

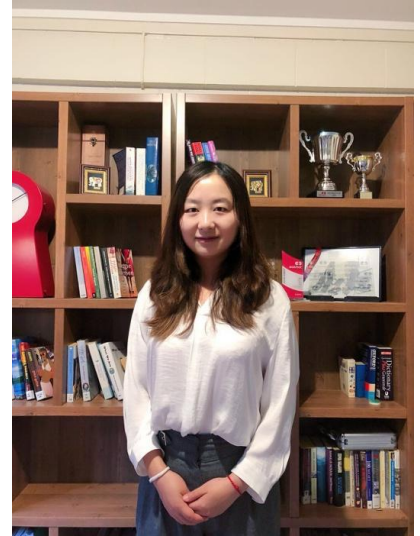


Dear English Class Student – 2018

Updated on 8 October. 2018

Welcome to the English Class at the Institute of Commercial Education (NZ). I am very excited to have you in my class.

I am Linda Chen. I have the passion in English teaching especially for the students who are struggling to communicate or respond to one another by speaking the universal language. I have a four-year demonstrated history of teaching teenager students at high school in China. Then I decided to study my master degree in professional language studies and teaching at AUT University in New Zealand, by so doing, I build up a strong theoretical and practical knowledge in language teaching. Experienced IELTS teacher Tony and I work together at the Institute of Commercial Education, we devote in preparing and delivering educational, interactive, and dynamic classes to prepare you in taking the IELTS exam. I undertake the Grammar and writing structure parts. I guarantee that you will be given enough opportunity to develop your four key language skills, and we will guide you throughout your course to achieve an improved IELTS score. It is my objective to be a professional, approachable and creative teacher who is extremely helpful.



Testing

- Every 3 months all students in the school are given a test to check overall progress. In addition, I will also give you regular progress tests so you have a better idea how you are doing in your studies.
- At the end of your studies you will be given another test so you can see clearly how well you have done during your time at the school.

Textbook

- The textbook for my class is <<Cambridge English Complete IELTS bands: 4-5 Student's Book>> - all students can purchase or borrow the book as a condition of their study, ie, only genuine students will be supported by Immigration NZ. Under copyright law, I cannot make copies for you.
- I will also use a lot of practical material which will help you with living English

Outdoor Activities

- We regularly organize class and school trips to give you more opportunities to practice your English outside and experience New Zealand culture. Some of these activities have a small cost involved, but you can choose whether or not you wish to attend.

Student Representative

- Our student representative is _____. Feel free to talk to them about any issues you are experiencing but also to me directly and I will be happy to assist you.

Food and Drink

- As a courtesy to other students please do not consume food or drink in the classroom. We have a break at 11am every day and the school has a kitchen area for you to use.

Leave

- As a reminder, if you wish to take leave you will need to apply in advance through school management

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