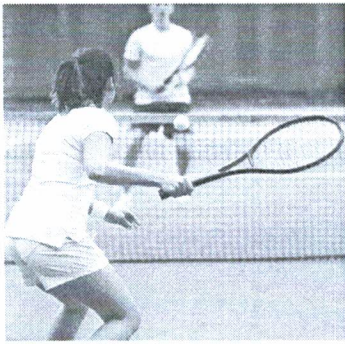
Grantchester is a perfect example of a traditional English village.

Grantchester is said to have the world's highest concentration of Nobel Prize winners, most of these presumably being current or retired academics from the nearby University of Cambridge.

Students and tourists often travel from Cambridge by punt to picnic in the meadows or take tea at The Orchard. In 1897, a group of Cambridge students persuaded the owner of Orchard House to serve them tea in its apple orchard, and this became a regular practice

Day 4 (Wednesday 6th September) – English summer sports

Here are some examples of English summer sports:



Day 5 (Thursday 7th September) –Visit Cambridge City - walking tour

The city of Cambridge is located in the county of Cambridgeshire. It is home to a population of just 128,500.

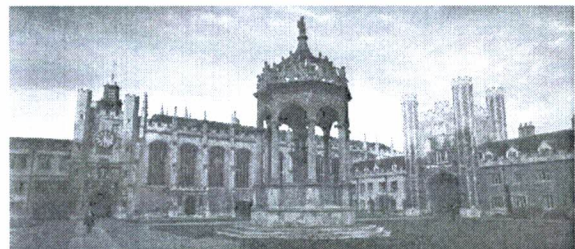
The city of Cambridge is most famous for its University. Cambridge University began in 1209 after scholars fled from riots in Oxford and took refuge here. In 1284 the first college was founded and called Peterhouse. Today the University comprises of 31 colleges!

During the walking tour, students will have the opportunity to see some famous buildings and landmarks, such as;



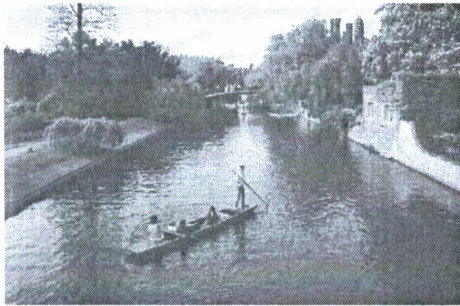
Kings College Cambridge – the most iconic college in Cambridge founded by King Henry VI. Kings College took 90 years and 4 kings to build.

Trinity College – founded in 1546, is the largest and wealthiest college in Cambridge. It boasts 32 Nobel Prize winners and former students include; Sir Isaac Newton and HRH Prince Charles



The Market Square – A market has existed here for over 1000 years, traditionally crowds have gathered in the markets on important occasions like the recent visit from the Duke and Duchess of Cambridge.

The Corpus Clock (2008) – took a team of 200 people and 5 years. Although it looks very futuristic, no computers are involved! The only electricity used is to wind the mechanism and light the LEDs



The River Cam – has been a major influence on the town for 2000 years and is one of the main reasons why Cambridge became such a rich city because up until the 1600s Cambridge could be accessed by the sea!

Day 6 (Friday 8th September) – Visit the Museum of Anthropology & Archaeology and Kings College

Museum of Anthropology

The Museum of Archaeology and Anthropology at the University of Cambridge displays collections of art and artefacts from all over the world. Objects ranging from stone tools and pots to sculptures and paintings represent cultures and histories over millennia, and great recent and contemporary works reflect the diversity of peoples worldwide.

MAA's collections span nearly two million years of human history, on all six inhabited continents, and together with rich documentary and photographic collections, they reveal much about not only archaeology and anthropology, but also about world art and world history.

The oldest object is a 1.8-million-year-old stone tool from Olduvai Gorge, whilst the newest are made by contemporary artists.

Day 7 (Saturday 9th September) – London sightseeing

Buckingham Palace:

Buckingham Palace is the London residence and administrative headquarters of the reigning monarch of the United Kingdom. Located in the City of Westminster, the palace is often at the centre of state occasions and royal hospitality. It has been a focal point for the British people at times of national rejoicing and mourning.

Houses of Parliament:

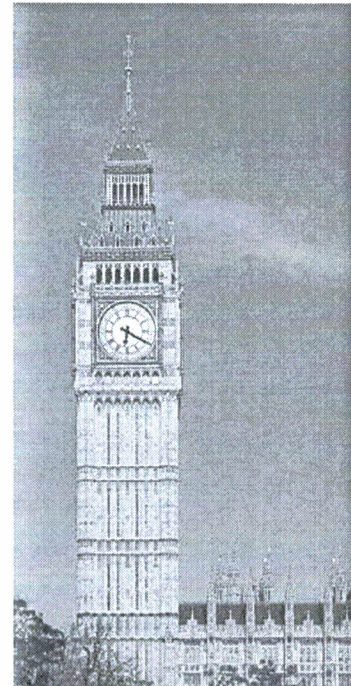
The palace of Westminster was originally built in the 11th century, however in 1834 a fire destroyed most of the building. The Houses of Parliament was again rebuilt in 1840 and completed in 1870.

The Houses of Parliament is the meeting place of Great Britain's bicameral legislature - composed of the House of Commons and the House of Lords - is also known as Westminster Palace.

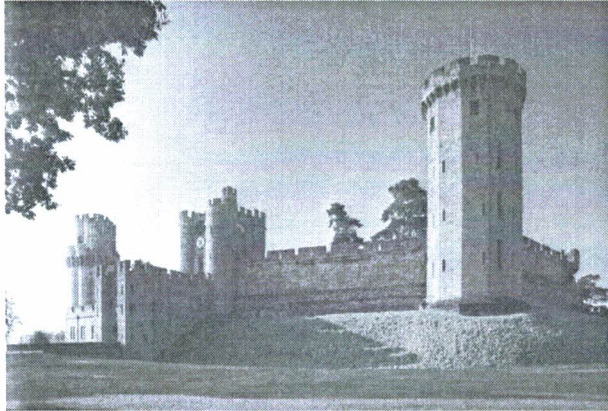
Big Ben

Big Ben is the nickname for the Great Bell of the clock at the north end of the Palace of Westminster in London. The tower is officially known as Elizabeth Tower, renamed to celebrate the Diamond Jubilee of Elizabeth II in 2012; previously, it was known simply as the Clock Tower.

The tower is one of the most prominent symbols of the United Kingdom and is often in the establishing shot of films set in London



Day 8 (Sunday 10th September) – Visit Stratford-upon-Avon and Warwick Castle



Warwick Castle

Warwick Castle is a medieval castle developed from an original built by William the Conqueror in 1068.

Warwick is the county town of Warwickshire, England, situated on a bend of the River Avon.

The original wooden motte-and-bailey castle was rebuilt in stone in

the 12th century.

During the Hundred Years War the castle was renovated and improved, resulting in one of the most recognisable examples of 14th century military architecture.

It was used as a stronghold by the military until the early 17th century.

Day 9 (Monday 11th September) – Sedgwick Museum

The Sedgwick Museum of Earth Sciences is the oldest of the University of Cambridge museums, having been established in 1728 as the Woodwardian Museum.

Since then the collection has grown from about 10,000 fossils, minerals and rocks, to at least 2 million.

A walk through the museum will take you on a 4.5 billion year journey through time, from the meteoritic building blocks of planets, to the thousands of fossils of animals and plants that show the evolution of life in the oceans, on land and in the air.

The museum is also a major teaching and research resource in the Department of Earth Sciences

Day 10 (Tuesday 12th September) – Ely visit to the Oliver Cromwell House

Oliver Cromwell was born in Huntington, a small town near Cambridge, on 25 April 1599. Cromwell is a hugely famous character in British history for many reasons;

Oliver Cromwell was the only non-royal person to hold the position 'Lord Protector' of England, Scotland and Ireland, which meant he could lead and have huge influence over the country.

Cromwell is also very famous for his role in bringing Charles I to trial and



to execution by leading the most brutal military conquest ever undertaken by the English over their neighbours.

In 1636, Cromwell moved into a house in Ely where he lived for 10 years with his family. This is the house you will visit today!

Day 11 (Wednesday 12th September) – English Summer Sports



Day 12 (Thursday 14th September) – Denny Abbey Farmland Museum

Denny Abbey is a museum that focuses on traditional farming practices of the English countryside. Before the introduction of machinery and modern technologies, farmers relied on hand tools and horses to farm the British countryside!

Day 13 (Friday 15th September) – Visit the Botanic Gardens

The Botanic Gardens opened in 1846, however, the original Botanic Garden of Cambridge University was founded in 1762 in the centre of the City, now known as the New Museums Site.

Day 14 (Saturday 16th September) – Visit Stonehenge and Salisbury

Stonehenge is a unique prehistoric monument, lying on a rich archaeological landscape. Many different theories have been put forward about who built it, when, and why, but no one is certain of how this monument got there...

It consists of a ring of standing stones, with each standing stone around 4.1 metres high, 2.1 metres wide and weighing around 25 tons. The stones are set



within earthworks in the middle of the most dense complex of Neolithic and Bronze Age monuments in England, including several hundred burial mounds.

Archaeologists believe Stonehenge was constructed from 3000 BC to 2000 BC. The surrounding circular earth bank and ditch, which are considered to be the oldest part of the monument, have been dated to about 3100 BC.

DAY 15 (Sunday 17th September) – Visit Brighton

Brighton is a seaside resort on the south coast of England. Brighton's location has made it a popular destination for tourists and has become renowned for its diverse communities, quirky shopping areas, large cultural, music and arts scene and its large LGBT population.



DAY 16 (Monday 18th September) – classes all day

Day 17 (Tuesday 19th September) – all day visit to St Albans

St Albans stands out as a unique English Cathedral City. The city's colourful history can be seen in the Roman remains and the beautiful medieval architecture. There are lush green parks and countryside, a buzzing metropolis, excellent attractions and interesting and ancient history

Day 18 (Wednesday 20th September) – – Cambridge Computer Museum

Cambridge Computer Museum: has as its core purpose the goal of increasing the understanding of developments in digital technology over the past 60 years by exploring the social, cultural and historical impact of the Information Era. Much more than a museum, it hosts hands-on exhibitions, educational workshops and a wide range of activities and events. Most importantly, it makes the history of personal computing relevant and fun for all ages!

Day 19 (Thursday 21st September) – Newmarket Horse Racing Museum

Newmarket is a market town in the English county of Suffolk. It is very famous for its horse racing because it is the largest



racehorse training centre in Britain, the largest racehorse breeding centre in the country and is home to most major British horseracing institutions.

There are around 3,000 race horses are stabled in and around Newmarket. By comparison, the human population is about 15,000 and it is estimated that one in three jobs are connected to horseracing in one way or another.

Day 20 (Friday 22nd September) - English Summer Sports



Day 21 (Saturday 23rd September) – Visit to the historical city of Norwich

Norwich is a city on the River Wensum in East Anglia and lies approximately 100 miles north-east of London. From the Middle Ages until the Industrial Revolution, Norwich was the largest city in England after London, and one of its most important.

Day 22 (Sunday 24th September) – Canterbury walking tour



Canterbury, a cathedral city in southeast England, was a pilgrimage site in the Middle Ages. Ancient walls, originally built by the Romans, encircle its medieval centre with cobbled streets and timber-framed houses.

Canterbury Cathedral, founded 597 A.D., is the headquarters of the Church of England and Anglican Communion,

incorporating Gothic and Romanesque elements in its stone carvings and stained-glass windows

Day 23 (Monday 25th September) – Scott Polar Museum

SPRI is a world-leading research and information centre for the study of the polar and cold regions.

The Institute is the oldest international centre for Polar Research within a university. During the early years, the Institute's aim was to provide a place where polar travellers and explorers could meet, and where material of polar interest might be collected and made accessible for future research.

SPRI's mission is to enhance the understanding of the polar regions through scholarly research and publication, educating new generations of polar researchers,

caring for and making accessible its collections and projecting the history and environmental significance of the polar regions to the wider community.

Day 24 (Tuesday 26th September) – Punting on the River Cam

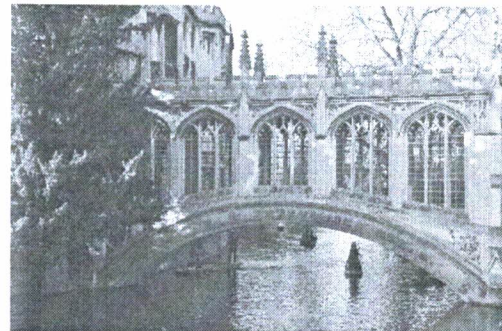
After the construction of the railway in 1845, the River Cam became very popular for recreational activities. One of the best ways to see the city of Cambridge is by punt because the river runs through the heart of the city.

Originally Punts were flat-bottomed and used to transport goods and animals, however, nowadays they are commonly used to transport tourists along the backs of the colleges.

Punting also allows visitors to see famous bridges such as the mathematical bridge and the Bridge of Sighs.



mathematical bridge – constructed in 1749, although the bridge appears to be arched, it is in fact composed of entirely straight timbers.



Bridge of Sighs, St John's College – designed by Henry Hutchinson in 1831 to form a link with St Johns New Court

Day 25 (Wednesday 27th September) – English Summer Sports

Day 26 (Thursday 28th September) – Fitzwilliam Museum

The Fitzwilliam Museum is the art and antiquities museum of the University of Cambridge

The museum has five departments: Antiquities; Applied Arts; Coins and Medals; Manuscripts and Printed Books; and Paintings, Drawings and Prints. Together these cover antiquities from ancient Egypt, Nubia, Greece and Rome, Romano-Egyptian art, Western Asiatic displays, and a new gallery of Cypriot art; applied arts

Day 27 (Friday 29th September) – The New Hall Art Collection

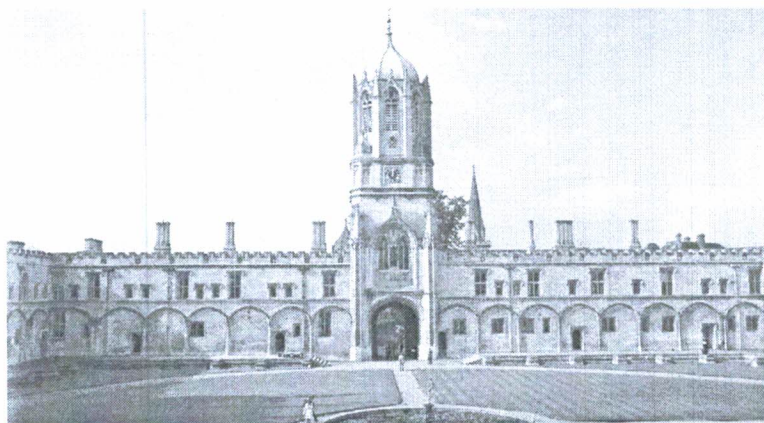
The New Hall Art Collection is a permanent collection of modern and contemporary art by women artists. Paintings, prints, and sculpture are displayed throughout Murray Edwards College.

Day 28 (Saturday 30th September) – Visit Oxford & Christ Church College

The city of Oxford

Oxford is a city in central southern England with a population of 168,270. The city revolves around its prestigious university which was established in the 12th century, making it the oldest university in the English-speaking world.

The architecture of its 38 colleges in the city's medieval centre led poet Matthew Arnold to nickname it the 'City of Dreaming Spires'



Christ Church College, Oxford - Christ Church is one of the colleges of Oxford University and sits in the heart of the city. Founded in 1546, today it is a key part of a very modern university, offering a home,

undergraduate teaching and graduate supervision to over six hundred students.

Day 29 (Sunday 1st October) – Hunstanton Beach



During the late 1800s and 1900s (Victorian times), most people could not afford to travel abroad for their summer holidays so would instead visit seaside towns. As a result, Hunstanton became a hugely popular tourist destination and is now a well-established seaside resort.

Students will have the opportunity to visit the Hunstanton beach as well as visit the amusement park and town centre.

Links & references

Cambridgeshire

Ely Cathedral: <http://www.elycathedral.org/>

King's College, Cambridge: <http://www.kings.cam.ac.uk/>

Fitzwilliam Museum: <http://www.fitzmuseum.cam.ac.uk/>

Cambridge Computer Museum: <http://www.computinghistory.org.uk/>

Norfolk

Hunstanton: <http://visithunstanton.info/index.php>

Wiltshire

Stonehenge: <http://www.english-heritage.org.uk/visit/places/stonehenge/>

Salisbury: <http://www.salisburycathedral.org.uk/>

Stratford-Upon-Avon

Visit Stratford-upon-Avon: <https://www.shakespeare.org.uk/>

8. Useful information

Meals

All meals will be taken in Churchill room

Breakfast weekday times: 08:00 onwards

Breakfast weekend timings: 06:30 onwards (to allow you to meet the coach for your excursions)

Lunch timings: 12:30

Dinner timings: 18:30 – 19:30

Laundry

Place all dirty washing in the bags provided

Please ensure that your name and room number is clearly written on the card provided and placed in the washing bag.

Washing bags should be left on the hall table outside the dining room on a Wednesday.

Washing will be available for collection from the hall table outside the dining room on a Friday morning.

Key things to remember

- Speak English in lessons, in social areas and while you are on excursions and trips. This is the best and fastest way to improve your knowledge of and skill in English.

- Please ensure you are suitably dressed for the weather and the activity. Remember the weather can be wet and changeable. Also, pack comfortable shoes as you may do a lot of walking on your excursions.
- When traveling, please remember: in Britain, a driver's working hours is 10 hours in a day by law, so all the students must get to the assembly place punctually as the tour guide informs you, lest delay the departure affect the tour.
- Before you travel, you are advised to insure your luggage and label it clearly with Cambridge Melchior College name, or name of your accommodation in the UK. Insurance, however, is not compulsory.
- You need to ensure you are covered for healthcare through personal medical or travel insurance for the duration of your visit
- Be sure not to exceed your baggage allowance and try not to bring a lot of luggage with you as you will have to carry it at some point! It is often cheaper to buy things locally, if you take into account extra baggage and freight costs.
- In your suitcase you are advised to carry the following: photocopies of important documents (and leave a copy with your family at home too), any sharp objects, liquids or gels (for example perfume and face cream) as these cannot be carried in your hand luggage.
- All the students must get to the assembly place punctually, if someone is late, he or she will make everyone else late. This may mean that the group arrives late to activities or attractions late.
- Everyone should respect College staff, equipment and facilities. Damage may have to be paid for.
- Students are expected to obey College rules, respect all College staff, host families and their fellow students.
- Before leaving, please remember to return your room key to your Host Country Leader.
- During your time at the College you will be told when you are expected to meet your coach or minibus. Please ensure you are on time.
- For those living with host families please ensure that you carry the following information with you: host family's telephone number, address and a map of Willingham or Cambridge.
- Do not bring valuables, plants/seeds, and dairy or meat products. There are strict controls on importing foodstuffs and plants, including heavy fines and imprisonment. Your food stuffs can be purchased in the local area around Cambridge Melchior College, which has excellent international food shops and markets.

Keeping safe

- Do not carry your passport and a large amount of cash or valuables. If you have brought a lot of cash with you and/or valuables then they should be placed in a locked suitcase and stored in your hotel/residential/host family room;
- In public places take care of your personal valuables. For example, when playing

football in the park, don't put your important personal items, wallets/purses or valuables unattended.

- Don't accept any invitations from a stranger and don't take a lift off strangers;
- When crossing the street, please look the right and left, look out for your safety
- Please don't smoke in your room or use candles. We do not want any fires;
- If you come into contact with anyone who is drunk. Then steer clear. If you are concerned then please contact your Host Country Leader, your co-ordinator or ring the emergency contact number.
- Please stick to your timetable;

Be a considerate guest

- If you have dirty clothes to wash give it to your host family together in one go. For those in CMC Residential accommodation your laundry will be **done once a week**. Please place your laundry in the bags provided and ensure that you write you name clearly on the bag.
- A few days after you have arrived you may suffer from jet lag and find it difficult to sleep. Please keep as quiet as you can, don't affect the other residents.
- When using the shower please remember to put shower curtain into the bathtub. After bathing, please keep the bathroom dry and clean.
- Please do not wash laundry in your bathroom sink. Speak to the residential supervisors or your host family if you need some clothes washed.
- In Britain, people attach much importance to politeness and courtesy. So when you in the College, classes, host family or any other places, please be polite to everyone and respect others, using the words of courtesy such as "Thank you", "Sorry" and "Excuse me". Remember that you are representing the College and your country.

How much do things cost?

The cost of living expenses is dependent on so many factors. Here are some examples:

- Return bus ticket to Cambridge city centre - £4.10
- Average cost of a cup of coffee - £2-£3
- A Meal for a single person in an inexpensive restaurant -£14.00
- Meal for 1 person, mid-range restaurant, three courses - £25.00
- McDonald's meal or equivalent - £5.00
- Bottle of water - £1
- Your international calling costs will probably be high as you may want to call home often. At Willingham House/your Homestay you will have access to the Internet you can take advantage of Skype to call around the world for little or nothing

Differences in teaching and learning style

These ideas may help you to enjoy yourself more and get more out of your time with us.

Fluency over accuracy

- Work on improving spoken fluency and do not worry so much about accuracy – this is what will be demanded in the class in the UK
- Do some exercises with your teacher where the aim is communication not accuracy

Cultural Awareness

- In the UK classroom, it is considered rude not to say something when asked a question. "I'm sorry, I do not know" is a polite response. Silence in response to a question is considered rude.
- Students from some countries often interrupt each other and do not leave many gaps between exchanges. This may seem rude to people from some countries where people may prefer to leave a short gap between exchanges.
- English people say, "thank you, please, sorry, excuse me" too much! But it will help you if you do the same. Direct requests ("I want a coffee.") sound rude to English ears – they are expecting "May I have a coffee please?"

How to extend your answers

- In class, you will often be asked to say what you feel about something.
- If you are asked a question in class, try to give more than a one-word answer.
- If your teacher and other students ask you what you think about a topic, they will become frustrated if you can only say "I do not know" or "I have no opinion".
- One technique is to give your answer > then a reason for it > then an example. Here is a possible example:

TEACHER: What subject do you want to study at university?

STUDENT A: I want to study Business ... because I want to work in a multinational company ... for example Sony who produce and sell products all around the world.

STUDENT B: Maths

It is obvious that student A gives a much better answer.

If you find it hard to talk about a topic because it is outside your own experience try to imagine how someone else might feel about it for example: child, teenager, parent, old person. Or try to think about the topic from different perspectives: past, present, future, or personal, local, global, or social, political, historical.

Another way of generating ideas so you have something to say is to put yourself in a situation where the topic/issue would matter to you.

How to speak when you haven't thought about the topic/question before

Here is some useful classroom language to use, when you haven't understood – remember that silence may seem rude and it's better to say that you do not know.

- "I'm sorry I do not know"
- "I didn't understand, could you explain that again?"
- "Could you repeat that more slowly?"
- "I know what you mean but I do not know how to say it in English."

Hesitation strategies

Another cultural difference is that English people are often uncomfortable with silence in conversation – that's one reason why we talk about the weather so much!

When you are asked a question try to start communicating immediately by using the following techniques: noises to show you are thinking e.g. "Ummm", "Ahhhh", "Ohhh" words to show you are thinking e.g. "Well...", "Let me think ...", "I suppose ..."

circumlocution – this means saying what you mean another way. For example, if you couldn't remember the word "pen", you could say, "one of those things you use for writing" – it's often made of plastic and it's small and thin".

College rules

College behaviour code

Students are expected to:

- Behave in a manner that is considerate and respectful to others
- Attend all classes
- Be punctual to all classes
- Complete work to the required standard and meet deadlines
- Go to lessons properly equipped to work
- Work hard and contribute to lessons
- Follow the College's health and safety guidance
- Switch off mobile phones in classes, the library, computer rooms and other learning environments

- Keep the environment clean and tidy and use the waste bins provided
- Keep corridors clear and safe e.g. not sitting in them or blocking the free passage of others
- Not eat or drink in corridors, classrooms and other learning areas
- Smoking is not permitted on campus
- Wear your student ID card at all times whilst on College premises and showing to staff if requested
- Not take part in, or ignore, harassment or bullying of other students including bullying on social networking sites such as Facebook
- Not bring onto College premise, or use, or offer to other students any controlled drug or alcohol
- Not attend College when under the influence of any controlled drug or alcohol
- Not record, share or distribute images or videos recorded on any electronic recording device (including mobile phones and MP3s, etc.) whilst on any College premises (including College transport) or College trips, which may cause offence to others or bring the College into disrepute)
- Not use language that is offensive or abusive to others including swearing, sexist or racist remarks
- Not bring onto College premises, or use, skateboards, roller skates, rollerblades or other similar recreational equipment
- Not carry on their person a knife or other items which might be regarded as an offensive weapon, any article made or adapted for causing injury, or intended to cause injury
- Pay any replacement costs of any lost items from the Library
- Not to bring cars, motorcycles or bicycles on College premises.
- Only to use fire escapes for emergency exits

Rules and regulations in CMC Residential Accommodation

These rules are for your safety, comfort and convenience. The main rule of residence is 'consideration for others'. This means 'think about what you are doing' so that others are not disturbed or inconvenienced.

You need to sign a document to say that you have read the rules and therefore we expect you to follow them.

We have sent these rules to your agent/parents or legal guardian so that they are aware of the safety and welfare measures we have in place.

If you do not obey these rules, we will tell your parents or legal guardian. If the problem is serious or repeated, we may ask you to leave the residence. All students under 18 must also follow the "Rules of Residence – All Students"

Residential rules

- You must be on campus by: 22.00
- You must keep your room tidy at all times. If the supervisor tells you to tidy your room then it must be tidied.
- Any time you wish to leave the College Campus, you must sign the 'Signing Out' Book – this book tells us where you are. However, if you are going outside for a cigarette, you do not need to sign the book. This book will be kept at the College reception when the College is open. It must not be removed or abused.
- You must give your mobile phone number to the College as soon as you can. If you change your telephone number you must inform the College. Whenever you are away from the Campus you must leave your mobile phone switched on.
- You cannot have outside friends or family in your room at any time. However, immediate family members (mother/father/brother/sister) may visit you but only after you introduce them to the Residential Supervisor, Welfare Officer or Student Services Manager during working hours and sign them in.
- You must not have overnight visitors.
- You must carry your ID card on you at all times. When you are asked to produce your ID card, you must show it. You must never give your ID to another person.
- It is a serious offence to give your ID to anyone. It is for your use only.
- Enjoy talking to your friends and playing your music but please have consideration for others by keeping your voice and music level low at all times but particularly after 23.00 when there must be no noise coming from your room. You must stay in your room and either be studying or go to bed. You cannot visit any friends in any of the other rooms in the block. You cannot go outside the block after 23.00 for any reason including smoking, picking up take-away food, getting medicine from a friend or giving medicine to a friend or any other type of reason. If you have an emergency you must speak to the residential supervisor.
- If you are taking any medication, you must tell the Residential Supervisor about this.
- It is illegal for under 18s to smoke or drink and you must not accept alcohol or cigarettes from anyone. We will remove any cigarettes and bottles of alcohol (empty or full) from your room.
- You must also obey all rules contained in the "Rules of Residence – All Students".
- You should not go into boys' rooms if you are a girl or go into girls' rooms if you are a boy

Please note you need your own parents' permission:

- To stay out overnight with friends.
- To arrange your own holidays with friends.
- To take part in high risk activities, for example, climbing, sailing, and skiing.

- To take part in College activities: work experience, field events and educational visits.

9. Cambridge English: Preliminary (PET) Frequently Asked Questions (FAQs)

Is there a wordlist for Cambridge English: Preliminary exams?

Yes. There is a Cambridge English: Preliminary (PET) vocabulary list available.

Do I have to pass each paper in order to pass the whole examination?

No. Your grade is based on your overall score in all the papers.

Reading and Writing

DO

- Look at practice tests so that you know all the task types.
- Do lots of general reading practice in class and at home, especially the kinds of texts used in the Cambridge English: Preliminary exam.
- Keep a vocabulary notebook to write down new words and make notes about how to use each word.
- Read the instructions and study any examples carefully.
- Make sure that you can skim and scan (read a text quickly for the main ideas or to find specific information).
- Check your answers and make sure that you have written them in the correct place on the answer sheet.
- Make sure that your handwriting is clear and easy to read.
- Read each text carefully before you try to answer the questions.
- Use a pencil, not a pen, on the answer sheet.

DON'T

- Don't leave answer spaces blank, even if you are not sure what the answer is.
- Don't worry if there is a word you don't know – try to guess its meaning.
- Don't write a full rough copy for Writing Parts 2 and 3. Just write quick notes to plan your answer.
- Don't worry too much about making grammar mistakes in Writing Parts 2 and 3. Communicating is the important thing.

Will I be penalised if I write more than 100 words in Writing Part 3?

You are advised to write about 100 words, as instructed. Although you won't be penalised for writing more, you may have included information that is not relevant, which could have a negative effect on the reader, and you could lose marks for this. If you write less than 100 words, your score could be affected because you may not

have used an adequate range of language and/or provided all the information required.

Can I use a pre-learned answer in Writing Part 3?

No. You must write either a letter to a friend or a story which is a response to the instructions and information given. You also need to make sure that your response is either clearly a letter or clearly a story, depending on which question you choose to answer.

How are extended responses in Writing Part 3 assessed?

Examiners mark tasks using assessment scales developed with explicit reference to the Common European Framework of Reference for Languages (CEFR). The scales, which are used across the Cambridge English General and Business English Writing tests, are made up from four sub-scales, which focus on:

- Content – how well have you fulfilled the requirements of the task; have you done what you were asked to do?
- Communicative Achievement – how appropriate is your writing style for the task, and have you pitched it at the appropriate register for its intended audience?
- Organisation – how have you put together the piece of writing (in other words, is it logical and ordered, for example)?
- Language – how good is your vocabulary and grammar (i.e. the nature and range of your language, as well as how accurate it is)?

Each response is marked from 0 to 5 on each of the four sub-scales. These scores are then combined to give a final overall mark for the Writing test.

In the exam, if I don't understand a word on the paper, can I ask what it means?

No. In the exam, you can ask if you don't understand what you have to do in a task (the instructions), or if you don't know how to fill in your answer sheet, and so on. However, you cannot ask about anything such as the meaning of a word in a text. If you don't understand a word, you can try to guess the meaning (for example, from the context). Remember, you might not need to understand this word to answer the questions.

Will I get extra time to write my answers onto the answer sheet?

No. Before 1 hour and 30 minutes is up, you have to finish writing your answers onto the answer sheet.

Listening

DO

- Read the instructions carefully for each part.

- Look at the questions, text and pictures and think about what kind of information you are going to hear.
- Listen to and look at the example question.
- Answer as much as you can when you hear the recording for the first time.
- Check your answers and find any missing answers when you hear the recording for the second time.
- Answer all the questions, even if you are not sure – you probably understand more than you think and even a guess might be correct (and always better than leaving a blank). P
- Only transfer your answers to the answer sheet when you are told to do so, at the end of the test.
- Take care to transfer your answers to the answer sheet accurately.
- Use a pencil, not a pen, on the answer sheet.

DON'T

- Don't worry if you don't hear clearly enough to answer the first time. Everything is played twice.
- Don't panic if you don't understand everything in the text – you probably don't need to. Don't change your answers when you are transferring them to the answer sheet.

I have hearing difficulties – could this cause me to lose marks?

No. You or your teacher must contact your Cambridge English centre to make special arrangements.

What types of listening skills are tested in the Listening paper?

You will need to show that you can listen for gist (that is, the main point), listen for specific information, and recognise the attitudes and opinions of the speakers. You will hear individual people talking (monologues) and two people talking to each other (dialogues).

Does it matter if I make a spelling mistake?

No, as long as it is possible to recognise the word – unless it is a common, high-frequency word (like Monday, for instance), or where the spelling of the word is dictated.

Can I wear headphones for the Listening paper?

Ask your centre whether you can use headphones or not – it depends how they choose to run the exam.

Speaking

DO

In general

- Practise your English, in and out of the classroom, as much as you can.
- Listen carefully to the examiner's questions.
- Ask the examiner if you don't understand what you have to do.
- Speak clearly so that both examiners and your partner can hear you.
- Remember that both the examiners want you to do well in the test.

In Part 1

- Talk to the examiner, not your partner.
- Make sure that you can spell your name out loud.
- Try to give more than one-word answers.

In Parts 2 and 4

- Talk to your partner, not the examiner.
- Ask your partner questions.
- Listen to your partner's answers and look at them to show that you are interested in what they are saying.
- Give your partner a chance to speak too.

In Part 3

- Talk about everything you can see in the photograph – for example, colours, clothes, time of day, weather.
- If you don't know a word, try to explain what you mean using other words.

DON'T

In general

- Don't worry too much about making grammatical mistakes.
- Don't worry too much if you don't know a word.
- Don't worry if your partner is a stronger or weaker speaker than you. The examiners assess you individually.
- Don't sit in silence in the test, even if you are nervous – the examiners can't give you marks if you don't speak.

In Parts 2 and 4

- Don't speak for too long without involving your partner.

In Part 3

- Don't try to talk about things or ideas outside the photograph.
- Don't stop talking if there is a word you don't know, just talk about something else you can see.

What's in the Speaking paper?

The Cambridge English: Preliminary Speaking test has four parts and you take it together with another candidate. There are two examiners. One of the examiners

talks to you (the interlocutor) and the other examiner listens and completes the mark sheet (the assessor).

Can I take the test alone?

No. You are examined in pairs (i.e. two students together) with two examiners. At centres with an uneven number of candidates, the last three candidates take the test together. The test is longer when three candidates take the test. Candidates cannot choose to take the test in a group of three.

Why are there two examiners?

One examiner (the interlocutor) speaks to you, and the other (the assessor) does not take part in the test, but listens to you speaking and interacting with the other candidate. Both examiners give you a mark, but the assessor gives more detailed marks than the interlocutor.

What happens if the other candidate does not let me speak?

Examiners know how to deal with this situation, and ensure that both candidates have opportunities to speak. It is important both to talk and to give the other candidate the chance to talk. Remember, there is also a time in the test when you speak on your own.

What should I do if I do not understand what the examiner asks me to do?

You can ask the examiner to repeat the instructions. However, you should listen carefully and try to understand them the first time. Don't worry if you don't understand a particular word. You can ask your partner to explain a word in Parts 2 and 4 – but, you must always talk in English.

Do I have to pass the Speaking test to pass the Cambridge English: Preliminary exam?

No. If you do well in the other papers, you can still pass the exam.

Will my speaking be compared to my partner's speaking? You are assessed on your own speaking, and not compared to your partner.

Do the Part 1 Phase 2 questions remain the same each year, or do they vary?

They vary, but they will always be on general topics.

For more information about Cambridge English: Preliminary, visit:

www.cambridgeenglish.org/exams/preliminary

