



Nile Language School

A cityscape background, likely New York City, featuring the Empire State Building and other skyscrapers. The image is partially covered by a large, semi-transparent red overlay that tapers from the left side towards the right. The sky is a mix of blue and orange, suggesting a sunset or sunrise.

High Standards in  
**Language**  
Teaching

Student Handbook

Revised for 2018-19 Academic Year

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## INTRODUCTION

Nile Language School's (hereafter referred to as 'NLS') mission is to provide exceptional English language programs to speakers of other languages. NLS is dedicated to helping students in the process of achieving their goals and improving their social and academic abilities, and facilitating the acquisition of the English language in a friendly learning environment.

This mission is accomplished by:

- Carrying out a comprehensive curriculum that supports the expansion and acquisition of language skills: reading, writing, listening, and speaking.
- Assisting students in the development of the aforementioned skills in a cross-cultural atmosphere through the exploration of people, places and ideas in American culture and other cultures.
- Implementing assessment tools for placement accuracy, learning and progress verification.
- Providing services and activities that help the students take full advantage of their stay in the US.
- Encouraging active faculty and staff participation in the development and evaluation of the program, as well as their own professional development.



## 1. ADMISSIONS

A student applying to NLS must be at least 18 years old and have earned a high school diploma. NLS may admit students who are at least 16 years old with a parent's or a legal guardian's permission. The "Authorization Form for Minors" form must be completed and submitted to the school upon registration.

Year-round open admissions: Prospective students may apply at any time of the year to enroll to any upcoming session(s). English as a Second Language (ESL) Programs at NLS have definite start dates and schedules. Refer to the academic calendar for more information.

Equal opportunity: NLS does not discriminate on the basis of sex, race, ethnic origin, sexual orientation, religion, disability, or on any other basis outlined by applicable federal, state, and local laws.

Placement test: Prospective students must take the placement test to determine their proficiency level. Students who do not take the test will be placed in the Beginner Level. Maximum teacher to student ratio in a classroom environment is 1 to 15.

### a. Admission Procedures:

U.S. Residents must:

- Complete the application form.
- Provide a valid U.S. identification (U.S. Passport, government ID, Green Card, etc.)
- Provide proof of residency (Mail, bank statement with address, or state driver's license, etc)
- Pay the non-refundable application fee.

International Students (F-1 Visa) must:

- Complete the application form.
- Provide a copy of passport ID page (and photo page if separate)
- Provide proof of funds (Bank statement or a bank letter with sufficient funds to cover all tuition and living expenses in the U.S.)
- Pay the non-refundable application fee of 100 USD and 75 USD International Express Courier Fee.
- Complete the Sponsor Form (Only if the Proof of Funds is provided by a sponsor).



International students in the United States with an active I-20 who is transferring to NLS must:

- Submit an online application.
- Pay \$100 application fee (non-refundable).
- Submit a copy of passport.
- Copy of Entry Visa
- Copy of all previous I-20s
- Provide proof of funds (Bank statement or a bank letter with sufficient funds to cover all tuition and living expenses in the U.S.)
- Submit a Letter of Support from the sponsor (if bank statement is not in Student's name)
- If the sponsor is in the U.S., Affidavit of Support form (I-134) must be filled instead of Sponsor Form
- Sign and submit Transfer Verification Form to previous school's International Student Advisor.
- Pay \$25 express domestic mailing fee (optional)

**b. Registration & Enrollment:**

Full payment of the registration fee and tuition are required upon enrollment. For payment schedules and payment plans, see an administrator. New students are advised to register at least a week before the start of the new session. Current students must register before the last day of their current session. This is to ensure that students are placed in the appropriate classes.

If a student returns to NLS after 4 or more sessions of break, the student must register again. This includes filling out the application form, taking the placement exams and paying a registration fee.

**c. Entering Existing Classes:**

Students are not permitted to enter existing classes after the first week of a session. If they register after the first week, they must wait until the next session to join a class. The payment for the first week will be adjusted as follows.

If the student misses the complete whole week, the first week payment will be deducted from the tuition.

If the student joins the class at any day of the first week, the full week's tuition must be paid.



## 2. PAYMENTS & REFUNDS

### a. Payment Policy:

Full tuition per course must be paid prior to the start of the classes. All students must make the tuition payment and register for a class by or on the last day of the registration period. Please also note that prompt payment means guaranteed placement in class. New students must pay tuition on the day of registration. In the Intensive English Program, students will not be allowed to enter or continue attending class until they have paid 100% of tuition before the end of the registration period.

NLS offers payment plans for registrations of at least 2 sessions. Payment installments are due on the first Monday of every 4 weeks. For students who are receiving a long-term discount, the payment installment will decrease gradually as shown on the payment plan.

### b. Forms of Payment:

NLS accepts payments by cash, money order, traveler's check, personal check, all major credit and debit cards (VISA, MasterCard, American Express, Discover).

### c. Cancellation and Refund Policy:

Registration fee is non-refundable. No refund or credit is issued for transactions beyond 180 days. Funds/Credits are non-transferrable.

Refunds are applied according to the NEW JERSEY ADMINISTRATIVE CODE TITLE 12. LABOR AND WORKFORCE DEVELOPMENT CHAPTER 41. PRIVATE CAREER SCHOOLS SUBCHAPTER 4. SCHOOL OPERATIONS REQUIREMENTS [N.J.A.C. 12:41-4.1 (2017)].

For courses of 300 hours or less, NLS may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis. The school may require that the student retain all books, equipment and tools purchased from the school and issued to the student. The school may refund a portion of the monies paid if the books, equipment and tools are in proper condition for resale. The school must be notified in writing within five business days of the date of withdrawal. For full-time attendance in courses exceeding 300 hours in length, but not exceeding 1,200 hours, the school may retain the registration fee plus: i. Ten percent of the total tuition, if withdrawal occurs in the first week; ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week; iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the course;



and iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course;

Refunds are based on the pro-rated weekly rate at full tuition for the entire course, not on the partial (discounted) tuition paid. All discounts and promotions offered or applied are subject to removal for pro-rata rate calculation. The refund is calculated from the week that the student starts classes and also will be calculated from the day that the student informs NLS of his/her cancellation of classes. Student's attendance of 1 day or more in any given week represents 1 full week.

The refunds will be made by check and will be issued to the person, company, government or private agency who made the payment on student's behalf. The check may be picked up from school or mailed on the second Friday following the date the refund was requested.

**d. Refund for a prospective F-1 student:**

The registration fee and mailing fees are non-refundable. If a visa application is denied, the full tuition will be refunded (if any tuition deposit was made). Refunds will be issued only upon presentation of the following:

- Proof of payment
- Refund Request Form
- The original I-20 (2 pages) and Letter of Rejection from the U.S. Consulate

**e. Course Cancellations**

If a student's scheduled course is cancelled by NLS subsequent to the student's enrollment, NLS will refund all tuition fees paid by the student for the cancelled class. For the purpose of cancellations described in this section, all refunds due will be made within thirty (30) calendar days of the first scheduled day of class.

**f. Cancellations for "no-shows"**

When a student cancels a scheduled course, the student will receive a full tuition refund provided the student: 1) has not entered classes; and 2) cancels by the end of the registration period. Students who enter the U.S. on an NLS I-20 and decide not to take any classes at NLS for any reason other than a medical excuse are subject to pay the early withdrawal fee which is 1 session tuition or the minimum required amount to study at NLS (whichever is greater). NLS will only issue refunds to the original payer on file. Payers who would like to designate another person to receive their refund must submit a request in writing to NLS upon applying



for a refund. This letter must be attached to the NLS Refund Request form and submitted to the accounting department for processing. NLS reserves the right to change tuition and fees without notice. Please ask campus administrative staff about current prices and session program dates.

**g. Fees:**

- Non-Refundable registration Fee: \$100
- Change of Status/Reinstatement to F-1 Status Processing Fee: \$300.00
- Lost/Duplicate/Damaged I-20: \$50.00
- Lost/Duplicate NLS Certificate of Completion: \$20.00
- Lost/Duplicate NLS Transcript or Letters: \$20.00
- Lost/Duplicate NLS Transcript and Certificate: \$20.00
- Test Rescheduling: \$20.00
- Early Withdrawal, Minimum Study Requirement Fee: \$1,140
- Returned check fee: \$50

The test rescheduling fee must be charged to all students requesting their final exam to be rescheduled; there is no charge for rescheduling midterm exams. The test rescheduling fee will be waived for students requesting a rescheduled test for sessions whose end dates have been modified by NLS for inclement weather or other reasons. Both the oral and written sections of this test are included in the \$20.00 fee

### **3. ATTENDANCE**

**a. Attendance and Academic Progress:**

School attendance is required as it is vitally important to a student's academic progress. To pass a course within a program, students must not miss more than 25% of the total class hours.

**b. Tardiness:**

NLS requires all students to be on time for their classes. Students will be considered LATE if they arrive 10 minutes after the class start time unless there is a severe weather condition or the student has a personal emergency. Being late four times is equal to one absence.

**c. Vacation Policy (Non-F-1 Students):**

Students must inform the school of intent to take a leave of absence. Students are advised to notify the school of the length of the leave. Students must note that 4 sessions or more of non-





attendance at NLS means paying the registration fee and taking the oral and written placement exams again. (See Vacation Policy for F-1 students in F-1 Matters Section)

## 4. ACADEMIC MATTERS

### a. Director:

The school director helps students with any school-related concerns that include payments, use of facilities and overall school issues. For other specific matters, the director may refer the students to the Program Coordinator or Student Services Coordinator.

### b. Student Advisors:

Student Advisors are available to assist students with their academic issues. This includes issues affecting their learning experience and other educational needs relevant to the school's programs. Students can also approach them regarding their schedule, evaluation of their academic progress, and assistance in other resources outside of the classroom. The advisors give relevant advice that will ensure students' academic benefits, as well as counsel students for behavioral issues at school. Students can find a list of advisors and their office hours posted on the bulletin board.

### c. Teachers:

NLS Instructors are always willing to extend assistance to students with special academic concerns. Instructors may counsel or advise students on their classroom performance as well as commend them for exemplary achievements in class. At the end of each course, students are asked to evaluate their Instructor's performance (End of Course Survey). The survey forms are strictly confidential. Only summaries of students' comments are presented to NLS without disclosing the identity of the students who took part in the survey.

### d. Academic Progress:

Every student who would like to study at NLS is required to take the written/oral placement exams to determine individual needs. When a student successfully maintains good standing and completes a course, he/she progresses to the next course in the program. Students take final exams at the end of the course to ensure their ability to move on to the next course. Students are expected to sequentially follow the courses. Student's seeking to attend the **Beginner Level (ECFR A1)** are not required to take the placement exam, but are highly recommended to do so.



**e. Certificates:**

A certificate of completion is issued to students who successfully complete a level:

1. Beginner English
2. Intermediate English
3. High Intermediate English
4. Advanced English
5. Test Preparation

The request should be made at the front desk, and the certificate will be available for pick up after five business days. One certificate is free of charge, and additional copies will be \$20 each.

**f. Changes to Initial Placement:**

If a student believes to be in the wrong level, the student may request to take the final exam in their current course to move to the next higher level. If the level is too high, the student may request to be moved into a lower course without taking an exam. The same procedure is followed if a teacher thinks that a student was placed in the wrong level.

**g. Course Repetition:**

Repetition of a course for purpose of review is only possible upon the approval of the Director and based on teacher's recommendation. However, course repetition may also be a consequence for failing a course. Though students may repeat a course while trying to make academic progress during each session, F-1 students who show little or no academic progress may be put out of status, in compliance with the USCIS rules.

**h. Main Assessments:** Midterms, Finals, Speaking/Writing Projects Students are evaluated throughout a course with major assessments in the middle and at the end of the course. Students who do not pass a main assessment are counseled and assisted. If a student's below average performance is due to attendance, he/she may be referred to an advisor for further counseling.

At the end of the course, students are issued a grade report that indicates whether an individual student passed or failed the course. The teachers will also submit a complete list of students' names with their final grades to the director for encoding and filing purposes. After the instructor reviews the exam in class, all exams are turned in by the teachers to the school staff in charge of student records. No student is allowed to take home a copy of their exam. Students' exams are kept in the office for 18 weeks while grades are kept in the student's individual account in the database. If for any reason a student was not able to see his/her final



grade on the last day of the session, the student can call the school two business days after their final exam. Final scores can only be revealed to the student.

**i. Grading:**

The passing overall grade at NLS is 70%. ESL students must also demonstrate proficiency in reading, writing, listening, and speaking at their current level.

**j. Failure to take the exam(s)/ submit project(s):**

If, by the end of the course, a student has failed to complete a main assessment of his/her specific course (i.e. either Midterm, Final, Final Speaking/Writing Project, Mock Exam), that student will be marked (I) for Incomplete grade.

**k. Provision for Make-Up Exams:**

To successfully pass the course, students are expected to take the exams/submit the projects on the scheduled days determined by the teacher. If a student is unable to attend class on that particular day, a make-up date can be arranged with the teacher's approval. Students with an Incomplete (I) grade must submit all of the incomplete work before the registration deadline of next session, or no later than 1 week after the current session ends (whichever comes first).

**l. Classroom Policies:**

The following rules are strictly enforced in the classroom:

Food is not allowed in the classroom. Class events such as a party or a classroom program are only allowed if approved by the director. Respect the teacher and classmates in class. No cheating! (Cheating includes use of translator/dictionary for vocabulary tests, asking someone else to do the homework or writing assignment for them, copying another student's answers during an exam, and plagiarism).



## 5. GRADING POLICIES

### a. Grading Calculations:

#### Beginner, Intermediate & High Intermediate English Levels:

Homework & Participation	10%
Speaking Test 1	10%
Speaking Test 2	10%
Speaking Test 3	10%
Quiz 1	15%
Quiz 2	15%
Final Exam	30%

#### Advanced English Level (Listening and Speaking):

Homework & Participation	15%
Speaking Project	20%
Quiz 1	10%
Quiz 2	10%
Quiz 3	10%
Quiz 4	10%
Final Project	25%

#### Advanced English Level (Reading and Writing):

Homework & Participation	15%
Writing Project	20%
Quiz 1	10%
Quiz 2	10%
Quiz 3	10%
Quiz 4	10%
Final Project	25%



**Test Preparation Level:**

Homework & Participation	10%
Independent Speaking Quiz 1	7.5%
Integrated Speaking Quiz 2	7.5%
Independent Writing Quiz 1	7.5%
Integrated Writing Quiz 2	7.5%
Listening Quiz 1	15%
Reading Quiz	15%
Complete Test (Final)	30%

**b. Grading Scale:**

Percentage (%)	Points	Letter Equivalence
95-100	4.0	A
90-94	3.7	A -
87 – 89	3.3	B +
84-86	3.0	B
80-83	2.7	B -
76-79	2.3	C
70-75	2.0	C -
Below 70	0.0	F

**c. Learner Proficiency Scale:**

On student report card, teacher writes student's proficiency level along with comments about student performance. NLS uses an adaptation of the Common European Framework (CEF) to determine each student's current level of English language proficiency. When student learning outcomes are met in each domain, i.e. speaking, writing, reading, and listening, you have successfully progressed to the higher level of English language proficiency. If you do not meet the proficiency level in category Basic: A1 you are considered limited English language proficient.



**d. Adapted CEF English Language Proficiency Scale:**

Source : <http://www.pearsonlongman.com/ae/cef/cefguide.pdf>

<b>Basic – A2</b>	<b>Speaking</b>	Student can communicate through basic grammatical structures and short, simple sentences and phrases, and set phrases. Students will have some difficulties in producing the correct tense, subject-verb agreement, and morphology. Fluency is not yet apparent.
	<b>Writing</b>	Student can write short, simple sentences that describe something s/he is familiar with. These writings will often lack cohesive flow and logical connectors, but will serve to communicate and display vocabulary knowledge.
	<b>Reading</b>	Student can read very short paragraphs/passages about simple topics. Student can build upon already learned vocabulary, but comprehension of abstract words and complex syntactical structures is not yet apparent.
	<b>Listening</b>	Student can understand short listening passages with basic lexical cues to help them decipher simple tenses of speech and identify the speaker's meaning.
<b>Basic -A1</b>	<b>Speaking</b>	Student can produce simple, basic, and concrete lexicon without added syntax and morphology in order to communicate immediate needs. S/he can produce everyday set phrases for social functions. Student may mispronounce words and use incorrect word stress and intonation.
	<b>Writing</b>	Student can decipher the basic alphabet and general sounds of each letter. S/he does not yet use grammatically complete sentences and often invents spelling of basic vocabulary words.
	<b>Reading</b>	Students can read and decode simple, phonetically unchallenging words in extremely short texts. Student find concrete vocabulary in texts and answer very basic concrete comprehension questions with some assistance. Student is unable to answer or comprehend reading comprehension questions within longer texts.
	<b>Listening</b>	Students can understand basic and concrete vocabulary structures when pronounced clearly for that person in contextualized situations.

<b>Independent – B2</b>	<b>Speaking</b>	Student can express himself/herself more spontaneously without too much strain between interlocutors. Student can provide more detail and various viewpoints, as well as increased usage of abstract lexicon.
	<b>Writing</b>	Student can write about various topics using correct vocabulary terms. The writing sample may lack cohesion and development of ideas, but the student is able to create grammatically correct sentences and experiment with various grammatical structures.
	<b>Reading</b>	Student can understand longer texts and gather some inferences from texts. Student may have a deeper understanding about what is implied in the text.
	<b>Listening</b>	Student can listen to various passages and short lectures and understand the main idea of the passage. The student can grasp listening material that is less contextualized, although may need context cues and some repetition
<b>Independent – B1</b>	<b>Speaking</b>	Student can communicate his/her needs in a variety of situations, however extended communication is limited. Student can recognize errors in his/her utterance, although self-correction is not always accurate.
	<b>Writing</b>	Student can produce writing samples with some cohesion and knows a variety of vocabulary. However, learner may not have acquired proper usage of a word and writings may display errors on simple grammatical forms.
	<b>Reading</b>	Student can read short, simple passages and understand the main points.
	<b>Listening</b>	Student can understand more complex listening passages when s/he knows the topic of the passage and what to listen for. The student may need to listen more than once and may need guidance.

<b>Proficient- C2</b>	<b>Speaking</b>	Student can fully express his/her needs, wants, opinions, and has complete command of discourse strategies. Student responds to spontaneous situations with native-like fluency, accuracy, and pronunciation.
	<b>Writing</b>	Student can use a vast array of lexicon, syntax, and cohesion in lengthy writing samples. Student can completely develop the given topic with appropriate supporting details and examples. Student can self-correct, but still may display minimal errors.
	<b>Reading</b>	Student can read variety of decontextualized, academic texts. Student can paraphrase texts and understand a text about a topic s/he has limited exposure to. Student can guess in context the meaning of an unknown vocabulary word.
	<b>Listening</b>	Student can understand all forms of media and lectures. Student understands idiomatic and academic language and the cultural implications of language. Student requires little to no paraphrasing while listening to texts in the target language
<b>Proficient – C1</b>	<b>Speaking</b>	Student can produce lengthier and more detailed explanations using a variety of vocabulary structures and a full range of verb tenses. Student is able to successfully self-correct, but may need to be made aware that an error occurred during speaking.
	<b>Writing</b>	Student can write detailed descriptions, provide opinions and reasons, while using grammatical structures and various vocabulary with confidence. Student may need to be shown errors, but self-correction is possible. Student displays effective cohesion, coherence, logical connectors, and topic development in writings.
	<b>Reading</b>	Student can understand and grasp the meaning of many academic materials. Student can make inferences and paraphrase a text.
	<b>Listening</b>	Student can understand the overall meaning of a listening passage, and can handle academic subjects that are less contextualized, although s/he may still need some guidance and support.



### e. Correlation between NLS Courses and Proficiency Scale:

Course Name	Proficiency Level
ESL101: Beginner English I	A1
ESL102: Beginner English II	A1/A2
ESL201: Intermediate English I	A2
ESL202: Intermediate English II	A2/B1
ESL301: High Intermediate English I	B1
ESL302: High Intermediate English II	B1/B2
ESL401: Advanced Listening & Speaking I	B2
ESL402: Advanced Reading & Writing I	B2
ESL403: Advanced Listening & Speaking II	C1
ESL404: Advanced Reading & Writing II	C1
TFL501: TOEFL Preparation I	C1
TFL502: TOEFL Preparation II	C1

## 6. CURRICULUM

It is a part of the school's philosophy to develop, actualize, further improve and expand our programs for our students' effective skill acquisition in ESL. Upon completion of the program, students are expected to have gained the necessary listening, speaking, reading, and writing skills to confidently communicate in various types of environments where English is spoken, and to take advance to the TOEFL (for students interested in who have successfully completed the Test Preparation Level).

### a. Methodology:

NLS' beginning, intermediate, high intermediate and advanced courses follow the communicative approach to language learning. The overall goal is to enable learners to communicate effectively and appropriately in the various situations they would be likely to encounter. In accordance with our mission statement as well as with the textbooks and materials used, these situations range from English that is commonly used in daily life to advanced language usage that serves as a preparation for academic environments.

Throughout all levels, students are empowered to gain communicative competence that enables them to use language for a range of different purposes and functions, to vary their use of language according to the setting and the participants (e.g. formal versus informal speech, written versus spoken communication), to produce and understand different types of texts (e.g.



conversations, interviews, reports, narratives, essays, presentations), and to maintain communication despite possible language-related challenges. In addition, the advanced courses put an emphasis on improving and explicitly practicing critical thinking, a mind-sharpening and mind-broadening higher thinking skill indispensable in academic environments. Students learn to be adept, responsible thinkers who are open-minded and have the ability to evaluate information based on evidence. They are asked to connect information in novel ways, challenge assumptions, make predictions, formulate a hypothesis, draw a conclusion, and truly solve problems.

All lessons are student-centered and designed to maximize cooperation and interaction among students in the classroom. Activities include pair work, group work, role plays, interactive games, oral presentations, open class discussions, writing practice, listening exercises, and interactive reading. Class parties and field trips also may be organized in order for students to make use of their language skills outside of the classroom, in real world situations. During field trips and parties, students use authentic materials not included in the books, and interact naturally with native and non-native English speakers while being observed by their teacher.

#### **b. Program Description:**

Nile Language School offers intensive courses in six-week sessions, Monday through Friday, in the morning, afternoon, or evening. The 100-, 200-, and 300-levels consist of four courses per level. Per course, students are provided with an average of 84 instructional hours and 24 hours of supplemental lab in the interactive component for a total of 108 hours. The 400-level consists of eight courses with 42 instructional hours and 12 of also supplemental lab in the interactive component each. Per six-week session, two of these skill-based courses are being taught and require enrollment concurrently which amounts to an average of 84 instructional hours and 25 interactive lab hours; thereby corresponds to the 108 total hours in the 100-, 200-, and 300-level courses.

Each of the two 500-level courses offers 108 instructional hours; however, since the two TEST preparation courses cover the same skills, TFL502 is intended for students who need an extra six weeks of TEST preparation after completing TFL501 or for students who wish to further review and practice the skills covered in TFL501.



### c. MyEnglishLab

All the courses in our intensive English program (IEP) include an interactive learning component, which consists of 24 interactive lab hours per session. Students utilize MyEnglishlab, which is an online tool that consists of interactive and online activities. These activities allow students to further practice the content and material learned after in-class instruction.

The main goal of this lab is to replicate the relevant content student complete during formal instruction, but in an interactive way. This course enhancement helps students build the communication skills and self-confidence needed to navigate social, travel, academic and business situations in English. Research has shown that repeated exposure to language in varied contexts supports learning and retention. Vocabulary and grammar are presented in meaningful contexts through a variety of reading and listening comprehension activities. In addition, audiovisual materials have been linked to improved listening and pronunciation skills in education research. This component offers an audio program and pronunciation coach, designed to enhance speech reception and listening abilities.

All students registered in the intensive English program are required to complete all assignments and activities. For each session, students are provided with a laptop computer to have access to their weekly assignments and deadlines. Students are expected to complete all work in class only and before the corresponding deadline. The assignments and activities include the following:

- Grammar coach
- Grammar practice
- Vocabulary flashcards
- Vocabulary practice
- Speaking practice
- Pronunciation coach
- Reading practice
- Writing practice
- Critical thinking
- Paragraph and essay writing
- Listening comprehension
- Reading comprehension



**d. Textbooks and Materials:**

Level	Course(s)	Textbooks & Course Materials
Beginner	ESL101: Beginner English I ESL102: Beginner English II	Top Notch Fundamentals (Split: A & B) Student Book & Workbook 3 <sup>rd</sup> Edition, by J. Saslow and A. Ascher; Top Notch Fundamentals TV DVD and Active Teach; MyEnglishLab
	ESL103: Beginner English III ESL104: Beginner English IV	Top Notch 1 (Split: A & B) Student Book & Workbook 3 <sup>rd</sup> Edition, by Joan Saslow and Allen Ascher; Top Notch 1 TV and Active Teach; MyEnglishLab
Intermediate	ESL201: Intermediate English I ESL202: Intermediate English II	Top Notch 2 (Split: A & B) Student Book & Workbook 3 <sup>rd</sup> Edition, by Joan Saslow and Allen Ascher, Top Notch 2 TV and Active Teach CD; MyEnglishLab
	ESL203: Intermediate English III ESL204: Intermediate English IV	Top Notch 3 (Split: A & B) Student Book & Workbook 3 <sup>rd</sup> Edition, by Joan Saslow and Allen Ascher; Top Notch 3 TV and Active Teach CD; MyEnglishLab
High Intermediate	ESL301: High Intermediate English I ESL302: High Intermediate English II	Summit 1 (Split: A & B) Student Book 3 <sup>rd</sup> Edition, by Joan Saslow and Allen Ascher; Summit 1 Workbook, and Active Teach CD; MyEnglishLab
	ESL303: High Intermediate English III ESL304: High Intermediate English IV	Summit 2 (Split: A & B) Student Book 3 <sup>rd</sup> Edition, by Joan Saslow and Allen Ascher; Summit 2 Workbook and Active Teach CD; MyEnglishLab
Advanced	ESL401: Advanced Listening & Speaking I ESL403: Advanced Listening & Speaking II	NorthStar: Listening and Speaking 4, 4 <sup>th</sup> Edition, by Tess Ferree and Kim Sanabria; MyEnglishLab
	ESL402: Advanced Reading & Writing I ESL404: Advanced Reading & Writing II	NorthStar: Reading & Writing 4, 4 <sup>th</sup> Edition, by Andrew K. English and Laura Monahan English; MyEnglishLab
	ESL403: Advanced Listening & Speaking III ESL403: Advanced Listening & Speaking VI	NorthStar: Listening & Speaking 5, 4 <sup>th</sup> Edition, by Sherry Preiss; MyEnglishLab
	ESL404: Advanced Reading & Writing III ESL404: Advanced Reading & Writing VI	NorthStar: Reading & Writing 5, 4 <sup>th</sup> Edition, by Robert F. Cohen and Judy L. Miller; MyEnglishLab
Test Preparation	TFL501: Test preparation I	The Official Guide to the TOEFL Test, 5 <sup>th</sup> Edition, McGraw Hill; CD-ROM
	TFL502: Test Preparation II	



e. Program Content & Prerequisites

**Beginner Level (100)**

Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prerequisites
ESL101: Beginner English I	Names and Occupations; About People; Places and How to Get There; Family; Events and Times; Clothes; Activities	Verb Be; Subject pronouns; Articles; Possessive nouns and adjectives; Imperatives; Adverbs: very and so; Verb “have”; Prepositions for dates and times; Demonstratives; Simple present tense; Frequency adverbs	<p>Introduce yourself and greet people; Tell a classmate your occupation; Identify people; Spell names; Tell your contact information; Talk about locations; Discuss transportation; Identify and describe family members; Talk about time and events; Give and accept a compliment; Ask for colors and sizes; Talk about morning and evening activities; Discuss household chores.</p> <p>Use the following expressions: <i>And you?, Excuse me, Thanks!, You’re welcome, What about you?, Well, Tell me about..., Uh-oh, Great!, I’m sorry, That’s too bad, So, Sure!</i></p>	Interview

Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prerequisites
ESL102: Beginner English II	Home and Neighborhood; Activities and Plans; Food; Past Events; Appearance and Health; Abilities and Requests; Life Events and Plans	Simple present tense; Prepositions of place; There is/ There are; Present Continuous; Present Participle; Count and non-count nouns; Past tense of Be; Should; Can and can’t; Too + Adjective; Be going to; Could you...?	<p>Describe your home and neighborhood; talk about furniture and appliances; Describe the weather; Ask about people’s activities; Offer and ask for food; Discuss recipes and ingredients; Describe appearance; Suggest a remedy; Discuss abilities; Decline an invitation; Discuss plans; Share your dreams for the future.</p> <p>Use the following expressions: <i>Really?, Sounds nice!, Actually, No kidding!, This is..., Talk to you later, I’m sorry to hear that, That’s too bad, What’s wrong?, I hope you feel better, Not really, Maybe some other time</i></p>	ESL101 or Placement Test



Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prerequisite
ESL103: Beginner English III	Getting Acquainted; Going Out; The Extended Family; Food and Restaurants; Technology and You	Information questions; Yes/No questions; Positive Adjectives; Prepositions of time and place; The simple present tense: information questions; Some and any; Anything and nothing; How much and how many; Plural count nouns; The present continuous	Meet someone new; identify and describe people; express locations and give directions; make plans to see an event; talk about music; Compare people; Discuss family traditions; Ask for a restaurant recommendation; Order from a menu; Discuss food and health; recommend a brand; Express sympathy, Complain; Describe features of products.  Use the following expressions: <i>Let's, Would you like to go?, Too bad, Thanks, anyway, Congratulations, Thanks for asking, Could you...?, How's it going?, You know, What about...?</i>	ESL102 or Placement Test

Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prerequisite
ESL104: Beginner English IV	Staying in Shape; On Vacation; Shopping for Clothes; Taking Transportation; Spending Money	Can and Have to; Be able to; Time expressions, Past tense of Be, Simple past tense, Regular and irregular verbs, Subject and object pronouns, Comparative adjectives, Modals: should and could, be going to, Superlative adjectives, Intensifiers: very, really and too	Plan an activity with someone; Talk about habitual activities and future plans; Greet someone arriving from a trip; Discuss vacation preferences and experiences; Shop and pay for clothes; Navigate a mall or store; Discuss schedules and buy tickets; Book travel services; Describe transportation problems; Ask for recommendations; Bargain for a lower price; Show appreciation for service.  Use the following expressions: <i>Why don't we...? Sorry, I can't, How come? Welcome back! Are you sure? Absolutely, Excuse me, Thanks for your help, My pleasure, I hope so, Let me check</i>	ESL103 or Placement Test



### Intermediate Level (200)

Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prerequisite
ESL201: Intermediate English I	Getting Acquainted; Going to the Movies; Staying in Hotels; Cars and Driving; Personal Care and Appearance	Present perfect; Past participles; would like and would rather; Future with will; Real conditional; Past continuous; Can, should and have to; Too many, too much and enough; Direct objects with phrasal verbs	Greet a visitor to your country; Discuss gestures and customs; Apologize for being late; Describe and recommend movies; Check into a hotel; Request housekeeping services; Describe a car problem; Rent a car; Discuss good and bad driving; ask for something in a store; Discuss ways to improve appearance; Define beauty.  Use the following expressions: <i>I don't think so, I know!, That's great!, What would you rather do...?, May I..?, By the way..., Actually, Let me check, I'm sorry to hear that</i>	ESL104 or Placement Test

Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prerequisite
ESL202: Intermediate English II	Eating Well; About Personality; The Arts; Living in Cyberspace; Ethics and Values	Use to/ Used to; Be used to/ get used to; Gerunds and infinitives; Objects of prepositions; The passive voice; Infinitive of purpose; as...as; in order to and for; Unreal conditional; Possessive pronouns/ Whose; Have to, must and be supposed to	Talk about food passions; Discuss lifestyle changes; Get to know a new friend; Cheer someone up; Discuss personality; Recommend a museum; ask about and describe objects; talk about artistic talent; Discuss favorite artists; Compare product features; discuss the impact of the internet; Discuss ethical choices; Express personal values; Discuss acts of kindness and honesty.  Use the following expressions: <i>I don't think so, I know!, That's great!, What would you rather do...?, May I..?, By the way..., Actually, Let me check, I'm sorry to hear that</i>	ESL201 or Placement Test



Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prereq
ESL203: Intermediate English III	Make Small Talk; Health Matters; Getting Things Done; Reading for Pleasure; Natural Disasters	Tag questions; Past perfect; must; Will be able to; Modals: May and might; The causative; The passive causative; Nouns clauses; Embedded questions; Indirect speech	Describe a busy schedule; Develop cultural awareness; Discuss culture over time; Show concern and offer help; Make a dental or medical appointment; Discuss treatments and medications; offer a solution; Evaluate the quality of service; Plan an event; Recommend a book; Describe your reading habits and online reading; Convey a message; Tell someone about the news; Describe natural disasters; Prepare for an emergency.  Use the following expressions: <i>Do you mind...?, Absolutely not, That was nothing!, Wow!, I'm sorry, but..., I wonder if..., I really appreciate it, Maybe you could..., Could you tell me...?, I'm dying to..., I would, but..., What a shame, Thank goodness for that</i>	ESL103 or Placement Test

Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prereq
ESL204: Intermediate English IV	Life Plans; Holidays and Traditions; Inventions and Discoveries; Controversial Issues; Beautiful World	Was/ were going to and would; Perfect modals; Adjectives clauses; Object relative pronouns; The unreal conditional; The past unreal conditional; Non-count nouns; Verbs followed by objects and infinitives; prepositional phrases; Too + adjective and infinitive	Explain a change of plans; Express regrets; Discuss skills, abilities and qualifications; Wish someone a good holiday; Exchange information about holidays; Explain wedding traditions; Describe technology; Take responsibility for a mistake; Describe new inventions; Talk about politics; Discuss controversial topics politely; Discuss global problems; Debate pros and cons; Warn about risks; Describe a natural setting; Discuss solutions to global warning.  Use the following expressions: <i>No kidding!, How come?, I should have..., Do you mind if I ask you...?, Thanks that's really helpful, I'm ashamed to say..., That can happen to anyone, No offense but..., How do you feel about...?, I've been thinking about it, Sure, but...</i>	ESL203 or Placement Test



## High Intermediate Level (300)

Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prerequisites
<b>ESL301: High Intermediate English I</b>	Outlook and Behavior; Music and Other Arts; Money, Finance and You; Clothing and Appearance; Communities	Gerunds and infinitives; The present perfect continuous; Cleft sentences; Wish + past perfect; Should have/ought to have + past participle; If only + past perfect; The future perfect; Quantifiers; Possessive gerunds; Conjunctions with: so, too, neither, or not either	<p>Describe your personality; Discuss behavior; Compare perspectives on world problems; Describe the arts; Express negative opinion politely; Describe a creative personality; Express buyer's remorse; Talk about financial goals; Discuss good and bad money management; Describe clothing details and formality; Examine questionable cosmetic procedures; Discuss appearance and self-esteem; Ask someone not to do something; Complain about public conduct; Discuss the meaning of community.</p> <p>Use the following expressions: <i>I'd say, I don't see myself that way, to tell the truth, To be honest, I hate to say it, but..., You know..., what do you mean?, I'll think about that, I think that might be, Do you mind...?, Not at all, That's very considerate of you</i></p>	ESL204 or Placement Test
	<p>Reading Skills: Determine main ideas; Summarize; Understand meaning from context; Infer information; Identify supporting details; Draw conclusion; Classify; Understand idioms and expressions</p> <p>Writing Skills: Parallel structure; Organize information by degrees of importance; Review compare and contrast; Review formal letters</p>			

Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prerequisites
<b>ESL302: High Intermediate English II</b>	Animals; Advertising and Consumers; Family Trends; Facts, Theories and Hoaxes; Your Free Time	Passive modals; Passive forms of gerunds and infinitives; Repeated comparatives and double comparatives; Perfect modals: active and passive voice; Be supposed to; Would and the past continuous with always	<p>Exchange opinions about the treatment of animals; Discuss the pros and cons of pets; Compare animal and human behavior; Evaluate ways and places to shop; Discuss reactions to ads; Persuade someone to buy a product; Describe family trends; Discuss parent-teens issues; Compare generations; Discuss caring for the elderly; present a theory; Discuss how believable a story is; Evaluate news sources; Suggest ways to reduce stress; Discuss how mobile devices affect us; Compare attitudes about taking risks.</p> <p>Use the following expressions: <i>I've heard, In what way?, For one thing, But what if, Quick question, That's good to know, I find..., Why don't you...?, Why's that?, I suppose, but, I wonder, There must be a good explanation, I just realized, You know what?</i></p>	ESL301 or Placement Test
	<p>Reading Skills: Determine main ideas; Summarize; Understand meaning from context; Infer information; Identify supporting details; Draw conclusion; Classify; Understand idioms and expressions; Critical thinking; Confirm point of view</p> <p>Writing Skills: Support a point of view; Summarize and paraphrase someone's point of view; Avoid sentence fragments; Present and support opinion clearly</p>			



Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prerequisites
ESL303: High Intermediate English III	Dreams and Goals; Character and Responsibility; Fears, Hardships and Heroism; Getting Along with Others; Humor	Adjective clauses; Reduced adjective clauses; Clauses with no matter, Non-count nouns made countable, Adverb clauses of condition; Cleft sentences; Indirect speech; Questions in indirect speech	Ask about someone's background; Discuss career and study plans; Compare your dreams and goals in life; Describe job qualifications; express regret; Explore where values come from; Discuss how best to help others; Express frustration, empathy and encouragement; Describe fear; Examine the nature of heroism; Discuss how to overcome shortcomings; acknowledge inconsiderate behavior; Explain how to handle anger; Discuss the health benefits of laughter; Respond to something funny; Explore the limits of humor  Use the following expressions: <i>Thanks for asking, Correct me if I'm wrong, As a matter of fact, I'd be more than happy to, That's really not necessary, Please accept my apology, What's going on?, hang in there, I didn't realize that, I didn't mean to..., On the contrary, I can see your point, seriously, That's priceless, Totally</i>	ESL302 or Placement Test
<p><b>Reading Skills:</b> Understand idioms and expressions; Confirm information; Apply ideas; Classify vocabulary using context; Summarize</p> <p><b>Writing Skills:</b> Restrictive and non-restrictive adjective clauses; Reduce adverbial clauses</p>				

Course	Themes	Grammar	Communication Goals & Conversation Strategies	Prerequisites
ESL304: High Intermediate English IV	Troubles While Traveling; Mind Over Matter; Performing at Your Best; What Lies ahead;	Unreal conditional with if it weren't for/ if it hadn't been for; Indefinite and definite nouns; indirect speech: if+ a passive reporting verb; The subjunctive; The future passive voice; The passive voice in unreal conditional sentences; transitive phrasal verbs	Describe causes of travel hassles; Express gratitude; Discuss staying safe on the internet; talk about lost, stolen or damaged property; Examine superstitions; talk about the power of suggestion; Discuss phobias; Discuss your talents and strengths; Explain how you produce your best work; Describe what makes someone a genius; Discuss technology; Evaluate innovative technologies; Discuss how to protect the environment; Examine future social trends; React to news about social issues; Discuss the pros and cons of globalization; Suggest ways to avoid culture shock.  Use the following expressions: <i>I wonder if you could do me a favor, It's a good thing, Can you believe this?, That's got to be, You can say that again, I can't make up my mind between..., I wouldn't say..., I've been told that, I don't think you can go wrong, For one thing I see your point, But on the bright side, Well that's another story</i>	ESL301 or Placement Test
<p><b>Reading Skills:</b> Understand meaning from context; Find supporting detail; Infer meaning; Draw conclusions; Apply ideas; Interpret information in a graph; Paraphrase</p> <p><b>Writing Skills:</b> Write a comparison and contrast essay; Subject/ verb agreement: expansion; Explaining cause and result; The thesis statement in a formal essay; Rebutting an opposing point of view</p>				



## Advanced Level (400)

Course	Themes	Grammar	Skills	Prerequisites
<b>ESL401: Advanced Listening &amp; Speaking I</b>	Prodigies: Exploring Genius; Overcoming Obstacles: The Achilles Heel; Medicine: Early to Bed, Early to Rise; Animal Intelligence	Passive voice in the present, past, and future; Gerunds and infinitives after a range of verbs and prepositions; Present unreal conditionals, reported speech and reporting verbs	<p><b>Listening:</b> Make and confirm predictions; Identify and distinguish between main ideas and supportive details; Summarize key information; Recognize emphasis through intonation and stress; Summarize key information; Analyze similarities and differences; Analyze problems and solutions; Infer speaker’s attitude from intonation and stress.</p> <p><b>Speaking:</b> Express opinions; State and report opinions and support them with relevant explanations and arguments; State others’ opinions, Express similarities and differences; Use specific examples to support main ideas and opinions; Use strategies to interrupt and ask for clarification; Propose solutions to problems; Ask for and give examples.</p>	ESL304 or Placement Test
<b>ESL402: Advanced Reading &amp; Writing II</b>	Prodigies: Genius – Nature or Nurture?; Overcoming Obstacles: Facing Life’s Obstacles; Medicine: Making Medical Decisions; Animal Intelligence: Instinct or Intellect?	Modal and semi-modal verbs; Gerunds and infinitives; Past unreal conditionals; Identifying adjective clauses	<p><b>Reading:</b> Make and confirm predictions; Identify the main idea of each paragraph in a reading; Identify and categorize details, examples, and reasons; Scan a text to locate specific information; Distinguish voice in quotations; Identify and categorize the main ideas in a reading; Construct chronology from a reading; Identify different types of supporting details; Recognize the use of synonyms and antonyms to reinforce word meaning.</p> <p><b>Writing:</b> Identify and write topic sentences, supporting sentences, controlling ideas, and concluding sentences in a paragraph; Distinguish between sentence fragments and complete sentences; Use strategies to correct sentence fragments; Edit and revise work for content, language, and conventions; Write a comparison paragraph; Organize ideas using a tree map and other organizers; Write a comparison and contrast paragraph; Organize ideas using Wh-questions; Summarize sources and data.</p>	ESL304 or Placement Test



Course	Themes	Grammar	Skills	Prerequisites
ESL403: Advanced Listening & Speaking III	Longevity: The Golden Years; Philanthropy: Giving to Others; Education: Do Your Homework!; Computers: Pros and Cons of Gaming	Simple, progressive, and perfect verbs; Relative pronouns in adjective clauses; Verbs <i>make, have, let, help, get</i> + object + base form/infinitive; Tag questions	<p><b>Listening:</b> Make and confirm predictions; Identify main ideas and details; Summarize key information; Evaluate a speaker's degree of certainty; Identify the purpose of examples; Recognize phrases that signal clarification; Recognize and use strategies to introduce a counterargument; Analyze pros and cons</p> <p><b>Speaking:</b> Express opinions; Make suggestions, Prioritize ideas, Ask for and offer clarification, Discuss pros and cons, Express concessions and present counterarguments</p>	ESL401 or Placement Test
ESL404: Advanced Reading & Writing IV	Longevity: Too Much of a Good Thing?; Generosity: Making a Difference; Education: The Empty Classroom; Technology: Managing Your Smartphone	Simple past, present perfect, present perfect continuous verb tenses; Concessions to support an opinion while recognizing counterarguments; Direct and indirect speech; Common phrasal verbs	<p><b>Reading:</b> Make and confirm predictions; Identify main ideas; Scan a text to locate specific information; Analyze titles and headings; Recognize persuasive language; Use a timeline to sequence events, recognize the speaker in direct speech; Identify referents to the pronoun "it"; Identify and categorize problems and solutions from a text</p> <p><b>Writing:</b> Organize ideas using a cause-and-effect diagram; Use an idea web to relate different topics to a central theme; Recognize and use figurative language; write an opinion paragraph; Organize ideas for an argument; Edit and revise writing for content, language and conventions; Recognize organization in a comparison-and-contrast essay; Identify and use subordinators and transitions; Write a cause-and-effect essay</p>	ESL402 or Placement Test



Course	Themes	Grammar	Skills	Prerequisites
ESL405: Advanced Listening & Speaking V	The Brain: The Fantastic Plastic Brain; Lying: Is Honesty the Best Policy; Personality: Revolution of the 50%; Cross-Cultural Insights: Ancient Wisdom Travels West	Verbs and gerund or infinitive with a change of meaning; Modals to express degrees of certainty; Identifying and non-identifying adjective clauses; Discourse connectors	<p><b>Listening:</b> Make and confirm predictions; identify and take notes on main ideas; identify speaker's point of view; Summarize main ideas and details; Support ideas from one listening with reasons from a second listening; Identify a speaker's attitude; Connect problems and solutions; identify creative and effective examples; organize information using a bagua chart; Identify subtle ways to ask for and give advice</p> <p><b>Speaking:</b> Express and support opinions; paraphrase a speaker's idea; Interpret graphs; Use expressions to correct a myth; interpret cartoons; Describe personality; Express and defend preferences; initiate and maintain a conversation; Emphasize a point in a conversation</p>	ESL403 or Placement Test
ESL406: Advanced Reading & Writing VI	The Brain: Neuroscience and Empathy; Lying: Lies and Truth; Personality: The Road to Success; Cross-Cultural Insights: What is Lost in Translation	Past unreal conditionals; Double comparatives for emphasis and to focus readers' attention; Identifying and non-identifying adjective clauses; Adverb clauses of comparison and contrast	<p><b>Reading:</b> Make and confirm predictions; Identify the main ideas in a reading; scan a text to locate specific information; Create timelines to enhance note-taking skills; Recognize irony in a text; Identify connecting themes between two texts; Compare contrast and categorize information in two readings; Create an outline to take effective notes while reading</p> <p><b>Writing:</b> Organize events using a life map; Understand the elements of a clear narrative; Use quotes appropriately for interest and authenticity; Edit and revise writing for content, language, and conventions; Organize ideas using a chart; Recognize a good thesis statement; Identify paragraph structure including a strong topic sentence, illustration and conclusion</p>	ESL404 or Placement Test



Course	Themes	Grammar	Skills	Prerequisites
ESL407: Advanced Listening & Speaking VII	Business: Business Not as Usual; Social Media: Together Alone; The Arts: Learning Through the Arts; Poverty: Changing Lives for \$50	Direct and indirect speech; Wish statements expressing unreality; The passive voice and the passive causative; Present, past, and mixed unreal conditionals	<p><b>Listening:</b> Make and confirm predictions; Summarize main ideas; Identify supporting details; Recognize language to concede a point and present a counterargument; recognize language that signals opposing perspectives of an issue; Recognize persuasion with parallel structure; Identify examples from listenings</p> <p><b>Speaking:</b> Agree and disagree with opinions; Make concessions to introduce counterarguments; Interpret cartoons; Prepare for and engage in a debate; Recognize and use language that builds and expands on others' ideas; Express and support opinions; Incorporate parallel structure to speak persuasively; Paraphrase a speaker's key points; Use summary statements to demonstrate understanding</p>	ESL405 or Placement Test
ESL408: Advanced Reading & Writing VIII	Business: Size Matters in Business; Social Media: Staying Connected; The Arts: The Cellist of Sarajevo; Poverty: The End of Poverty	Infinitives and gerunds; Adverb clauses and discourse connectors to express cause and effect; The passive voice; Noun clauses in apposition	<p><b>Reading:</b> Make and confirm predictions; Identify main ideas and different types of supporting details; Scan a text to locate specific information; Categorize information from texts; Create subheadings for note-taking and summarizing; Identify and analyze figurative language; Summarize problems and solutions using information from two texts</p> <p><b>Writing:</b> Organize information into categories; Use transitional sentences to connect ideas within and between paragraphs; edit and revise writing for content, language and conventions; Organize ideas using a list; Support a main idea with reasons, facts, examples and explanations; Identify organizational structures and elements of cause-and-effect essays; Develop an outline to organize ideas and structure for an essay; Use descriptive language to add depth to writing; Analyze the structure of an argumentative essay</p>	ESL406 or Placement Test



## Test Preparation Level (500)

Level	Courses	Summary of skills and Strategies	Prereq.
<b>Test Preparation</b>	<b>TFL501: Test Preparation I &amp; TFL502: Test Preparation II</b>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>- Skimming, note-taking and paraphrasing</li> <li>- Identifying main ideas and summarizing</li> <li>- Understanding the importance of details and transitions</li> <li>- Finding the relationship between details and main ideas</li> <li>- Strategies for multiple choice</li> <li>- Understanding transitions and coherence</li> <li>- Understanding question types: sentence insertion, reference, inference, definition, vocabulary in context</li> <li>- Reading for rhetorical functions</li> <li>- Understanding context clues</li> <li>- Understanding synonyms and antonyms</li> <li>- Combined skills: inferring a word meaning from context, defining key terms and locating a referent</li> </ul> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>- Identifying prompts and planning an essay</li> <li>- Understanding Rhetorical functions</li> <li>- Focus on the descriptive essay</li> <li>- Planning strategies: clustering, free-writing, brainstorming, outlining</li> <li>- Writing a thesis and stating an opinion</li> <li>- Writing topic sentences and giving supporting details</li> <li>- Note-taking, summarizing and planning</li> <li>- Developing body paragraphs</li> <li>- Stating conclusions</li> <li>- Focus on the definition essay</li> <li>- The elements of an argument: choosing a point of view and expressing support;</li> <li>- Focus on the persuasive essay</li> <li>- Focus on compare/contrast essays:               <ul style="list-style-type: none"> <li>o Structure: block format vs. point-by-point method</li> <li>o Making comparisons, highlighting differences and discussing causal relationships</li> </ul> </li> <li>- Presenting, citing and comparing information</li> <li>- Definition, explanation and exemplification</li> <li>- Writing conclusions, effective summary</li> <li>- Clarity and transitions</li> </ul> <p><b>Listening</b></p> <ul style="list-style-type: none"> <li>- Note-taking and key words</li> <li>- Outlining while listening</li> <li>- Understanding rhetorical functions</li> <li>- Understanding idiomatic expressions in context</li> <li>- Identifying context and tone</li> <li>- Understanding rhetorical and interrogative questions</li> <li>- Understanding transitions</li> <li>- Identifying the main idea</li> <li>- Understanding details</li> <li>- Drawing an inference and understanding a speaker's implication</li> <li>- Making predictions</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>- Content and function words</li> <li>- Describing something from your own experience</li> <li>- Summarizing a lecture and accentuating important points</li> <li>- Paraphrasing, synthesizing and summarizing information</li> <li>- Expressing and supporting an opinion based on personal experience</li> <li>- Summarizing a conversation and expressing an opinion</li> <li>- Understanding formal vs. informal speech</li> <li>- Note-taking from conversations</li> <li>- Defining, describing and exemplifying</li> <li>- Discussion and debate</li> </ul>	

## 7. STUDENT RESOURCES

### a. Practice Supplements:

After-class resources are available for students who want to practice outside of the classroom. A study area is available for students to review their lessons, form group study sessions, reinforce skills, or do their homework. Furthermore, NLS has made the following available for our registered students:

**b. Listening Supplements:** Each level has supplementary audio sets for listening practice. Most listening activities are done in the classroom but students may practice on their own after class. A supplementary CD comes with the student's purchased book, and students may also borrow the listening CD used in class.

**c. Computers:** NLS computers are available to students for use during school operating hours. NLS makes online supplemental activities available to students. Students may borrow the computers outside the class hours as well to study or do work unrelated to their school.

## 8. STUDENT SERVICES

### a. Student Records and Privacy:

A student file includes the student's application form, a copy of official identification, the placement test, F-1 documentation (for F-1 students), and all other important information such as registration/application, transfer forms, documented feedback, and warning/probation letters. For F-1 students, copies of passport, visa, I-20, I-94, sponsor documents, and financial statements are also kept on file.

Each registered student has a file securely and confidentially kept at NLS. Upon request, students may review their files.

Student records are considered confidential. Access to these files is only for selected administrative staff to use as a part of their job duties. No one can access student records or allow others to access student records without permission from a supervisor or the student. Teachers who have a legitimate academic interest in the records must ask permission from the Director, but cannot access students' personal information.

Department of Homeland Security (DHS) or governmental law enforcement agencies may review student files. However, for students' protection, such access can only be granted if the school is shown proper identification and proof that the request for access is in accordance with legal requirements.

Student consent is absolutely necessary before any individuals or organizations can attain access to any records. Consent must indicate reasons for release of records and to whom the





information must be released. If the student is a minor, the agreement of his or her parent or sponsor is required. Student records may be disclosed in an emergency where the health or safety of the student or others is concerned, only with the permission of the Director.

**b. Official Letters:**

Students may request official letters such as documentation as a current student at NLS, student identification card, documentation as a previous student at NLS, letters for the Department of Motor Vehicles (DMV), and transfer letters. Letters are processed within five to seven days upon request. If a student needs a proof of payment letter, a \$10 fee will be assessed.

**c. Parties, Celebrations, and Picnics:**

NLS occasionally organizes celebrations, programs and outdoor activities such as picnics, field trips, and other special events. Students will be promptly advised and encouraged to come to these special events. All students must sign a waiver and/or a sign-up sheet. Minors must have their parents or legal guardian's consent to attend any extracurricular activity.

**d. Health Insurance Policy:**

NLS advises and encourages students to acquire a Health Insurance plan that they can use while in the United States. Health Insurance coverage is necessary to avoid costly medical expenses in case of health needs or medical protection, such as care for illnesses and injuries. As medical care can be extremely expensive in the United States, students without Health Insurance are vulnerable to financial loss and loss of student status, should an unforeseen illness or accident occur. If a student does not have his/her own health insurance coverage, contact the Student Services Coordinator for assistance and advice.

**e. Field Trips:**

NLS requires that for every 15 students, 1 field trip leader goes on the trip. The field trip leader may be a faculty member or administrator. All students going on the field trip must sign a liability waiver form before departure. Minors must have parent's or legal guardian's consent to attend any extracurricular activity.

**f. Health and Safety Guidelines:**

The following guidelines must be adhered to during the field trip.

- Take only the amount of cash/credit cards needed for the trip; leave extra cash and valuables at home.
- Keep wallets and purses close, and be aware of surrounding.



- Keep a small amount of cash in a pocket to avoid opening wallets or purses in busy public places.
- Know travel plans in case of separation from the group.
- Get the group leader's cell phone number.
- If you get separated from the group, call NLS or your leader's cell phone. Do not accept rides from strangers.
- If you are in a suspicious situation, find your group leader and/or a police officer immediately, or dial 9-1-1 in an emergency.

**g. Student Housing:**

NLS does not claim responsibility for student housing. However, suggestions can be made to students about nearby hotels and apartment complexes and/or verified partner 3<sup>rd</sup> party housing companies. Students who need assistance can speak to the Student Services Coordinator about housing, but it is the student's responsibility to arrange their own accommodations.

**h. Advising:**

NLS has administrators who also serve as advisors. Students may make appointments with the Director, Program Coordinator, Student Services Coordinator or any administrator for academic and personal advising. Students can refer to the office hours schedule on the bulletin board for available times. If the administrators feel that a student's needs exceed the resources available within NLS, referrals to other professional services or programs are given. NLS takes no responsibility for the services provided by 3<sup>rd</sup> party service providers.

**i. Academic Advising:**

Academic advising is available for students whose needs are academic in nature. Academic advising is provided for:

- Students who struggle during a course
- Students who do not pass a course
- Students interested in attending a US college or university
- Students taking the TOEFL course
- Students who have questions regarding their studies



#### **j. Personal Advising:**

Personal advising is available for students whose needs are personal in nature. These needs may include: Homesickness, difficulty understanding or adjusting to American culture, emergencies, health problems, assistance obtaining a driver's license or any other personal problems and needs.

#### **k. Referral Procedure:**

Students whose immigration, personal, or academic advising needs exceed the capabilities of the student advisors will be referred to an outside professional, service or program. When a student demonstrates the need for an outside resource, the advisor will first attempt to recommend a resource that they or another staff member are familiar with. If that is not possible, the advisor will do a thorough online search for a resource that best matches the student's needs. Advisors do whatever they can to ensure that the students receive the help that they need immediately, and the Director is kept informed throughout the process. After the student utilizes the outside professional, service, or program, the advisor schedules a follow-up appointment with the student to check the student's satisfaction and progress. Please note that advisors or NLS does not take responsibility for the services provided by 3<sup>rd</sup> parties.

## **9. CLOSURES & HOLIDAYS**

#### **a. Scheduled Closures/Holidays:**

NLS observes the following US federal holidays:

Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Christmas Day.

Students will be reminded before each scheduled holiday.

#### **b. Unscheduled Closures**

In case of severe weather conditions, please visit the school's website [www.nls.edu](http://www.nls.edu) and check your email on file. NLS does utmost effort to notify the students of unexpected closures.

#### **c. Unannounced Closure**

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.



## 10. STUDENT CONDUCT & POLICIES

### a. Drugs:

NLS complies with federal laws governing use and abuse of drugs in schools. Therefore, the school prohibits the possession, distribution, sale, or use of illegal drugs or narcotics.

### b. Alcohol:

Endangering, inappropriate, or disruptive behaviors due to alcohol will not be tolerated at NLS. The use and possession of alcohol is, therefore, strictly prohibited within the school premises.

### c. Smoking:

Smoking is not permitted within the school property as NLS is committed to a healthy and safe teaching and learning environment. The first violation of any of the items above means a warning letter from the Director which may lead to dismissal if such violations persist and become frequent.

### d. Email:

All students must periodically check their email for information sent from NLS about school-related matters or announcements. Students without a computer/email address/internet access must notify NLS so that they can receive paper notifications.

### e. Dissemination of Information:

NLS implements several methods of communication to students. The distributed information is based on any update or change made to any academic and non-academic policy or memorandum at NLS. The method of distribution can be made via NLS website, email, meetings, and bulletin boards; if necessary personal contact information such as home landline, cell phone or mailing address. Every student is responsible to inform the school of any change made to their contact information such as home address, email, home or cell phone number.

### f. Copyright Policy:

All NLS students and staff must respect the copyrights in all works including those that are accessible through computers connected to the NLS network.

Federal copyright law prohibits the reproduction, distribution, public display or public performance of copyrighted materials without permission of the copyright owner, unless fair use or another exemption under copyright law applies.

Students are prohibited from using graphics, texts, or other materials in a way that violates any copyright law. All materials in NLS's courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from NLS's website for their own use. Use by or distribution to others is prohibited unless expressly noted.



Unauthorized copying or distribution may result in revoked access to course(s) and or disciplinary action.

Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using NLS's computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

Students with questions about copyright or this policy are invited to raise those questions with an appropriate NLS administrative staff.

## **11. STUDENT FEEDBACK AND DISPUTE RESOLUTION**

### **a. Student Feedback:**

NLS highly values quality education and therefore respects opinions, concerns and suggestions to serve the students better.

All complaints must be addressed to the school Director in writing. The written feedback should include the student's full name and ID number, the student's address, a detailed account of the concern/complaint including dates, times, and the people involved, if any. The date of the complaint letter and the student's signature are also important. Upon receipt and review of the documented feedback, the school director will schedule an appointment date with the student to address the student's concerns. Every effort will be made to bring an amicable closure to the concern. The decision of the Director and/or appeal panel is final. If contract cancellation occurs as a result of the decision, any refund will be calculated in accordance with the school's refund policy and based on the date on the complaint letter.

### **b. Record Keeping:**

For future reference, a copy of the complaint and the resolution are kept in both the student's and the school's feedback files.

### **c. Confidentiality:**

All records on feedback/complaints and resolutions can only be accessed by the Director and those people involved in the case.

### **d. Honesty:**

Students and administrators are expected to be truthful in their report and consider giving feedback as a serious matter.



**r. Fairness:**

NLS administrators will always do their best to reach a fair and acceptable resolution.

**f. Conflict-Resolution:**

NLS will address any issue to resolve human conflicts with no intention to punish or blame anyone involved. It will always be the policy of NLS to try its best to resolve any conflict

## **12. F-1 MATTERS (VISA AND IMMIGRATION)**

**a. International Student Advisor/Designated School Officials (DSOs):**

The Student Advisor (DSO) is available to answer students' questions about attendance, vacation, change of status, transfer, SEVIS system, and other matters pertaining to student's status. The Student Advisor also updates F-1 students of DHS policies affecting them. The Student Advisor works closely with F-1 students to help them successfully maintain their status by following correct procedures in extending their program of study and transferring or changing their academic programs.

The student advisor is also available to assist students with their academic issues. This includes issues affecting their learning experience and other educational needs relevant to the school's program. Students can also approach the student advisor regarding their schedule, evaluation of their academic progress, and assistance in other resources outside of their classroom. The Student Advisor gives relevant advice that will ensure students' academic benefits, as well as counsel students for behavioral issues at school.

F-1 students must stay informed of all the legal issues regarding status. It is, therefore very important for students to speak with the Student Advisor if they are not clear regarding anything related to their visas. Any visa questions must be directed to the school's Student Advisor.

Valid Documents and Identification: Passport: F-1 students must maintain a valid (not expired) passport at all times.

I-20: F-1 students must keep a valid I-20. If more time is needed to complete your study in NLS, the student can apply for an I-20 extension before the expiration date on current I-20.

Student Visa (F-1): An F-1 student visa is stamped outside of the United States. If your status was changed after you came to the United States, you can have a valid F-1 student visa in your passport when you travel to your country and have a visa stamped as an F-1 student.



### **b. Maintaining F-1 Status:**

To successfully maintain status, F-1 students are expected to adhere to the following student visa rules:

- Study on a full-time basis (18 hours per week or more).
- Attend at least 80% of all classes.
- Complete all required coursework. Progress academically in the curriculum.
- Notify the student advisor or the director of the reasons for absences, with supporting documentation, such as doctor's note.

### **c. Warning Memos:**

Warning memos are issued to students who incur 4 unexcused absences and/or excessive tardiness in class, and those who fail to make reasonable academic progress. Once a student receives a Warning Memo, the student is expected to improve in the area indicated in the warning to avoid being put on probation. An F-1 student with 6 unexcused absences will receive a Warning Letter from the Student Advisor and/or the Director. Non-compliance or inability to improve could cause the student to be put on Probation or be put Out-of-F1-Status. Attendance is checked at NLS on a daily basis.

### **d. Probation:**

F-1 students who are unable to improve in the area indicated in the written warning within a given period of time are put on Probation. Students on probation are not able to take a vacation or transfer to another school, and must attend all classes during the probationary period. If the student violates the terms of the probation, the USCIS will be notified and the student will be considered Out-of-Status. Out- of-Status students should leave the U.S. immediately or apply for re-instatement.

### **e. Change of Address:**

If a student changes place of residence, the school must be immediately informed of the student's new address and submit Form AR-11 to DHS within ten business days of the change. Failure to notify of address change may lead to the termination of student's status.

### **f. Working in the United States:**

Since an F-1 student's primary reason for being in the United States is to study, F-1 students are not permitted to work without specific employment authorization from the USCIS.



### **g. Transfer Policy (F-1 Students):**

F-1 students who are in good academic and financial standing and have not violated their status in anyway may request to transfer to another institution. In order to transfer, the following steps are necessary:

1. Contact the Student Advisor at NLS to inform of student's intent to transfer, and NLS will verify the current status in 5 business days.
2. Obtain a complete transfer recommendation form from the new school for NLS to complete in 5 business days.
3. A Letter of Admission from the new school is necessary for NLS to process the transfer. The letter from the new school must indicate the program start date.

### **h. Vacation Policy (F-1 Students):**

If an F-1 student has good attendance and academic progress, he/she can apply for a 1 session vacation after completing 3 sessions. A 2 session vacation may be requested after studying consecutively for 4 sessions. F-1 students must consult with the Student Advisor before taking a vacation. F-1 students leaving the US must get their I-20s signed by DSO/Student Advisor to be eligible to enter the U.S. Emergency leave of absence with necessary documentation may also be applied for.

### **i. Minimum Study Requirement:**

F-1 students applying for initial I-20 must study at NLS for a minimum of two consecutive sessions (12 weeks). This rule is waived for students attending Summer Sessions (June-August) and incoming transfer students. Students who fail to meet this requirement will be charged an early withdrawal fee (see pg. 7, Fees). F-1 Students who enter the U.S. on NLS I-20 and decide not to take any classes at NLS for any reason other than a medical excuse are subject to pay the early withdrawal fee. Students who come to NLS to take one or two sessions and then leave the U.S. in compliance with federal immigration law and without transferring to any other school are not subject to this requirement.

### **j. Course Requirements:**

Students must complete all current course requirements to register to the next session. If, for special reasons, the student cannot take exams (oral or written) on the scheduled dates, he/she must pay \$20.00 per exam in order to take the exams on other dates, subject to prior agreement of the teacher and the campus director, or the assistant director.





**k. Who's who at NLS & List of Designated School Officials (DSOs):**

Administrator	Position
(John) Emrullah Durmaz Email: <a href="mailto:director@nls.edu">director@nls.edu</a> Ext: N/A	Director
Alex Efdal Durmaz Email: <a href="mailto:durmaz@nls.edu">durmaz@nls.edu</a> Ext: N/A	<b>Primary Designated School Official (PDSO)</b> International Student Advisor Director of Admissions, Marketing and Student Services
Anna Capell Email: <a href="mailto:capell@nls.edu">capell@nls.edu</a> Ext: N/A	Program Coordinator Academic Advisor
Levent Ulker <a href="mailto:business@nls.edu">business@nls.edu</a> Ext: N/A	Financial Office Manager

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