

**WORKSOP COLLEGE**  
AND  
**RANBY HOUSE**

**English as an Additional Language (EAL)  
Handbook  
23/24**

## **Welcome to Worksop College!**

This handbook is for new overseas pupils attending Worksop College. The purpose is to answer any questions you may have about the English as an Additional Language department (EAL).


Each year we welcome a number of overseas pupils to Worksop College.

These pupils comprise many nationalities, such as Chinese (both mainland and Hong Kong), Japanese, German, Bulgarian, as well as many more. So do not worry as you will have many classmates who are experiencing the same feelings as you are.

The aims of the EAL courses are many. However, our two main goals are to help you improve your English language proficiency to a level where you are able to successfully apply for and be accepted onto a degree course at a British university of your choice and to nurture the skills and attributes which will make you truly 'international'. The ability to operate within an international community is an attribute, which will be very useful in your future careers.

I hope this booklet contains enough information to help you understand how the EAL Department will work to help you get the best from your time at our school.

We look forward to meeting you and are very excited about helping you achieve your academic goals at Worksop College and beyond.

A handwritten signature in black ink, appearing to read 'L. Bennett', followed by a stylized, scribbled mark.

**Liza Bennett**  
**Head of EAL**

## **Worksop College's EAL Policy**

- All pupils will follow a personally-designed EAL programme, however, able Year 10 and 11 pupils may be allowed to follow the GCSE English course.
- A pupil entering at Year 11 may have the opportunity to sit an IGCSE in English depending on their entry level of English. This will be assessed by the EAL teacher and the Head of English in the first week of term.
- Up to Year 11 level the pupils will be prepared for the Cambridge First Certificate Examination (FCE). At the end of Year 9 and 10 an internal examination, set by the EAL teacher, will be used to measure progress and set targets.
- At the end of Year 11 students have the option of sitting the FCE as part of their public examinations.
- In the Sixth form the IELTS (International English Language Testing System) course is followed so that overseas pupils have the necessary qualification in English to study at a higher level in the UK. Universities set their own minimum requirement depending on the course chosen but most expect a level 6.0 or higher.

## **Improving your English before you arrive**

You may feel as though your English is pretty good. However, before you arrive – you should take every opportunity to improve your English.

### **Listening - Internet Radio**

You should listen to English radio stations over the internet prior to your arrival. Podcasts are also a valuable source of listening material; you simply log on to Radio 4's website and download the podcasts of your choice. Below is an example of a radio station in the United Kingdom which has various podcasts.

<http://www.bbc.co.uk/radio4/>

### **Reading**

Try and read as much as possible in English. You should not read materials that are too easy. Always look for challenging material, which requires you to look up the meanings of words in a dictionary.

Take every opportunity to read in English: 20 minutes in the morning and 20 minutes in the evening every day is a lot of reading and will greatly improve your comprehension of English.

### **Items to bring with you**

You might wish to bring a sample of traditional food, a piece of clothing or some photographs from your home country which you can share during our annual International Week. This is an important part of our calendar and is the chance for our overseas community, both teachers and pupils, to meet and share an understanding of different cultures through food, song, dance and discussion.

### **How to settle in to life at Worksop College**

It is essential that you socialise with a wide range of other pupils - including those of a different nationality, year group, gender and house. Some pupils tend to **only** socialise with pupils from their own country and if you do this, it will reduce the 'international' value of your experience at Worksop College.

**By socialising with other pupils, especially English, your language skills will improve very quickly. Always speak English even with people from your own country - you speak your own language it creates the perception of a 'barrier'!**

## **Courses of study**

### **Year 10 and 11**

You will study for the Cambridge University ESOL examination entitled '**First Certificate**' (**FCE**).

FCE contains the following elements.

**Reading (Paper 1) 1 hour** - You will need to be able to understand information in fiction and non-fiction books, journals, newspapers and magazines.

**Writing (Paper 2) 1 hour 20 minutes** - You will have to show you can produce two different pieces of writing such as a short story, a letter, an article, a report, a review or an essay.

**Use of English (Paper 3) 45 minutes** - Your use of English will be tested by tasks which show how well you control your grammar and vocabulary.

**Listening (Paper 4) 40 minutes** - You need to show you can understand the meaning of a range of spoken material, including news programmes, speeches, stories and anecdotes and public announcements.

**Speaking (Paper 5) 15 minute oral interview in pairs** - You will take the Speaking test with another candidate or in a group of three, and you will be tested on your ability to take part in different types of interaction: with the examiner, with the other candidates and by yourself.

### **FCE Grading Bands**

A = 80% and above

B = 75 – 79%

C = 60 - 74%

### **Sixth Form**

You will study for the **IELTS** examination. This is the **International English Language Testing System**. Educational institutions, along with employers and government immigration agencies, require proof of English language skills as part of their recruitment or admittance procedures. Increasingly, these organisations are using IELTS. More than 1 million people a year are now using IELTS to open doors throughout the English-speaking world and beyond. IELTS is recognised by more than 6,000 organisations worldwide.

At Worksop College, Sixth Form pupils study for and sit the IELTS examination. This is the standard by which universities in the United Kingdom measure a student's level of English and thus their suitability for a course and level of study.

***It is essential for pupils to study IELTS and achieve a suitable result if they wish to study at a University in the United Kingdom.***

All candidates are tested in Listening, Reading, Writing and Speaking. The total test time is around 2 hours 45 minutes. All five sections of the test are completed in one day. This usually takes place at the University of Nottingham in May or June.

**IELTS scores** -The tests are designed to cover the full range of ability from non-user to expert user. Test takers receive a score of 0—9, with 0 being for those who did not attempt the test, and 9 being for the most proficient users. Most universities accept scores between 6—7 as being suitable for undergraduate study in English. The above information is listed on the Test Report Form. The nine bands of language ability are described in general terms as follows:

## **IELTS Band Scales**

### **Band 9 Expert User**

Has fully operational command of the language: appropriate, accurate and fluent with complete understanding.

### **Band 8 Very Good User**

Has fully operational command of the language with only occasional unsystematic inaccuracies. Misunderstandings may occur in unfamiliar situations. Handles complex detailed argumentation well.

### **Band 7 Good User**

Has operational command of the language, though with occasional inaccuracies and misunderstandings in some situations. Generally handles complex language well and understands detailed reasoning.

### **Band 6 Competent User**

Has generally effective command of the language despite some inaccuracies and misunderstandings. Can use and understand complex language, particularly in familiar situations.

### **Band 5 Modest User**

Has partial command of the language, coping with overall meaning in most situations, though is likely to make many mistakes. Should be able to handle basic communication in own field.

### **Band 4 Limited User**

Basic competence is limited to familiar situations. Has frequent problems in understanding and expression. Is not able to use complex language.

### **Band 3 Extremely Limited User**

Conveys and understands only general meaning in very familiar situations. Frequent breakdowns in communication occur.

### **Band 2 Intermittent User**

No real communication is possible except for the most basic information using isolated words or short formulae in familiar situations and to meet immediate needs. Has great difficulty understanding spoken and written English.

### **Band 1 Non User**

Essentially has no ability to use the language beyond possibly a few isolated words.