

# *Welcome to OISE at Cambridge*

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On the OISE at Cambridge website

[www.oise.com](http://www.oise.com)

Copy of OISE Student Handbook

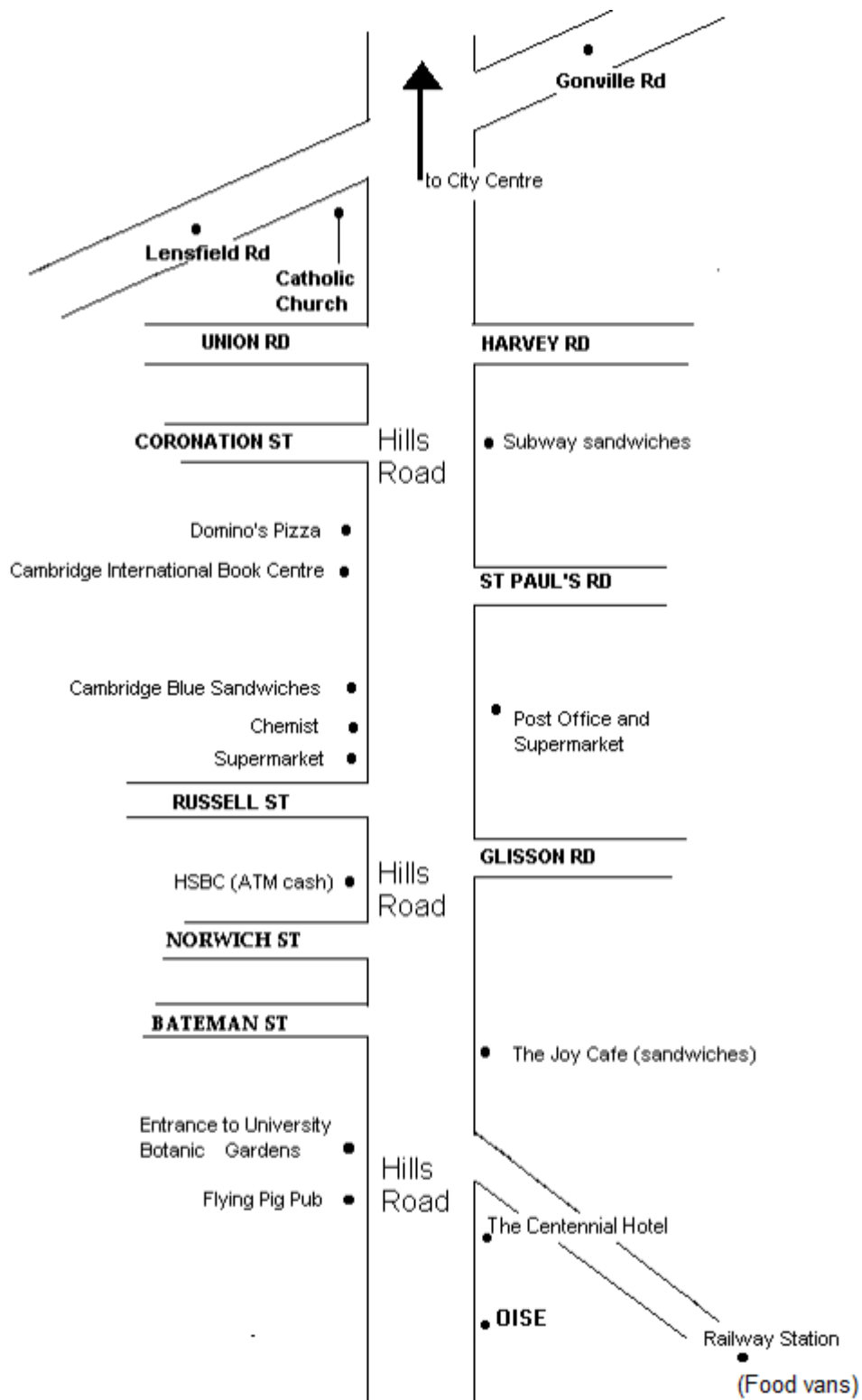
OISE at Cambridge Code of Conduct and Disciplinary Procedure

OISE at Cambridge Code of Conduct for 16 and 17 year olds

OISE at Cambridge Attendance Policy

OISE at Cambridge Complaints Policy

# Map of Hills Road



# Useful Information

## *OISE at Cambridge Management*

<b>Principal</b>	Mark Tesar
<b>Academic Manager</b>	Susan Roberts
<b>Academic Adviser</b>	John Ferris
<b>Business Development</b>	Mark Tesar
<b>Accommodation and Welfare</b>	Mark Tesar

Our phone number is + 44 (0)1223 321084. Emergency number: +44 (0)7940 836 804. If you are delayed and cannot be at school for start of lessons at 08:30 please call us.

The school is open from 0800 until 1700. Please feel free to ask any member of staff for help.

The phone number for the Panther taxi company is +44 (0)1223 715715.

### *Change of circumstances*

If there is any change in your circumstances while you are studying with us please tell us immediately.

*Front door Entrance Code: 1 0 6 6*

### *Wifi*

Network Name: OISE Cambridge

Password: cloud-tiger

Please note that internet surfing, including all social media, is monitored and that some websites are blocked. If you come across a website which you trust and which has been blocked, talk to a member of staff to request that it is unblocked.

### *Smoking*

Please note the school is a non-smoking building. However, feel free to use the garden at the rear, where ashtrays are provided.

### *Fire Alarm*

In the event of the fire alarm sounding, please leave your belongings and exit the building as directed by your teacher. For full information on our Fire Safety Policy, please speak to Mark Tesar.

### *Social Programme*

The notice board in the coffee lounge gives a weekly social programme. It is important that you highlight your name on the lists and note details of the meeting place and time. Please note that some activities are not available to 16 and 17 years olds. On these occasions, an alternative activity will be offered.

## *Transport Information*

### Bicycle Hire

You can hire a bicycle from City Cycle Hire who come to the school every Monday. If you hire a bicycle, it is important that you lock it at all times. When at school, bicycles must be placed inside the front wall or in the back garden, not on the pavement. Information on safe cycling in Cambridge can be found on page 8 of the handbook.

### City Buses

A weekly ticket called a MEGA RIDER is available from the bus driver. This costs £15.00 per week and can be used on any of the city buses. Timetable and bus routes are available on <https://www.stagecoachbus.com/timetables> - just ask in the office for help.

### Trains

Timetables for London trains are available on [www.thetrainline.com](http://www.thetrainline.com)

A day return to London including travel card (unlimited use of the underground Thames Ferry Service and buses) costs around £40. Significant discounts are available when three or four people travel together.

Other information is available from the station or on [www.thetrainline.com](http://www.thetrainline.com)

### *Your last day*

1. Bicycles are collected from the school by 13:30pm on Fridays.
2. Make sure any books or materials borrowed are returned to the relevant teacher/tutor.
3. Complete your End of Course Questionnaire and return it to the office.

For further information on OISE courses and its policies, please see [www.oise.com](http://www.oise.com).

## Police

In the case of an emergency, please call **999**.  
The police number for non-emergency issues is **101**.

### Your local police station is:

Parkside Police Station,  
Parkside,  
Cambridge,  
CB1 1JG  
Tel: 01223 358 966

### Personal crisis helpline:

The Samaritans  
4 Emmanuel Road,  
Cambridge,  
CB1 1JL  
(Tel: 116 123)

### Your local dental surgery is:

Regent Street Dental Surgery  
2 Regent Street,  
Cambridge,  
CB2 1DP  
Tel: 01223 355 923

### Your local GP is as follows:

Lensfield Road Medical Practice  
48 Lensfield Road  
Cambridge  
CB2 1EH  
Tel: 01223 651 020

Please contact a member of the office if you wish to book an appointment.  
Medical care is free for students from most EU countries (you'll need to show your European Health Insurance Card) and countries with which the UK has reciprocal agreements. The GP surgery will charge students from non-EU countries approximately £75 for a consultation and £175 for a full examination and report. A private dental consultations costs approximately £40.

### For currency exchange, we recommend:

Post Office at *Tesco*  
164 Hills Road  
Cambridge

(No commission)

Please ask a member of staff for directions if you need to.

### Places of worship

There are many places of worship in Cambridge, to see a full list of these please ask an OISE at Cambridge staff member.

# Welfare and Safeguarding

## Safeguarding Policy

OISE at Cambridge is fully committed to safeguarding the welfare and basic needs of all young people. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect young people from harm, abuse and exploitation. OISE at Cambridge acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of young people and adults.

To see the full OISE at Cambridge Safeguarding Policy together with other relevant policies and documents, please speak with Mark Tesar.

## Designated Safeguarding Persons

OISE at Cambridge has two appointed people who deal specifically with the welfare of all our 16 and 17 year old students. Should you like to report that yourself or somebody else is being abused, please contact one of our Designated Safeguarding contacts:

**Mark Tesar**

[mark.tesar@instilleducation.com](mailto:mark.tesar@instilleducation.com)

+44 1223 321084

[hr@instilleducation.com](mailto:hr@instilleducation.com)

+44 1865 258300

## Personal Safety Information for 16 and 17 year olds

- Please enter the school's 24 hour emergency number into your phone:

+44 (0)7940 836 804

- You MUST inform your host family and a member of staff where you are going if you do not plan to return for dinner after school. If you do not have the telephone number of your host family, please ask a member of staff.

- Please note, the following curfews apply to all students under the age of 18:

If you are 16 years old, please return home no later than 10:00pm

If you are 17 years old, please return home no later than 11:00pm

If you fail to arrive home by this time, your host family will inform the school.

- Please remember that it is against the law for under 18s to buy alcohol or tobacco. If you try to buy alcohol, you will be asked to prove your age with ID.
- You cannot go to pubs, bars or clubs where alcohol is sold.
- Always travel by public transport or licensed taxi. Never take a mini cab or accept a lift from a stranger. We recommend Panther Taxis on +44 1223 715 715
- Do not carry a lot of money on you or display expensive jewellery, mobile phones etc.
- Be aware of pickpockets in crowded shopping centres and other busy areas.

Please see the Code of Conduct for 16 and 17 year olds on the OISE website.



# HELP US LIVE SUSTAINABLY

We're taking steps to reduce the school's use of plastics and lower its energy usage (by only having lights on when rooms are occupied).

We want to adopt a greener ethos!

## Get involved!

- buy reusable water bottles and reusable coffee cups.
- Use our recycling bins.
- Hire a bike.
- Tell us what we can do to improve things further!





## Cycling and the Law

You should always bear in mind that nearly all areas of the Highway Code which apply to motor vehicles apply equally to cyclists and can carry a minimum fine of £30. In particular:

- It is illegal to cycle in the dark without front & back lights and a red rear reflector.
- Cycling when drunk is illegal.
- Running red lights is against the law and extremely dangerous.

The Police will often fine cyclists in Cambridge for cycling the wrong way on Trinity and Sidney St, as well as for cycling without lights after dark. On Burleigh St/Fitzroy St (near The Grafton Centre) there is a cycling ban Mon-Sat from 10.00 am - 4.00 pm, and PCSOs are able to issue fines if they catch cyclists riding there.

### Locks

Where possible lock your bike through the rear wheel and frame, to a solid fixed object in a public, busy and well-lit place. Parking can be difficult sometimes, so a longer lock is beneficial, but there are two dedicated cycle parking facilities at the Grand Arcade and Park St car parks.

### So remember:

- Park your bike where everyone can see it - other people will also see if someone is trying to steal it
- Avoid leaving your bike in the same place every day
- Lock 'tight' so that your bike is hard to move around when parked
- Lock both wheels and the frame to a bike stand or other immovable object and fill the lock with as much of the bike as possible, or a thief may steal the bike and leave the wheels behind. Also, make sure the post can't be cut through or the bike lifted off it
- Locks can be picked, so face the lock to the ground (but not resting on it) so it can't easily be turned upwards for picking.

## Road Signs

There are a number of cycling related signs, but most are the same as regular road signs and have to be adhered to if you're cycling on the road:



This sign means No Cycling, but it looks like it allows cycling - it really should have a red stripe through to make it clear.



This means the pavement or path is Shared Use and you may cycle on it, although the sign can be quite small sometimes. You might also see the path painted red or have a bicycle sign on it, but remember be mindful of other path users.



No Entry for Motorised Vehicles, but cyclists can cycle the wrong way on a one way street. Keep to the left and be considerate of oncoming motorists, as some won't be aware of the rule change.

## Cycling Etiquette

Cycling in Cambridge can and should be stress free, but your patience will be tested on some streets where tourists or pedestrians wander aimlessly across the road. Instead of dinging your bell, just slow down and/or change gear noisily and most will react in a positive way. Dinging your bell furiously or trying to zip past people, just gives cyclists a bad name and will lead to unnecessary confrontation. Most of the city centre is a pedestrian zone and although there are clearly marked roads, it doesn't give cyclists right of way.

## What to do in Cambridge

There are many activities to do in Cambridge at the weekend, one of which includes a walk around the orchard at Grantchester Meadows, perhaps followed by a picnic, depending on the weather. If that does not take your fancy, then why not go on a bicycle tour of Cambridge. It's the perfect way to see the city while keeping active. There is an organised bike tour beginning on Elm Street.

For a more relaxed day out you could take a trip to Ely, a beautiful city just a 15 minute train ride outside of Cambridge. Its most famous attraction is the cathedral and the Oliver Cromwell House nearby. There are several shops and cafes, as well as Ely Market to keep you busy. Opposite the Cathedral, you'll find the Minster, a popular traditional English pub where you could have a few drinks and relax before heading home.

If you prefer to rest during the day and do something in the evening, the Corn Exchange, is a great way to unwind and watch live music and plays. For a cheaper night out, why not try the ADC theatre which is part of Cambridge University on Park Street. You could watch a variety of plays from comedy to tragedy, and finish off the night by eating at Pizza Express, a 2 minute walk around the corner.

A good way to meet up with fellow OISE students is to try out bowling at The Light, a 5 minute walk from OISE at Cambridge. You could spend a great time getting to know each other for under £10. Feel free to speak to Mark Tesar or another member of staff for more information on these activities.

## Eating out in Cambridge

For takeaway sandwiches, the Cambridge Blue and The Norfolk St. Bakery are good quality sandwich shops offering a selection of baguettes, rolls, cakes and hot or cold drink sold at a reasonable price. You can also get a good lunch at La Maison du Steak just along Hills Road (left out of the school door) and a light lunch at many of the Cafe's beside the Train Station, but beware that service can be slow in the UK. There are a number of cafes (Caffé Nero, Wasabi, Pret a Manger, Subway, Gail's), supermarkets (Sainsbury's, Marks and Spencer) and pubs (The Old Ticket Office and The Station Tavern) close to Cambridge train station. You can also find food vans close to the station, although these may not always be open.

A more leisurely lunch can be had in the numerous restaurants down Hills Road and Regent Street - Pizza Express on Regent Street has a good reputation for traditional Italian-style pizza. If you, like many English people, have a love of Indian food, then Café Naz is the place to try for great value and an excellent menu, situated on the other side of town on Castle Hill. For fast food, the Gardenia on Rose Crescent does brilliant Greek style burgers with feta cheese. La Raza on the same road does Spanish tapas and has live music in the evenings. Teri-Aki, on the Quayside is a great Japanese noodle restaurant.

For a more typically English cuisine, you should try a full English fried breakfast, which can be found in the centre of town at the Trinity Cafe, or the St John's Chop House on King's Parade, which does a selection of good food. For a Sunday roast dinner, try the Cambridge University Centre off Mill Lane, or the Fort St George on Midsummer Common. Next door is Midsummer House, widely considered the finest restaurant in the city, but be aware that prices here more than match its superb reputation. Loch Fyne is a great seafood restaurant on Trumpington Street.

## OISE at Cambridge – Your course

### Your timetable

In your first week, you will receive your timetable in the morning break. In each following week, you will receive your timetable before class on Monday.

### Changes to your timetable

It is sometimes necessary to change your group, or your teacher, during the course. This might be because of your level, or your needs. If we need to change your group or your teacher, we will speak to you and explain why, and you will have an opportunity to discuss the change. If you think that you need to change group for any reason, speak to your teacher, or to anyone in the office. Changes to groups and timetables happen frequently, for many different reasons, and we are always happy to listen, and discuss the changes with you.

### Attendance and Lateness

It is important that you arrive on time for your lessons. For some students, a good attendance record will be essential to fulfil visa requirements, but for ALL students, the quality of your course will begin with your punctuality.

If you know you are going to be late for any reason, you should notify the school as soon as you can. Send an email to [cambridge@oise.com](mailto:cambridge@oise.com), or phone 01223 321084 (8am-6pm).

Teachers keep a record of all attendance and lateness, and advise the administration if a student is not present. The administration will then call you or your host family.

## **Examinations**

If you decide during your course that you would like to prepare for an examination, you should talk to your teacher, or to anyone in the office. We can book many examinations here in Cambridge, and offer preparation for them.

## **Your behaviour**

You are required at all times to respect the school's values of tolerance and mutual respect. Any behaviour not consistent with those values, including abuse of others on grounds of race, sexual orientation, gender identity or disability, can result in exclusion or termination of your course.

## **Complaints**

We hope that your experience here at OISE is as enjoyable as it is educational.

However, if you are unhappy or have any problems during your time here, please feel free to approach the Principal. We are happy to take the time to speak with you in private about any problems you may encounter. Alternatively, if you feel you cannot speak to someone here at OISE Cambridge and wish to contact someone at our main office, you can either email our Human Resources department at [HR@OISE.com](mailto:HR@OISE.com) or write to:

OISE Head Office  
90 Banbury Road  
Oxford  
OX2 6JT

## OISE at Cambridge Quatorial Components

**News Review** A 30 minute plenary at the beginning of the day which builds confidence and fluency in English by listening to and discussing the day's news.

**Quatorial lessons** Lessons are given in small groups of a maximum of 4 students in which the teacher can give maximum individual attention to each student. The group setting also facilitates interaction between the students who are of a similar English level and profile, allowing for simulated meetings, role plays and discussions to take place.

**Preparation** In the early stage of the lesson the students are left to work either individually or collaboratively on a task such as a reading text or a grammar exercise, so as to promote the students' autonomous learning skills. These tasks are then integrated in the lesson and are used as a springboard for further language or fluency work.

**Accuracy (4:1)** The focus of this component is to ensure that students' oral and written English becomes more accurate. Work is done on the students' knowledge of grammar, vocabulary and pronunciation. Grammar points are introduced and practised in a dynamic and interactive way and vocabulary relevant to the students' needs and interests is introduced and practised.

**Communicative Tasks (4:1)** The focus is on developing the students' understanding of English, both written and spoken and also on building their ability to express themselves in various contexts. Real-life situations such as meetings, negotiations, telephone calls and video conferences are simulated.

**Project workshop (4:1)** Students work in mini-groups of up to 4 to complete a project such as a presentation of a company profile. The presentation is given in front of a large group and is recorded on video. The recording is watched back with each group's teacher and feedback is given on oral production and presentation skills.

**Spoken assertiveness workshop Seminar (8:1)** The spoken assertiveness workshop develops the students' ability to communicate effectively in today's ever-changing global environment by being assertive yet polite. Taught in a mixed level group of up to 8 students, it builds confidence and competence through participating in different fluency activities in a multicultural environment.

**Critical analysis workshop Seminar (8:1)** The critical analysis workshop encourages students to think critically and express these thoughts in English. Taught in a group of 8 students the critical analysis workshop improves the students' reading, writing and listening skills while also developing their ability to understand, analyse and evaluate both oral and written texts. Most importantly, they will gain the ability to communicate their critical analysis effectively in both spoken and written English.

*Note: not all courses include all these components*



## Computers and online resources

We have computers linked to a printer for your use. Please note that there is no password. Simply press enter when asked for the password. There is internet access on all the machines and we recommend you access the following websites during your course:

### Business English

#### "You're Hired" videos

<http://learnenglish.britishcouncil.org/en/youre-hired>

WebWare, a successful IT company, is suddenly in need of a new sales director. Follow Philip Hart and Marcia Boardman as they take us through the process of recruiting a new team member.

#### Business Magazine

<http://learnenglish.britishcouncil.org/en/business-magazine>

These articles can help you become a better professional by providing you with the language you need for work.

#### Professionals Podcasts

<http://learnenglish.britishcouncil.org/en/professionals-podcasts>

This series of podcasts helps you to improve your English for your career in the workplace, and covers a large number of business and work themes. They are suitable for learners at intermediate to advanced level.

### General English

#### Elementary Podcasts

<http://learnenglish.britishcouncil.org/en/elementary-podcasts>

Practise your English language listening skills with Elementary Podcasts. Listen to them on your computer, or download them to your mp3 player or smartphone.

#### Dramas from BBC Learning English

<http://www.bbc.co.uk/learningenglish/english/features/drama>

Bookmark this page so that you can find and follow BBC dramas. The latest drama is 'The Importance of Being Earnest'. It's based on an original play by Oscar Wilde. There's a new episode on this page every Friday.

You can also listen to versions of 'Jamaica Inn' by Daphne du Maurier, 'A Christmas Carol' by Charles Dickens and 'Alice in Wonderland' by Lewis Carroll. 'The Race' and 'Frankenstein' will be added soon.

### **Stories and Poems**

<http://learnenglish.britishcouncil.org/en/stories-poems>

This section is a collection of stories and poems written by famous writers like Shakespeare and Wordsworth as well as stories by British Council resident writer, Chris Rose.

They are suitable for learners from Intermediate to Advanced level.

### **"How to" videos**

<http://learnenglish.britishcouncil.org/en/how-to>

Check out this series of videos and see how to say things right in very different situations.

### **I wanna talk about ...**

<http://learnenglish.britishcouncil.org/en/talk-about>

In this series of podcasts different people talk about things that interest them or interesting things they have done or seen.

### **6 Minute English**

INTERMEDIATE LEVEL

<http://www.bbc.co.uk/learningenglish/english/features/6-minute-english>

A long-running series of topical discussion and new vocabulary, brought to you by BBC Learning English presenters.

### **Britain is Great**

<http://learnenglish.britishcouncil.org/en/britain-great>

Find out what is Great about Great Britain and share your opinions!

This series of twelve videos shows different aspects of the best of Britain. They're not just about the country, though. There are lots of exercises to help you improve your English. The videos are lively and fast-moving - best if you're already confident with your English.

# The English We Speak

INTERMEDIATE LEVEL

<http://www.bbc.co.uk/learningenglish/english/features/the-english-we-speak>

The English We Speak is your chance to catch up on the very latest English words and phrases. In under 3 minutes, stay ahead of the pack by learning 'must have' phrases that you can use in your everyday conversation.

## Preparation for Exams

<http://www.examenglish.com/>

## News websites

- **Lingohack**

<http://www.bbc.co.uk/learningenglish/english/features/lingohack>

Get up-to-date with the latest news and understand it too with Lingohack. Listen and watch genuine BBC World news bulletins and learn key words and phrases that help you make sense of the news.

- **BBC News Learning English:**

<http://www.bbc.co.uk/learningenglish/english/features/news-report>

- **BBC News:** <http://www.bbc.co.uk/news>

- **Channel 4 News:** <http://www.channel4.com/news/catch-up>

- **Euronews:** [www.euronews.com](http://www.euronews.com)

## Online resources for writing

<https://www.cambridgeenglish.org/learning-english/free-resources/write-and-improve/>

Get immediate feedback on your writing. A new online facility from Cambridge Assessment using robots to do the marking!

## ACTIVE VERB FORMS

Present Infinitive	to work
Past Infinitive	to have worked
Present Gerund	working
Past Gerund	having worked
Present Simple	I work do I work? I don't work
Present Continuous	I am working am I working? I'm not working
Present Perfect Simple	I have worked have I worked? I haven't worked
Present Perfect Continuous	I have been working have I been working? I haven't been working
Past Simple	I worked Did I work? I didn't work
Past Continuous	I was working Was I working? I wasn't working
Past Perfect Simple	I had worked Had I worked? I hadn't worked
Past Perfect Continuous	I had been working Had I been working? I hadn't been working
“going to”	I'm going to work Am I going to work? I'm not going to work
Future Simple	I will work will I work? I won't work

Future Continuous	I will be working will I be working? I won't be working
Future Perfect Simple	I will have worked will I have worked? I won't have worked
Future Perfect Continuous	I will have been working will I have been working? I won't have been working

### PASSIVE VERB FORMS

Present Infinitive	to be taken
Past Infinitive	to have been taken
Present Gerund	being taken
Past Gerund	having been taken
Present Simple	I am taken am I taken? I'm not taken
Present Continuous	I am being taken am I being taken? I'm not being taken
Present Perfect Simple	I have been taken have I been taken? I haven't been taken
Present Perfect Continuous	-----
Past Simple	I was taken was I taken? I wasn't taken
Past Continuous	I was being taken was I being taken? I wasn't being taken
Past Perfect Simple	I had been taken had I been taken? I hadn't been taken
Past Perfect Continuous	-----

"going to"	I'm going to be taken am I going to be taken? I'm not going to be taken
Future Simple	I will be taken will I be taken? I won't be taken
Future Continuous	-----
Future Perfect Simple	I will have been taken will I have been taken? I won't have been taken
Future Perfect Continuous	-----

## Most Common Irregular Verbs

Verb	Past	Past participle	Verb	Past	Past participle
be	was/ were	been	make	made	made
become	became	become	mean	meant	meant
begin	began	begun	meet	met	met
bend	bent	bent	pay	paid	paid
break	broke	broken	put	put	put
bring	brought	brought	read/ri:d/ read/red/	read/red/	read/red/
buy	bought	bought	ride	rode	ridden
catch	caught	caught	run	ran	run
choose	chose	chosen	say	said	said
come	came	come	see	saw	seen
cost	cost	cost	sell	sold	sold
do	did	done	send	sent	sent
draw	drew	drawn	set	set	set
drink	drank	drunk	sing	sang	sung
drive	drove	driven	sit	sat	sat
eat	ate	eaten	sleep	slept	slept
fall	fell	fallen	speak	spoke	spoken
feel	felt	felt	spend	spent	spent
find	found	found	stand	stood	stood
fly	flew	flown	steal	stole	stolen
forget	forgot	forgotten	swim	swam	swum
get	got	got	take	took	taken
give	gave	given	teach	taught	taught
go	went	gone	tell	told	told
grow	grew	grown	think	thought	thought
have	had	had	throw	threw	thrown
hear	heard	heard	understand	understood	understood
keep	kept	kept	wake	woke	woken
know	knew	known	wear	wore	worn
leave	left	left	win	won	won
lose	lost	lost	write	wrote	written

## Council of Europe Level Descriptors

C2

Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

C1

Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

B2

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

B1

Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

A2

Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

A1

Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.



## Examinations with OISE at Cambridge

### **A2 Key English**

Cambridge English: Key previously known as Key English Test (KET) is an elementary level qualification that shows you can use English to communicate in simple situations. It shows you have made a good start in learning English. The exam has four papers: Reading and Writing, Listening, and Speaking. Students can take this exam in Cambridge

### **B1 Preliminary**

Cambridge English: Preliminary, previously known as Preliminary English Test (PET), is an intermediate level qualification. It shows you are able to use your English language skills for work, study and travel. The exam has four exams: Reading and Writing, Listening, and Speaking. Students can take this exam in Cambridge.

### **B2 First: Level High B2**

B2 First (FCE First Certificate in English) is an upper-intermediate level Cambridge ESOL exam. It is widely accepted for commercial and preliminary academic purposes. It is useful preparation for working towards higher level exams, such as CAE. A wide vocabulary and the ability to use a variety of styles for different situations are necessary.

The exam has four papers: Reading and Use of English, Writing, Listening and Speaking. Students pass with A (C1 level certificate), B, or C or receive a B1 certificate or a fail.

Students can take this exam in Cambridge.

### **C1 Advanced (CAE Certificate in Advanced English): Level C1**

C1 Advanced is an advanced level Cambridge ESOL exam. It is accepted for entrance to the majority of British universities. It is useful preparation if you are working towards higher level exams, such as CPE. Students must be able to communicate confidently in English and deal with most aspects of everyday life, including social and professional situations.

The exam has four papers: Reading and Use of English, Writing, Listening and Speaking. Students pass with A (C2 level certificate), B, or C or receive a B2 certificate or a fail.

Students can take this exam in Cambridge.

## **C2 Proficiency (Certificate of Proficiency in English): Level C2**

C2 Proficiency is the most advanced level Cambridge ESOL exam. It is accepted for entrance to all British universities. Students must be able to communicate confidently and competently in English and deal with every aspect of the language. The exam has four papers: Reading and Use of English, Writing, Listening and Speaking.

Students pass with A, B, or C or receive a C1 certificate, or a fail.

Students can take this exam in Cambridge.

## **IBT TOEFL (The Test of English as a Foreign Language)**

The Internet-Based TOEFL tests from an intermediate to advanced level. It measures the ability of non-native speakers of English to use and understand North American English as it is spoken. It is accepted for entrance to North American universities.

The papers test: Reading, Writing and Speaking.

Students are given a numerical score- there is no pass/fail

Students must register online themselves on [www.ets.org](http://www.ets.org)

## **TOEIC (The Test of English for International Communication)**

The focus of the TOEIC is on general English in the workplace and does not contain academic language. It does not require specialized business and technical vocabulary; it focuses only on the kind of English used in everyday work activities. Candidates are given a numerical score- there is no pass/fail. Maximum points for Listening and Reading is 495, total 990. A score of 800 denotes a B2.

There are 2 types of exam: Listening Comprehension and Reading, and Speaking and Writing.

**Exam preparation only – This exam cannot currently be taken in the UK.**

## **IELTS (The International English Language Testing System)**

Assesses the language ability of people who need to work or study where English is used as the language of communication. It is designed to cover the full range of abilities, with tasks of increasing difficulty. The exam covers all four skills areas - reading, writing, listening, and speaking. There are 2 Modules- Academic and General Training. The vast majority of our students take the Academic module.

For the application form, we need 2 passport photos.

Most British universities require an overall score of between 5.5 and 7.5.

6.5 approximates to a B2 level.

## **Linguaskill**

Linguaskill is an online, multilevel test provided by Cambridge Assessment English. It is used by Higher Education Institutions and employers who need a fast, accurate way to check the English language skills of students and employees. The test is modular so institutions and employers can choose the combination of language skills they want to assess. A CEFR level (A1 through to C2) is given for each skill tested (writing, reading and listening).

**The Linguaskill Reading and Listening module is a computer-adaptive test. The test finishes when a candidate has answered enough questions for Linguaskill to identify their level accurately. Answers are marked automatically to provide fast, accurate results.**

**The Writing test has two parts (each worth half of the final Writing mark).**

**Part 1: the candidate needs to write an email (minimum of 50 words).**

**Part 2: the candidate needs to write a longer text (minimum of 180 words).**

**The test is taken online at the school at a time convenient to the student.**

## **TOLES (Test of Legal English Skills)**

The TOLES programme consists of a structured course of legal English training materials supported by three levels of professional exams. The exam levels are progressive steps towards reaching the standard of legal English required by employers such as international commercial law firms, in-house legal teams in private companies and top-class translators.

### **Other exams prepared include:**

Abitur (German University Entrance Qualification)

GMAT (Graduate Management Admissions Test)

GRE (Graduate Record Examination)

PLAB (Professional and Linguistic Assessments Board)

*(PLAB to be replaced by UKMLA in 2024)*

OET (Occupational English Test)

SELT (Secure English Language Test)

*For further details, please contact us at [cambridge@oise.com](mailto:cambridge@oise.com)*