www.englishinaction.com

# Course Planning Pack

Everything you need to know about organising an EiA course.

# WELCOME

Hello & thank you very much for choosing English in Action.

We are very much looking forward to working with you and meeting your students!

This course planning pack will help you with everything you need to know between now and the start of the course and will provide you with links to several documents and videos as well as guiding you through the process.

If, after looking through everything, you are still unsure about something, then please do get in touch with one of our sales representatives. We are always on hand to help you and answer your questions.

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## Securing Your Preferred Course Dates

Certain weeks can get especially busy. To help us, we ask that you propose at least three weeks that the EiA course can be held.

To guarantee your first choice, we suggest you let us know your plans as early as possible. If you are not quite ready to submit the booking form then simply complete the Early Bird Form. It is much quicker and only takes a minute.

You can submit your Early Bird Form by visiting www.englishinaction.com/ebf

# INFORMING YOUR STUDENTS

We have put together everything you'll need to inform your students about the project. Visit englishinaction.com/downloads for copies of our useful planning documents.

## Parent's Letters

Please hand out the letter to any class you'd like to offer the project to. Don't forget to enter the price, deadline and course dates on the returnable slip at the bottom, as discussed with your EiA sales representative.

## Student Presentation

Feel free to show the short student presentation video to any groups considering EiA to give the students a good understanding of how an English in Action week works . We also offer live group demonstrations for your students if they still need a little persuading after this! Simply get in touch to ask about this.

## Parent Presentation

You can also find a pre-recorded video for parents. You are welcome to distribute this amongst parents or show during a parents' evening. Additionally, we can offer in-person or virtual presentation and Q&A session with one of our sales reps at a time convenient to you. Just get in touch.

## Sign-up Sheet

When the parent letter return slips have all been received, please use the student sign up sheet to make a list of participants.

When the registration process for the students is finished, the course can officially be booked using the online booking form - available at englishinaction.com/bf.

Visit englishinaction.com/downloads for copies of any of these resources or scan the QR code below.

# EIA TV

All these videos are available to watch on our website, simply visit
englishinaction.com/tv

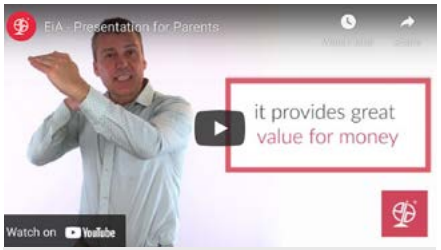
**What is English in Action?**

**Why have an English in Action week?**

**Your Day with English in Action**

**Why Choose English in Action?**

**Presentation for Students**




**Presentation for Parents**

**FIND US ON FACEBOOK**
English in Action Post and Share

## THIS IS WHAT SOME OF OUR CUSTOMERS SAID...

*"Everything was well-organised and ran smoothly, and the parents were overwhelmed!"*

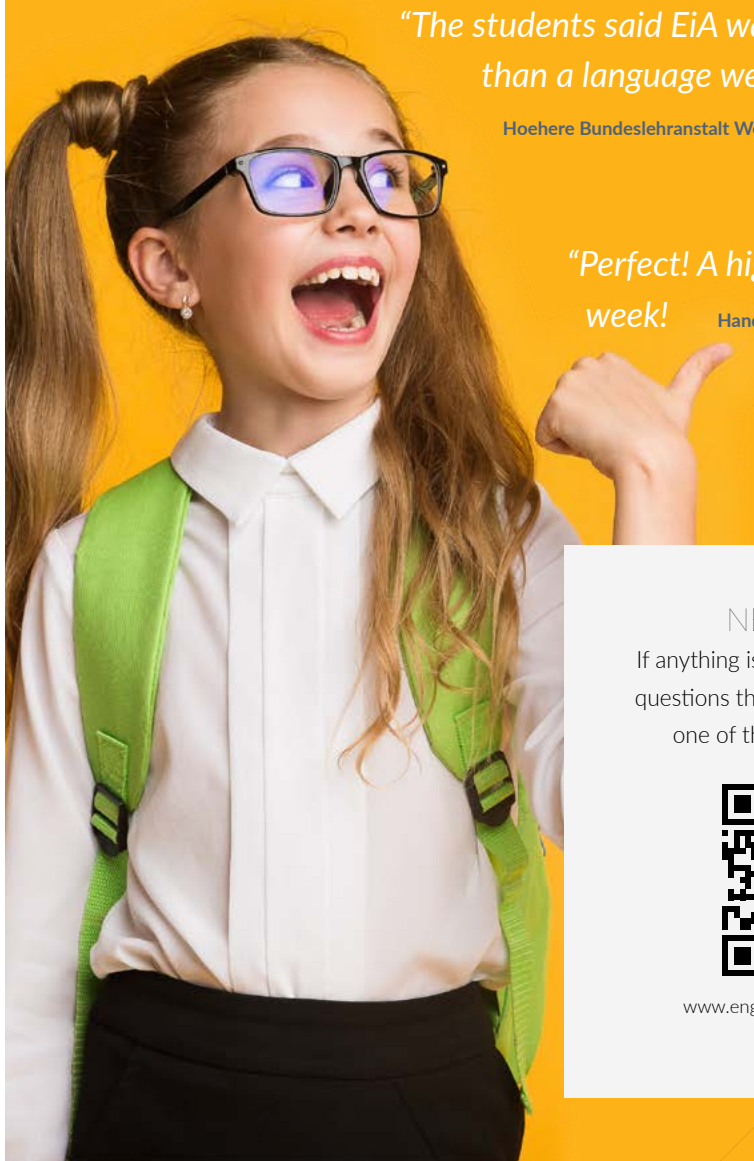
**Bundesgymnasium Amstetten, Austria**

*"The students said EiA was more useful than a language week abroad."*

**Hoehere Bundeslehranstalt Weyer, Austria**

*"Perfect! A highly memorable week!*

**Handelsschule Eferding, Austria**



### NEED HELP?

If anything is unclear or you have any questions then please book a call and one of the team will help you.

www.englishinaction.com/consult

# CHOOSING YOUR COURSE FOCUS

## GENERAL ENGLISH

We offer a range of popular General English courses suitable for CEFR levels from A1 to C1. The courses incorporate a variety of age and level appropriate topics.

Every lesson is packed with relevant and engaging activities designed to get students talking to each other in English.

## EXAM PREPARATION

Our Exam Booster courses offer a mix of traditional English in Action course content and exam-specific orientation and practice.

Because of the nature of these exams we suggest you get in touch with us prior to booking so that we can guarantee that we can provide what your students need.

## BUSINESS & VOCATIONAL

For anyone attending vocational school or for secondary students who would like to explore the world of business English, we offer several different business English courses.

Whether students want a basic course in office English or an advanced course with serious content, we can cater for all needs.

## RESIDENTIAL COURSES

We work with youth hostels to provide residential English in Action weeks.

You can also find your own location and organise a programme of your own including lessons with an Englsih in Action teacher.

Get in touch to discuss the options.

## AUSTRIAN RESIDENTIAL CAMPS

We are delighted to offer the Appelhof Kinderhotel for residential camps in Austria.

See www.appelhof for details

KINDERHOTEL APPELHOF

## GERMAN RESIDENTIAL CAMPS

We now offer the fantastic Haus Bayerischer Wald for residential camps in Germany.

See www.haus-bayerischer-wald.de

Haus Bayerischer Wald

# PICKING THE RIGHT WORKBOOK

### Courses have been developed by EiA over many years

Our huge range of courses suitable means we have something for everyone, from beginners through to experts. Our courses incorporate a variety of interesting topics and each lesson is packed with relevant and engaging activities designed to get students talking.

At the lowest levels there is an emphasis on the development of basic vocabulary and confidence building. For more advanced students we focus on fluency with competitive games and simulations. From here the courses embrace freer language practice, with discussions and problem solving. Higher level students will enjoy more cultural input and presentation work.

### What to do next?

The best thing to do is look at the online course finder to get an idea of what is on offer - englishinaction.com/courses

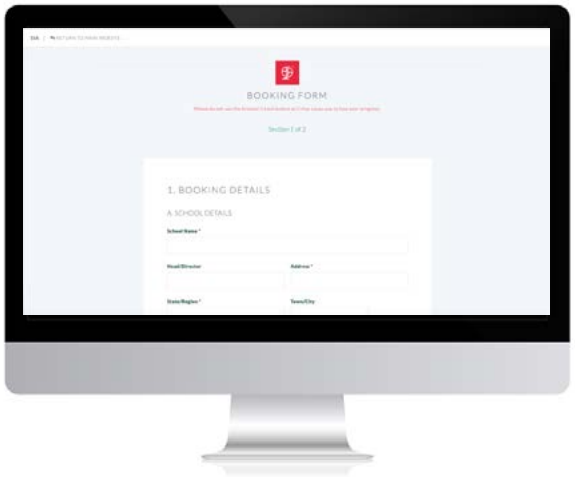
We are always on hand to discuss your next course. If you are not sure what to choose then don't panic, we will discuss your choices during your academic phone consultation or you can talk to us at any stage.

*Our Breakthrough workbook is a very popular choice for younger students*

# BOOKING FORM

Completing our online booking form is the final step to booking your course. Please go to www.englishinaction.com/bf and fill in the details.

Complete it as thoroughly as possible and remember, your sales representative is always on-hand should you have any questions.




At the end of each page your progress will be saved and we will receive a copy, so don't panic, your work won't be lost!

When the booking form is completed you will get the option to print or save your booking summary, for your own records.

Next, you will hear from our Bookings Team by email with your programme confirmation and booking details.

# PAYMENT PROCEDURE

When we have your booking form, you will also receive information regarding the payment procedure from our Bookings Team.

The payment procedure remains very simple*:

1. Inform the students of the course cost, fees and payment deadline using our editable parent's letter on the Links, Downloads & Printables page.

2. Make a list of interested students according to the booking deadline which we will give you. Use the Sign-up Sheet that we have provided to keep track of registrations.

3. Give the students the payment information and the registration deadline. EiA will send you an invoice for the full fees 2-3 weeks before the course starts.

4. The students/parents pay their fees into the school's bank account and one simple transaction is made into our European bank account.

## Refunds

Refund protection cover is now a chargeable extra. A 5€ supplement (per person) will be charged and students will then be entitled to:

- A pro-rata refund for any full days missed due to Covid-19.

- A pro-rata refund minus a €20 administration for any student who is absent for 3 or more days of their course, if due to illness or difficult personal circumstances.

Please note: This refund protection cover is optional so you may request, in writing, to opt out. Please understand that if you opt out then your students will not be eligible for a refund should they be absent during their course for any reason.

Full details can be found on our website - englishinaction.com/legal

*If you are not able to collect the fees at school, please talk to us about alternative payment methods.

# CHECKLIST

**Top Tip**

Use this page to keep track of your course planning. Simply tick the items off when they are complete.

- [ ] **1. EiA week & age group(s) chosen**
  Any week of the year and any age/level.
- [ ] **2. Details discussed with EiA sales rep**
  Find their details here.
- [ ] **3. Students & parents are informed**
  Using the parent's letter & pupil and parent info.
- [ ] **4. Students return their interest slips**
  Don't forget to add the deadlines, dates and fees.
- [ ] **5. Student registration period ends**
  Contact your EiA rep if students want to join after this date.
- [ ] **6. EiA Booking form needs to be completed online**
  Visit: www.englishinaction.com/bf
- [ ] **7. Receive booking confirmation & payment information**
  From the EiA Bookings Team.
- [ ] **8. Academic chat with EiA to discuss your course and materials**
  The Academic Team will contact you after we receive your booking form.
- [ ] **9. Give out payment info to students**
  Don't forget the payment deadline we will have given you.
- [ ] **10. Collect students' fees at school**
  You will need to pay 2-3 weeks before the course starts.
- [ ] **11. Receive final EiA course details by email**
  Containing all your pre-course information.

# GET IN TOUCH

We have introduced various additional ways for you to contact us, so there's no excuse not to get in touch!

## Zoom, Teams & Skype meetings

Our lockdown saviours! We are all experts now, so why not try it.

## Website chat

Got a question whilst you are on our website? Someone from the EiA office will be instantly available to answer all of your questions (Mon to Fri 8.30 - 17.00 GMT).

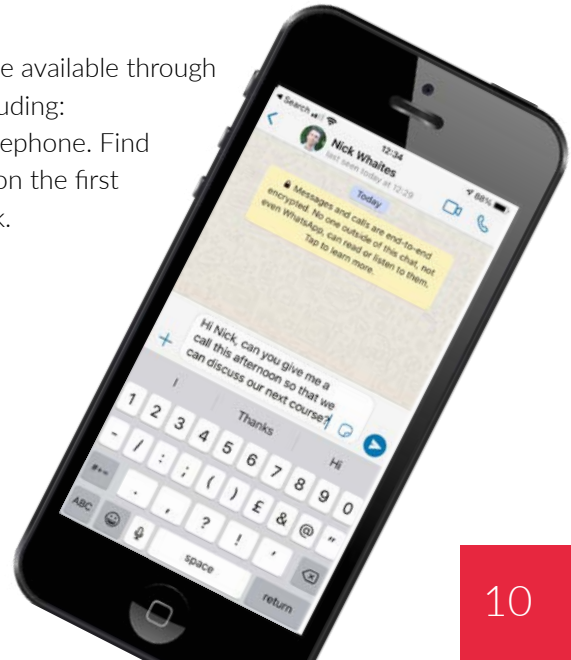
## Book a call at a time that suits you

Contact us to book a chat with your EiA sales team representative, at a time and day convenient to your own teaching schedule.

Visit *englishinaction.com/contact*

## Traditional methods

Your EiA sales representative will still be available through all of our traditional means, including: Whatsapp, email and telephone. Find our contact details on the first page of this pack.



WANT TO CONNECT?
Add 0044 1227 818 250 to your contacts and let's talk on WhatsApp!

## FIND OUT MORE

Our promotions team are always on hand, so get in touch if you have any questions. If you would like us to call you back, then let us know a good time for a no-obligation chat.

## HELP PROMOTING YOUR COURSE

Representatives regularly visit your area. Get in touch to arrange your free:

- demonstration lessons
- parents' presentation
- meeting with your colleagues

## WANT TO BOOK A COURSE?

Complete the booking form at *englishinaction.com/booking*

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