

Welcome to The Linguaviva Centre

Welcome to the Linguaviva Centre! We are very happy that you have decided to study with us. We have prepared this booklet to help you. Please read it carefully. It contains important information.

If you have a problem, come and talk to us. We will do our best to put things right.

Irish Proverb

Beatha theanga a labhairt

This means "Speaking a language ensures it lives".

School Address

The Linguaviva Centre Limited
45 Lower Leeson Street

Dublin 2.

Telephone Number: +353 – 1- 6789384 or 6612106

Fax Number: +353 – 1- 6765687

E-mail: info@linguaviva.com

Website: www.linguaviva.com



THE LINGUAVIVA
CENTRE Ltd.
DUBLIN

Table of Contents

Page No.

Welcome to the Linguaviva Centre	1
Contents	2
Who's Who in the Linguaviva Centre	3
Finding your way around	4
School Rules	5
School Facilities	6
Administration Information	7, 8
Academic Information	9, 10, 11
Examinations	12, 13
Family Accommodation	14, 15
Safety and Security	16, 17
General Information	17, 18
Culture Shock and Health	18
Advice from past pupils	19
Diplomatic Addresses	20

Who's who in the Linguaviva Centre?

Mr. Paul Barton	Director of Operations
Mrs. Caroline Cuneo Killeen	Senior Student Officer Administration Manager Designated Liaison Person First Aider
Ms. Katharina Koenig	International Student Officer Au Pair Co-Ordinator
Mr. Stuart Tynan	Director of Studies First Aider

If you have a serious or delicate problem, you may need to speak in your own language. The following people in the office speak second languages and will assist you:

Mr. Paul Barton	French, Spanish
Mrs. Caroline Cuneo Killeen	Spanish
Ms. Katharina Koenig	German, Portuguese
Mr. Stuart Tynan	Italian, Spanish

Finding your way around the school

The Linguaviva Centre is at 45, Lower Leeson Street, Dublin 2. During the summer months, we sometimes use other classroom facilities beside the school.

	Location within the building
Student Common Room	Basement
Computer Room	Basement
Administration Office	Ground Floor
Library	Ground Floor
Staff Room	Ground Floor
First Aid	Ground Floor
Ladies' Toilets	Between Ground Floor and First Floor
Men's Toilets	First and Second Floors
Classrooms 11, 12	Basement
Classrooms 1, 2, 3	First Floor
Classrooms 6, 7, 8	Second Floor
Classrooms 9, 10	Third Floor

School Rules

- The Linguaviva Centre has a child protection policy in place to ensure the safety and well being of all our students. The full policy can be found on our website: www.linguaviva.com/Linguaviva_Child_Protection_Policy.pdf
- Remember that smoking is not permitted indoors under any circumstances, It is against the law to smoke inside public buildings in Ireland.
- Chewing gum is not permitted on the premises of the school.
- Help to keep the school tidy by using the litter bins provided.
- Turn off your mobile phone before you enter your classroom. If the phone rings during class, you will be asked to leave class and marked absent for that day.
- People using illegal drugs will be immediately expelled from the school and no refund of fees will be given.
- Bikes should only be locked to the downstairs railing of Linguaviva and not to the buildings next door.
- Do not sit or stand on the steps of the buildings next door.
- Please leave the toilets as you would like to find them.
- English is the only language that may be spoken in class. Students who disobey this very important rule will be asked to leave class.
- You are very welcome to eat your lunch in the school, but you must do so in the student room as food is not permitted in the classrooms or in the corridors.
- Never tamper with school equipment, including fire prevention equipment, electrics and computer cables.

Please understand that these rules are made by the school to ensure the welfare of everyone. Students who break the rules of the school will be asked to leave the school with no refund of fees.

Facilities in the School

- ❖ Students have free access to the Internet via WiFi (see below) and/or the Computer Room (downstairs). Computers are also available to practise your English using CD Rom.
- ❖ WiFi is available in the school for free. You can log in to: Student WiFi, Student WiFi Upstairs or Student WiFi Downstairs. The password is: **student123** (all small letters).
- ❖ You should also make use of the library, where there are simplified readers for English language students at every level. In addition, there are many other books in stock.
- ❖ You can borrow CDs and language books to study during your free time in the school. Ask your teacher for advice. Remember that your work doesn't stop when your classes finish!
- ❖ Students can also watch movies in the 'Movie Room' downstairs in the afternoons. This facility is available Monday – Thursday. During July and August you can also watch a film on a Friday afternoon.

Students are very welcome to study in the school before or after classes. Just ask in the office which room to go to. The student room is for your use. You can socialise, eat, read, listen to music or watch videos there. The school doors open at 8.15 in the morning and close at 17.30 Monday to Thursday. On Fridays the school closes at 13.30, except in July and August when it is open until 16.30. You are always welcome in the school outside of class times.

Administration Information

Class Times

Morning classes (Mon – Fri)	09.00 – 10.40 11.20 – 13.00
Afternoon classes (Mon & Wed)	14.00 – 14.55 15.05 – 16.00
Afternoon classes (Tue & Thu)	14.00 – 15.30 16.00 – 17.00

Fees

Please read the leaflet, which is available in the office. It contains information about a booking deposit, fees, methods of payment and refunds. Fees are set until 31 December each year. Students continuing after that date should ask for the new leaflet. All fees must be paid before arrival or during the first couple of days of course.

Coursebooks

Please note that you are required to purchase your coursebook from the office on your first day at school. When the class finishes this book, you will need to buy another one. Please note that books can change after every four weeks.

School Certificates, indicating level achieved, are given at the end of each course.

Attendance Records are issued on request, during, or at the end of, your course.

Written Reports on your progress are available on request. Please ask your teacher one week in advance. Long-term students are given a written progress report, every 12 weeks, with a brief oral summary of their performance.

Holidays

The Linguaviva Centre is closed on public holidays and for two weeks at Christmas. Classes are not given in lieu of these days.

Public Holidays

- March 17
- Good Friday (Friday before Easter Sunday)
- Easter Monday
- First Monday of May
- First Monday of June
- First Monday of August
- Last Monday of October

Personal Holidays

Students who have enrolled for courses of 6 months duration or longer may take one holiday during that time, but this must be with the agreement of the Director and only after consultation.

Student Cards

Student cards are issued by **Trinity College** and cost approx. €15. You must be a full time student for a minimum of 4 weeks. To obtain a student card you need to fill out the appropriate application form and have it stamped by Linguaviva. You will also need a student letter from the school. Please ask the office staff for further information.

Academic Information

Class placement:

Most students do the online placement before arrival. If this is not possible, it can be done in the school on the first morning, either in paper or online format. You will also have a brief interview in order to assess your speaking and listening skills. You will then be placed in a class according to your level. There are 6 levels at the Linguaviva Centre, which are based on performance in all 4 skills - Speaking, Listening, Reading and Writing. If you have registered for any afternoon classes you will be given a timetable for these classes on your first day.

Note:

You may find that you don't fit exactly into one level; it depends a lot on your previous learning experience.

Your progress will depend on the following:

- Your regular attendance
- Your full participation in class
- How much extra English language study you do outside class
- How much you use English to communicate with other students, Irish people and others you meet during your stay in Ireland.

Level 1

When you have completed this level, you can communicate in some of the most familiar situations in everyday life. You can ask for basic services in a post office or bank and you can understand simple directions. You can participate in simple exchanges with a person used to speaking with other non-native English speakers. You can write a simple letter or fax to book a hotel room and you can fill in a simple registration form.

Level 2

When you have completed this level, you can manage in everyday situations that require a predictable use of language. You can order a meal in a restaurant and ask questions about the dishes on the menu. You can get standard information from a Tourist Office and understand the main points of a guided tour. You can write simple letters of a narrative or descriptive type.

Level 3

When you have completed this level, you can deal with most situations in shops, restaurants, and hotels. For example, you can ask for a refund or for faulty goods to be replaced and you can express dissatisfaction in an appropriate way. You can discuss past and future projects and you can make travel arrangements over the phone. In social conversation, you can talk about a range of topics and express opinions to a limited extent. You can write a wider range of texts, but these may need to be checked by a native speaker.

Level 4

When you have completed this level, you are able to adapt your language use to a variety of social situations and you can express opinions and take part in discussions in a culturally acceptable way. You can read various types of texts without relying too heavily on the use of a dictionary. You can demonstrate knowledge of a wide range of vocabulary and you have the ability to develop an argument as well as describe or narrate events in written work.

Level 5

When you have completed this level, you can discuss abstract or cultural topics with some fluency and with a good range of expression. You can develop your own interests in reading both factual and fictional texts. You can use language in a creative and flexible way and you can respond appropriately to unforeseen situations as well as predictable situations. You can understand a lot of what is broadcast on radio and television.

Level 6

When you have completed this level, you can use the language in a range of culturally appropriate ways. You are aware of the nuances of meaning and you are approaching the linguistic competence of a native speaker. Your level of competence gives you access to the press and other media. You can produce written work with only an occasional error in grammar or vocabulary.

Your classes

The Linguaviva Centre would like to make sure that your English improves during your stay in Ireland and that you enjoy the time you spend with us. Your classes will cover all the important areas of language and your teachers will discuss your learning needs with you. Please note that it is possible that your class teacher may change during your time at the school. The main advantage of this is that you will be able to experience more than one teaching style while you are here.

Advice on how to get the best from your classes

- You can learn a lot from your classmates as well as your teacher, so do your best to take part in class activities.
- Do not be afraid to make mistakes. Be an active student, not a passive one. Remember that every student in the class is important.
- Arrive in class on time and return to class on time after breaks. If you are late, please explain the reason to your teacher. If you know that you will be absent or late, tell your teacher in advance.
- You will need a pen or pencil and a notebook and it is important that you bring them to class every day. Bring your own textbooks to class every day along with relevant photocopies.
- Try to keep your class notes in order. For example, you could put your vocabulary notes together, your grammar notes together, your writing skills notes together and so on.
- When your teacher gives you homework, it is important that you find time to do it. Homework helps you to revise class work and it helps the teacher to see the difficulties that you might have. Remember homework is not always written work. It might be studying vocabulary, reading an article, preparing to make a presentation ...
- Show respect for everyone by turning off your mobile phone before coming into class.
- Speak only English in class. Never speak your own language in class.

If you are not satisfied with the progress you are making, speak first to your teacher and ask for advice. If the problem is not solved, make an appointment to see the Director of Studies.

Assessment

During your time at Linguaviva your level of English will be assessed in the following ways:

- i) online or paper-based placement test before commencing the programme
- ii) oral interview on first day to assess your speaking and listening abilities
- iii) weekly class test
- iv) your teacher will measure your level for the material covered each week depending on your performance in class, homework and the weekly class test – the learner outcome form
- v) your teacher will give you a written progress report every 12 weeks, along with a brief oral summary of your performance. If you would like a progress report at any time, please ask your teacher one week in advance.

You will be given your weekly test scores in class each week. Also, you are welcome to see records of your weekly performance at any time. Please ask your teacher for the weekly learner outcome forms.

Academic Year Visa Students

If you are from outside the European Union and register for a 25-week course, you **must**:

1. Have a minimum attendance of 85% at the end of your programme
2. Take an external exam before you return to your home country, for example, TIE, IELTS, Cambridge exams, TOEFL, TOEIC, etc.

These rules are imposed by the Irish Immigration Service and must be followed.

Examinations

Dates and Registration: Please note that information about the dates of examinations and registration is posted on the exam notice board in the hall.

TIE

This exam evaluates a student's interactive language ability, namely speaking and writing, as well as testing reading and listening skills. Learners of any level can take this exam. There is no pass or fail grade, instead students are given a mark which represents their English language competency. Some of the topics that are spoken and written about in the test are chosen by the candidates. Further information is available from the Director of Studies.

ETAPP

This exam evaluates a student's academic language ability and can be used for entry into Irish universities. All four skills are examined – Reading, Writing, Listening and Speaking. Learners of any level can take this exam, although it is recommended that candidates be a B1 (i.e. intermediate level) or higher. There is no pass or fail grade, instead students are given a mark which represents their English language competency. Some of the topics that are spoken about in the test are chosen by the candidates. Further information is available from the Director of Studies.

TOEFL

This is an American-based exam. It tests listening, reading, structure and written expression. There is no oral interview. The exam does not have a pass or fail mark. The mark you receive tells you your level of English. A TOEFL score is set as a requirement for entry to university courses in the USA and many other English-speaking countries. More details are available on request.

TOEIC

This exam is somewhat similar to the TOEFL and is used by companies and colleges to determine your level of English. The scores indicate how well you can communicate in English with others in business, commerce and industry. The exam does not have a pass or fail mark. The mark you receive tells you your level of English. You are not expected to have specialised knowledge or vocabulary. Ask the Director of Studies for further information.

Cambridge examinations

The Linguaviva Centre prepares students for the Cambridge exams.

Preliminary (PET):

This is a test to determine if a candidate has reached intermediate level.

First (FCE):

This aims to evaluate candidates at an upper-intermediate level.

Advanced (CAE):

This test assesses candidates at an advanced level. It can be used for entry into third level education and help students who use English for professional purposes.

IELTS:

This is an academic exam. Students wishing to attend university in Ireland or other English-speaking countries can use this examination as a means of proving their ability to undertake a third level course.

The Linguaviva Centre offers preparation courses for Cambridge exams and there is a minimum enrolment of 5 students. Part-time courses are also offered for the TOEFL and the TOEIC if a minimum of 5 students register for the exam. Self-study materials are available for TOEFL and TOEIC exam preparation.

Important Note:

You should talk to your teacher and/or the Director of Studies before enrolling for any examination. You will receive good advice as to which examination would be most suitable for you. Entry fees for exams are expensive and we do not want you to waste your money by doing an exam for which you are not ready.

Family Accommodation

The Linguaviva Centre selects host families with care. We hope that you enjoy your experience of Irish family life. If you have any problem in this area, please talk to the office staff immediately.

Location:

Most families live in the suburbs, so you will have to travel to school by public transport. Please be patient! During the morning rush hour traffic may be slower. Ask your family for advice about public transport routes. Information on public transport is available from the main office. Administration staff will advise students on the most suitable transport ticket to purchase.

Meals:

Breakfast is usually fruit juice, cereal, toast and tea or coffee. You should eat your breakfast because you will not eat again until 13.00! Of course, you can buy snacks for your break in Linguaviva at 10.40.

Lunch is generally a light meal. Sandwiches or other light snacks can be bought near the school or you can go to a city restaurant or pub. You are welcome to eat your lunch in the student room.

The main meal is eaten with the family between 18.00 and 19.30. This will usually consist of 2 courses. A typical Irish meal will include potatoes, vegetables and meat. Please come home on time for meals. If you know that you are going to be late or absent, please give the family as much notice as possible. This will help to prevent annoyance. If there is a particular food that you are allergic to or do not like, please tell your family. Families usually do not allow guests to cook.

Your bedroom:

You will have a single room with storage facilities and a table/desk for study. Try to be as helpful as possible by keeping your room tidy.

Bathroom/Shower-room:

You will be able to have a bath or shower every day. Discuss the time of your shower/bath with the family. It may not be possible to have a shower/bath late at night because members of the family may be asleep. Please provide your own toothpaste, shampoo and soap. Try not to waste hot water.

Laundry:

Your family will wash your clothes for you as often as possible, but do not expect a hotel service. Clothes take time to dry. You will have to do your own ironing. Please ask the family where you should put your dirty laundry.

Sickness:

If you require medical attention while you are at home, you should either ask the family or the school about making an appointment with a doctor. You must pay for all medical visits immediately. If relevant, ask for a receipt for your insurance. You can also go to the Accident and Emergency Department at the public hospital, but be prepared for a long wait. If you are a member of the E.U. some doctors will accept the European Health Insurance Card and the visit will be free of charge. It is important to check this when making an appointment. Please note that the European Health Insurance Card does not cover dental treatment. We can organise insurance for student's wishing to be covered for accidents etc.

Out at Night:

If you know that you are going to be out late, it is important to inform the family. You should avoid making noise when you return. If you are given a front door key, take good care of it.

Phone calls:

If you want to use the family phone, ask for permission and then pay for the call. If you have a mobile phone, be considerate and try not to make calls late at night when others are asleep.

Living with your family:

It may be difficult for you at the beginning to feel relaxed, but give your family and yourself a chance to get used to each other. If you have a small problem, explain it to the family. If you feel that the problem is too big, please let the school know immediately. You should not bring friends into your host family without first asking permission from your host family.

Safety and Security

Dublin is a relatively safe city. **Please pay particular attention to the following guidelines**, so that your time in Ireland is a safe, happy one.

- You should avoid travelling alone, especially at night. Always ask about the type of area where you intend to visit and if you are a long distance from home, then you should give yourself plenty of time to get buses, trains...
- It is not a good idea to travel around in large groups (maximum 4 or 5). You may be refused admission to pubs, discos or other venues. Most pubs in the city do not admit under 18's. You may be asked to produce an identity card as proof of age.
- Never carry large amounts of money with you. Just take whatever you need each day. Don't leave large amounts of money at your host family's house. It is unfair to expect them to take responsibility for it. Keep travellers' cheques unsigned.
- Do not leave money or valuables in the classrooms. They can be locked up for you if you have to leave them while you go into the city for lunch.
- Pay extra attention to your property when you are in fast food restaurants, cafes or pubs. Pickpockets work in teams and can steal your money very quickly.
- Always have an emergency phone number you can ring if you have an accident or if you are a victim of crime.
- In Ireland, cars travel on the left hand side of the road, so be very careful when you cross the road. Some drivers do not seem to notice walkers and cyclists, so look out!

The Linguaviva Centre's Fire Drills

- For your safety, the school has fire alarms throughout the building. We have regular fire drills. When the alarm rings, follow the instructions of your teacher.
- When the alarm rings, leave the school in an orderly manner. Do not run. Do not go back to collect your property.
- Stand outside Linguaviva (away from the steps) with your classmates and teacher.
- Do not return to your classroom until you are given permission.
- If you see a fire, alert a member of staff immediately.

- If you experience a **serious problem** outside school hours, you may call Paul at (087) 2299150. We would ask you only to use this number if you experience a real emergency.
- Emergency number: 112 or 999. This will get you the assistance of the Gardaí (Police), Fire Brigade or Ambulance. You should state which service you require when you phone.
- ITAS (Irish Tourist Assistance Service) is an agency that can help if you are a victim of crime in a public place.
Telephone number: 1890 365700
00353 1 6610562 (Monday to Friday 10.00 – 18.00)

General Information

Immigration Office

If you are from outside the European Union, you may have to register with the Immigration Office. First, you will need to open a bank account. Then Linguaviva will have to take a letter to immigration. Once this is done you simply bring: a copy of the letter, your passport, an Irish bank statement that shows you have (3,000 euro) and proof of health insurance to the immigration office. Opening hours are from 8.00 to 22.00, Monday to Thursday, 8.00 to 16.00 on Friday and 10.00 to 14.00 on Saturday. It is located on Burgh Quay. Just ask in the office if you have any questions!

Opening a bank account

Banks are open from 10.00 – 16.00 on Monday – Friday. It is important to keep a record of your bankcard or credit card number. If you open a bank account you should close it just before you return home. The Bank of Ireland in Ranelagh will open an account for students of Linguaviva. You will need to bring a letter from the school in order to open an account. You must go to our bank – Bank of Ireland in Ranelagh. To receive money from home, try Western Union or the post office.

Shopping

The Linguaviva Centre is within walking distance of the main shopping areas of Dublin. If you are looking for a particular item, just ask your teacher or a member of staff who will advise you.

Tourist Office

The nearest office is in Suffolk Street and it is open until 17.00 from Monday to Saturday. The opening hours are extended in July and August. You can get information there about visiting other parts of Ireland as well as Dublin. In addition, maps are available as well as information about accommodation and transport.

The Linguaviva Centre's Social Programme

The school organises visits to places of interest in Dublin and, during the summer months, weekend daytrips out of the city. Every month, a new leaflet is printed with details of these trips. Information about each week's activities is put on the notice board in the hall. Please ask in the office for further information.

Culture Shock and Health

When you arrive in Ireland, you might feel homesick, tired and confused. Don't worry. This is a normal reaction. You are away from home and everything will seem different. Give yourself a chance to get used to your new lifestyle.

- Don't expect the Irish to be the same as the people from your country! They may eat different kinds of food and have meals at times that you find too early or too late!
- Join in the social programme organised by the school.
- Chat to your host family, teacher and fellow students. This is a good way to practise your English and make new friends.
- Get enough rest. Dublin has a lively nightlife, which you should enjoy, but be sensible!
- If you have a health problem, come to the office, where you will be given information about how to get professional help. Linguaviva's staff will treat your problem with sympathy and in confidence.
- Stay healthy by eating a balanced diet.

Read what past students of Linguaviva have said

- **You can only use a student travel (bus/luas/dart etc) ticket if you have an IRISH student ID. Student ID is available from Trinity College, the cost is €15 and you will need an application form from Linguaviva. Please ask in the office about student ID details.**
- When you are at a bus stop and you want the bus to stop, you must put out your hand and signal to the driver, otherwise they may not stop. If you have a travel card, enter the bus on the right side of the front door and put the card in the machine. The machine will make a noise and return your card.
- **If you do not have a travel card, you must have the exact change before you enter the bus.** You enter on the left side of the front door and put the money in the machine and tell the driver the name of your destination.
- The buses in Dublin are not punctual, so be patient!
- If you can use the DART (Dublin Area Rapid Transport) train, it is better, but it doesn't go everywhere in Dublin.
- Do not smoke on the bus. Some Irish people smoke on the bus, but it is against the law.
- There is no map on the bus, which tells you the names of the stops.
- It is very important that you know your address in Dublin. Always have a piece of paper in your pocket with your address on it. You can ask people for help. Houses in the suburbs look very similar, so it is easy to get lost.
- When you are on a bus and you are coming near your stop, ring the bell and stand near the front door. Don't wait for the middle door to open. Sometimes the driver opens it, but not always!
- If you are out late at night, you can take the night bus (Nite Link). You can find information on www.dublinbus.ie or you can ask the office staff.
- If you are in a group, a taxi is sometimes better.
- If you want to buy beer, you must go to a special shop or a supermarket. Smaller shops do not sell alcohol. You must be 18 years old to drink alcohol in Ireland.
- Many shops are closed on Sundays. Banks are not open on Saturdays or Sundays.
- Irish weather is changeable. You should always be prepared for rain.
- There are many Internet cafes, so it is easy to send emails.
- Phone cards are very useful and are on sale in most newsagents.
- Be careful with your wallet and never carry too much money with you.

Addresses of some Diplomatic Representations

- Austria:** 15 Ailesbury Court, 93 Ailesbury Road, Dublin 4.
Phone: 01 2694577 E-mail: dublin-ob@bmeia.gv.at
- Brazil:** Block 8, Harcourt Centre, Charlotte Way, Dublin 2.
Phone: 01 4756000 E-mail: brasemdublin@brazil-ie.org
- France:** 36 Ailesbury Road, Dublin 4.
Phone: 01 2775000 Web: www.ambafrance.ie
- Germany:** 31 Trimleston Avenue, Booterstown, Blackrock, Co. Dublin
Phone: 01 2693011 Web: www.dublin.diplo.de
- Italy:** 63/65 Northumberland Road, Ballsbridge, Dublin 4.
Phone: 01 6601744 Web: www.ambdublino.esteri.it
- Japan:** Nutley Building, Merrion Centre, Nutley Lane, Dublin 4.
Phone: 01 2028300 Web: www.ie.amb-japan.go.jp
- Korea:** 15 Clyde Road, Ballsbridge, Dublin 4.
Phone: 01 6608800 Web: irl.mofa.go.kr
- Mexico:** 19 Raglan Road, Ballsbridge, Dublin 4.
Phone: 01 6673105 Web: www.embamex.ie
- Russia:** 184-186 Orwell Road, Rathgar, Dublin 14
Phone: 01 4922048 Web: www.ireland.mid.ru
- Spain:** 17A Merlyn Park, Dublin 4.
Phone: 01 2691640 Web: www.mae.es/embajadas/dublin
- Switzerland:** 6 Ailesbury Road, Dublin 4.
Phone: 01 2186382 Web: www.eda.admin.ch/dublin
- Saudi Arabia:** 6 Fitzwilliam Square East, Dublin 2.
Phone: 01 6760704