



OXFORD COLLEGE OF ENGLISH

ENGLISH LANGUAGE AND PREPARATION FOR FURTHER STUDIES

ENGLISH LANGUAGE
IS OUR SPECIALTY



*Dedicated
to achieving
excellence in an
environment of
integrity, diversity
and tolerance*

English for Coordinating and Management of Welfare, Community and Childcare Services (ECMWCCS)

Course:

There is a place for English courses which help to prepare overseas students for the specific professional tertiary course they intend to undertake in Australian colleges and universities. The 12 week English for Coordinating and Management of Welfare, Community and Childcare Services (ECMWCCS) course at Oxford College of English has been designed for such overseas students who will be coming to Australia to engage in various courses of study for Welfare, Community and Childcare Professionals. The course targets possible future employees of the public or private Welfare, Community and Childcare sectors. Students undertaking this course may be looking to enter an occupation straight after completion. While there will be an emphasis on skills relating to Welfare, Childcare and Community students, the course will also be useful for other occupational and industry areas, including any Coordinating and Management studies.

Assessment Methods:

All students are assessed monthly. There are formal tests consisting of 5 parts: listening, speaking, reading, writing and grammar. A report will be issued to each student after the tests showing the student's academic progress, marks and individual advice from the teacher.

Teaching Methods:

Our teachers combine modern language learning resources with up-to-date teaching techniques to ensure that students progress as quickly as possible. During the course, emphasis is placed upon the four macro skill areas of speaking, listening, reading, and writing as well as grammar, pronunciation and vocabulary development.

Teaching Materials:

Classroom materials are drawn from a wide variety of sources, including academic, secondary, business and general English texts, TV, radio, video, newspapers, journals and magazines. These materials are used in the classroom in a communicative and interactive way to ensure that maximum English language practice is obtained in all four macro skills.

Entry Requirements:

Applicants require the equivalent to Australian high school completion at HSC level, with an academic IELTS score of 5.5 (with a minimum 5.0 in all tests).

Why Oxford College of English?

Oxford College of English is conveniently located in the heart of Sydney, which has many shopping complexes, restaurants, theatres and sporting facilities. The college is also close to central train and bus routes. Sydney's famous Bondi and Bronte Beaches are less than 30 minutes away by bus, while Manly Beach is a short ferry trip across Sydney's magnificent harbour. Our college provides intensive, comprehensive and practical study programmes to help improve your English and to prepare you for further study and career opportunities, with well-qualified and experienced teachers utilising the latest teaching methods and techniques.

Oxford College of English is fully accredited by the National ELT Accreditation Scheme Limited (NEAS), and is a member of English Australia Colleges. Students from all over the world choose to study at Oxford College of English because it is highly recommended by both past and present students.

It features:

- Well-qualified, experienced teachers
- Modern facilities
- Friendly, caring staff
- Individualised course programmes

Oxford College of English has close links with a prominent and well established college and higher education provider. Through our further study programme, students can be provisionally enrolled and accepted into some of Australia's well established higher education providers.

Professional Staff

Oxford College of English employs only qualified and experienced teachers who are professional, friendly and dedicated. All of our teachers are professionally trained and hold specialist TESOL (Teaching English to Speakers of Other Languages) qualifications, and most of our teachers have taught English in other parts of the world, and understands what it is like to learn a language and live in a foreign country. The Student Welfare Officer helps you with any personal problems you may experience, such as adapting to life in a new country. The Academic Counsellor helps you with any enquiries concerning high school, college or university studies in Australia. The Student Counsellor both monitors your English language programme and assists you with any day-to-day problems or queries you may have while in Sydney. The Accommodation Officer will help arrange your accommodation with a family in Sydney. If you prefer, we can book you into a hotel, hostel, guesthouse or apartment.

ACN 002 834 166 ABN 53 002 834 166

Provider: **Cyneast Pty. Ltd.** trading as **Specialty Language Centre and Oxford College of English** Provider No.: **00048F**

For Further Information Contact: **Administration Manager**

Address: **Level 6, 815 George Street, Sydney, NSW 2000, Australia**

Postal Address: **PO Box K392 Haymarket, Sydney, NSW 1240, Australia**

Website: **<http://www.specialty-language.com.au>** E-mail: **info@specialty-language.com.au**

International Tel: **(+61 2) 9211 7411** Fax: **(+61 2) 9212 3861**



English for Coordinating and Management of Welfare, Community and Childcare Services

Sample Weekly Teaching Timetable

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:30 - 10:00 Theme: Welfare Issues <u>Terminology</u> – Glossary Part 2.	<u>Writing</u> – Welfare Terms Journal; Essay writing for academic purposes – sentences & paragraphs: Topic sentence, supporting sentences	<u>Speaking</u> - The techniques of oral presentations; pronunciation; spontaneous responding in conversation.	<u>Computing</u> - Exploring welfare Websites, Keeping Computing Log-book. Look up Welfare information on-line	<u>Speaking</u> - Role Plays, Individual Response to the weekly topic; Pronunciation Drills
BREAK	BREAK	BREAK	BREAK	BREAK
10:15 - 11:45 <u>Reading</u> - Research of a topic - Welfare Issues Research Skills Dictionary Spot	<u>Terminology</u> - Glossary Part 2.	<u>Listening</u> - for gist; listening for specific information and note-taking skills Listening and summarising information in point-form;	<u>Listening</u> – ABC radio podcast, comprehension and discussion; Listening and recording of vocabulary.	<u>Writing</u> - Concept Chart on Welfare Issues; Drill Sentence structure; Journal on weekly Welfare article.
BREAK	BREAK	BREAK	BREAK	BREAK
11:50 - 12:50 <u>Grammar point:</u> Present tenses Present Simple <i>Does she work in a bank?</i> Present Continuous <i>Is he working in France at the moment?</i>	<u>Pair Work:</u> In pairs, discuss the week's Welfare article and summarise the main points together in Welfare journal. Brainstorm Welfare Issues	<u>Role Play</u> Welfare Situations Discussing available solutions for a welfare problem from the Resource Information Document.	<u>Grammar point:</u> Simple of Continuous <i>She usually drives to work but today she isn't driving</i> Present Passive <i>We are paid daily.</i> State verbs	<u>Reading</u> - Research of a topic - Welfare Issues – a general article; Research Skills; Dictionary Spot.

Sample Program on Topic: Play and Creative Experiences

SKILLS	ACTIVITIES	RESOURCES / TASKS
<u>Discussion of Weekly Theme</u> - Children's Play and Learning	Students break into groups to discuss aspects of the weekly theme	Summary sheet for topic Participation mark
<u>Grammar Point:</u> <u>Modal Verbs - Probability</u>	Modal verbs - probability Must, could, might, can't <i>She can't be very old.</i> <i>She might be in love.</i> Must have, could have, might have, can't have <i>It could have been her suitcase.</i> <i>She must have been on holiday.</i>	<i>New Headway, 3rd Edition Intermediate</i> Unit 9 <i>English Grammar in Use, Grammar Spectrum 3</i> <i>Ultimate Visual Dictionary</i>
<u>Reading</u> - Research of a topic - Children's Play and Learning Research Skills Dictionary Spot Inspiring Biography - Piaget	<u>Reading</u> - research skills; Dictionary Spot; Inspiring Biography - Piaget Comprehension and discussion	Biography - Piaget Test on weeks 7-9
<u>Writing</u> - Childcare Terms Journal; Essay writing for academic purposes – sentences & paragraphs	<u>Writing</u> - Sentences and Paragraphs; Keeping sentences and paragraphs on the topic Visual Cloze on Children's Play and Learning Drill simple Sentence structure Journal on Inspiring Biography	Concept Chart/ images for Children's Play and Learning Hand in topic essay Quiz on weeks 7-9
<u>Speaking</u> - The techniques of oral presentations; pronunciation; spontaneous responding.	<u>Speaking</u> - Role Plays, Individual Response Pronunciation Drills Reading Childcare article aloud	Childcare article Give talk with cards
<u>Listening</u> - for gist; listening for specific information and note-taking; listening for new vocabulary	<u>Listening</u> - podcast, comprehension and discussion; Listening and writing sentences; Listening and summarising information in point-form.	ABC radio Podcast Point form summary Listening test
<u>Computing</u> - Websites; Logbooks	Website reading and comprehension exercises; Write in Web Logbook ABC Online Vodcast	Vodcast Transcript from website Hand in Visual Log & Log Book
<u>Terminology</u> - Glossary Part 9	Students copy Childcare Terms from Glossary 9. Students engage in Word Drill; Students write new words in own Glossary and use them in sentences for daily Homework.	Glossary of Childcare Terms Test on Glossary 8