



# English in Action

## BOOK YOUR NEXT COURSE

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<b>1. SCHOOL DETAILS</b>							
SCHOOL/CENTRE NAME				NAME OF HEAD/DIRECTOR			
ADDRESS					REGION		
TOWN/CITY			POSTCODE		COUNTRY		
WEBSITE			PHONE		FAX		
NEAREST AIRPORT				NEAREST TRAIN STATION			
<b>2. LOCATION OF COURSE - if different from above</b>							
CENTRE NAME				NAME OF ADMINISTRATOR			
ADDRESS				EMAIL			
TOWN				PHONE			
POSTCODE				FAX			
<b>3. CONTACT TEACHER DETAILS - our Senior Teacher will call to arrange the pre-course meeting</b>							
<b>CONTACT TEACHER 1</b>							
NAME				HOME TEL.			
EMAIL				MOBILE TEL.			
<b>CONTACT TEACHER 2</b>							
NAME				HOME TEL.			
EMAIL				MOBILE TEL.			
<b>CONTACT TEACHER 3</b>							
NAME				HOME TEL.			
EMAIL				MOBILE TEL.			
<b>4. COURSE DETAILS - please list your dates in order of preference</b>							
NO. OF STUDENTS		PREFERRED DATES		2 <sup>ND</sup> OPTION		3 <sup>RD</sup> OPTION	
<b>5. SCHOOL/CENTRE FACILITIES - please tick those that will available for our teachers to use free of charge</b>							
PHOTOCOPIER	CD PLAYER	DVD PLAYER	VIDEO CAMERA	PC ACCESS	INTERNET ACCESS	PROJECTOR	PLAYGROUND
<b>6. ACCOMMODATION - we welcome your suggestions for reasonably priced accommodation near the school/centre</b>							
NAME & ADDRESS				EMAIL			
				TELEPHONE			

**COURSE CODES** - Please use this as a guide when completing Section 7 below

LEVEL	COURSE	CODE	LEVEL	COURSE	CODE	LEVEL	COURSE	CODE
A1	Breakthrough	B	A1-B1	NMS Go!	GO	C1+	Teacher Development Programme	TDP
A2	Waystage	W	A2/B1	Business Booster	BB	B1	BHAS Oral Exam Preparation	BHAS
B1	Threshold	T	A2/B1	Business Communication Skills	BCS	B2	BHAK Oral Exam Preparation	BHAK
A2/B1	British Language & Culture	BLC	B1	Leisure and Tourism	LT	B2/B2+	Matura Booster	MB
B1/B1+	Britain Today	BT	B1/B2	Business in Action	BIA	B1	Abschluss Exam Preparation	ABS
B2	Vantage	V	B2/C1	Business English	BE	B2/B2+	Abitur Exam Preparation	ABR
C1	Effectiveness	E	A1/A2	Young Learners	PR	ANY	School Exam Booster (other)	SEB

**7. COURSE DETAILS**

- If you are unsure of the course required then please leave blank  
 - Course descriptions can be found on our website

CLASS	NO. OF STUDENTS	AGE RANGE	FORM	LEVEL OF ENGLISH	COURSE CODE	HAVE STUDENTS PREVIOUSLY HAD A COURSE? (YES/NO + DATES AND NUMBER OF STUDENTS)
EXAMPLE	13	12 - 13	3 <sup>rd</sup>	A2	W	Yes, 10 students had a Breakthrough course in March 2015
EIA CLASS 1						
EIA CLASS 2						
EIA CLASS 3						
EIA CLASS 4						
EIA CLASS 5						
EIA CLASS 6						
EIA CLASS 7						

**8. LESSON 4 (GENERAL ENGLISH COURSES)**

Lesson 4 allows us to cater for the specific needs of each class. Please choose one of the following options:

I am happy for the EIA teachers to provide appropriate content during these lessons

I would like EIA teachers to cover the following topics/language points - please specify below (up to a maximum of 5)

EXAMPLE Class 1 - please include a lesson on British food


**9. IMPORTANT INFORMATION** - Please list any health, learning or behavioural issues

EXAMPLE 8th form group has 2 students repeating the year and 1 bilingual student


**10. TIMETABLE** - please supply lesson times (6 x 45-50 minute lessons)

LESSON 1	START	END	LESSON 4	START	END
LESSON 2	START	END	LESSON 5	START	END
LESSON 3	START	END	LESSON 6	START	END

**11. SHOW/PRESENTATION**

Would you like participants to prepare an end-of-course show or presentation? (please select one option only)

SHOW (drama/comedy/sketches)  FORMAL PRESENTATION  NEITHER

**12. TERMS & CONDITIONS**

I HAVE READ AND ACCEPT THE TERMS & CONDITIONS  Please see: [www.englishinaction.com/legal](http://www.englishinaction.com/legal)

**13. MEDIA CONSENT** - please tick YES if you agree to the statement below

YES  NO  The school consents to the taking of pictures/videos of students and for them to be shared on EIA's social media pages.

**14. REFUND PROTECTION** - please see [www.englishinaction.com/legal](http://www.englishinaction.com/legal) for full details

YES  NO  Refund protection costs €5 (per person). If you tick 'YES' then participants will be entitled to a refund under certain circumstances. If you choose 'NO' then no refund will be offered under any circumstances. see [www.englishinaction.com/legal](http://www.englishinaction.com/legal) for full details