



English in Action

COURSE PLANNING - PROFORMA

PLEASE SAVE AND EMAIL TO INFO@ENGLISHINACTION.COM OR PRINT AND FAX TO +44 (0)1227 818251
THIS DOES NOT CONSTITUTE A BOOKING, BUT IT WILL HELP US TO OFFER YOU THE BEST SERVICE POSSIBLE

1. MY DETAILS					
NAME AND TITLE:					
SCHOOL NAME:					
SCHOOL ADDRESS:					
SCHOOL TELEPHONE:			FAX:		
EMAIL(S):					
2. MY SCHOOL PLANS - We plan to participate in the following (please tick):					
ENGLISH IN ACTION		EIA WINTER SCHOOL - January to April			
		EIA SPRING SCHOOL - May to June			
		EIA SUMMER SCHOOL - July to August			
		EIA AUTUMN SCHOOL - September to December			
ENGLISH IN ACTION + SPORTS		RESIDENTIAL ENGLISH IN ACTION PLUS SPORTS ACTIVITIES - Weitenmoos, Salzburg			
UK COURSES FOR GROUPS STAFFORD HOUSE SCHOOL OF ENGLISH CANTERBURY OR BRIGHTON		ENGLISH & ACTIVITIES - September to June			
		BUSINESS ENGLISH/BEC PREPARATION - September to June			
		MATURA PREPARATION - September to June			
		SUMMER VACATION COURSES - July and August			
NO. OF STUDENTS (APPROX.)			FORM & AGE		
COURSE DATES (DD.MM.YY)		1ST CHOICE		2ND CHOICE	3RD CHOICE
3. SUPPORT - please let us know if you require any of the following:					
IF YOU ARE PLANNING AN ENGLISH IN ACTION WEEK, PLEASE LET US KNOW HOW WE CAN HELP. WE WILL CONTACT YOU TO DISCUSS YOUR REQUIREMENTS.		FREE PARENTS' PRESENTATIONS (DAYTIME OR EVENING) Mini-presentations and demonstrations of some of our lesson activities to give you, your students and their parents a flavour of an English in action week			
		FREE DEMONSTRATION LESSONS Short student-only demonstrations during lesson time for you and your students. (We can deliver two 20-25 minute demonstrations in one academic hour)			
		SCHOOL VISIT We are happy to meet with you and your colleagues to discuss this year's course in detail.			
		TELEPHONE SUPPORT Please let us know if you would like us to call you to discuss your course. Remember that telephone and email support is available at any time - at no cost to you or your school.			

If you are not planning to have a course this year please let us know why below.