

EVERYDAY ENGLISH FOR WORK AND BUSINESS PARTICIPANT HANDBOOK

I-SITE- UNIVERSITE LILLE NORD-EUROPE

21ST JUNE- 27TH JUNE 2020



INTRODUCTION

We look forward to welcoming you to the Everyday English for Work and Business course, delivered through the Centre for English and World Languages (CEWL) at the University of Kent.

This booklet contains important information and we recommend that you read it as soon as possible.

WHAT HAPPENS WHEN YOU ARRIVE IN THE UK?

You are making your own arrangements for travel to the University of Kent campus and your driver will need to take you to [Park Wood Reception](#) on the University of Kent campus, where you will receive your keys for your accommodation at [Bossenden Court](#) (in Parkwood).

At Park Wood Reception, you will receive your room key and be shown to your accommodation. Each bedroom will be provided with bedding, but you will need to bring your own towel, soap and shampoo. Your accommodation is self-catering and there is a shared kitchen.

Follow this link for more information about the accommodation in Park Wood:

<https://www.kent.ac.uk/hospitality/virtual-tours/student/?/canterbury/accommodation/park-wood>

Follow this link for a virtual tour of the University campus.

<http://www.kent.ac.uk/accommodation/virtualtour/>

IT ACCESSIBILITY

There is free Wi-Fi across campus for students who bring their own laptops or tablets. You can use WiFi Guest to access WiFi as soon as you arrive on campus. Once you have found WiFi Guest under your available networks, select it and register as a first time user to gain internet access. If you have not already received it, you will receive your student login on the first day of your course. [Follow the instructions on the IT Services website to activate your Kent IT account:](#)

<https://www.kent.ac.uk/itservices/students/>

You can use any of the public computers on the University of Kent campus. [There are numerous PC rooms across campus](#) and a large number of student PCs in the Templeman Library.

REPAIRS TO EQUIPMENT IN YOUR STUDENT ACCOMMODATION

The University of Kent makes every effort to keep student accommodation in excellent working order, but occasionally things go wrong. If there is something in your room or house that isn't working properly, please report it to Reception immediately. For further details of the procedure and expected response times please follow this link:

<http://www.kent.ac.uk/accommodation/canterbury/on-campus/repairs.html>

EMERGENCY NUMBERS AT THE UNIVERSITY OF KENT

Kent is a very safe campus, but it's always best to be informed about what to do in emergencies. If you have an emergency on campus, call Campus Watch, the University's security service.

- Control room: 3300
- Supervisor: 3060
- Emergencies only: 3333
- Prefix extension numbers by +44 (0)1227 82 if calling from a mobile phone or off-campus.

Click on this link and watch the video for more information about campus security and crime prevention at Kent: http://www.kent.ac.uk/estates/campus-watch/cw_video.html

WHO'S WHO ON YOUR ENGLISH PROGRAMME?

NAME	ROLE	TELEPHONE
Sophia Vanttinen-Newton	Short Course Manager	01227 816457
Chloe Courtenay	Short Course Coordinator	01227 823069
Ruth Newman	Lead Administrator	01227 823790
TBC	Language Tutor	
TBC	Language Tutor	

ORIENTATION SESSION

On Monday 22nd June at 09.00 am, a member of CEWL staff will meet you at CEWL reception in [Chipperfield](#) Atrium and show you the way to the welcome and orientation session. After receiving your materials you will go on a tour of the campus. When we return we will have coffee and biscuits before you go to the Registry to register as a student. Follow this link for a virtual tour of the University campus.

<http://www.kent.ac.uk/accommodation/virtualtour/>

TIME	ACTIVITY	VENUE
09.00 – 10.30	Welcome Orientation and Campus tour	Across campus- meet at Chipperfield Reception
10.30 -11.00	Coffee break	TBC
11.00-12.30	English Language	TBC
12.30 -14.00	Lunch	Own arrangements
14.00 -17.00	Networking Workshop Sessions	TBC

PASSPORTS/NATIONAL IDENTITY CARDS

We are required to scan your passports or identity cards at registration. Please remember to bring them with you to the Orientation Session as you will be taken to the Registry to be registered.

Unfortunately, you cannot start your course until the registration process has happened.

AIMS AND OBJECTIVES OF THE COURSE

On the Everyday English for Work and Business course this summer, you will attend Business English language classes, British Culture classes and visit places of cultural and historic interest.

The aims of the course are to develop your:

- listening and speaking skills in English, in a range of work-related situations
- understanding of cultural and social aspects of the way of life in the UK and in an international context
- ability to communicate with speakers of English as a first and second language
- formal English language skills, including grammar, pronunciation and writing

WEEK 1 / 22 ND – 28 TH JUNE							
Time	Monday 22nd June	Tuesday 23 rd June	Wednesday 24 th June	Thursday 25 th June	Friday 26 th June	Saturday 27 th June	Sunday 28 th June
07.45- 08.45	BREAKFAST						
09.00 – 10.20	Welcome and orientation Campus Tour	English for Work and Business	English for Work and Business	English for Work and Business	Final Presentations	FREE	FREE
10.30 - 11.00	COFFEE BREAK						
11.00 –12.30	English Language	Presentation Skills	Presentation Skills	Presentation Skills	Final Presentations		
12.30- 14.00	LUNCH					Certificates and Farewell Buffet	
14.00- 15.00	An Introduction to the University Structure at Kent	Meet and Greet: Afternoon Tea with staff from the University of Kent 14.00-15.30 15.45- Library Tour	Canterbury City and Cathedral Tour (13.30) Meet at Central Plaza	English Pronunciation Workshop	Internationalisation at the University of Kent		
15.00-16.00	Graduate and Research Provision at the University of Kent			Intercultural Communication at the University of Kent Charlene Earl	Course Reflection and Evaluation-Final Discussion		
18.00-19.30	DINNER						

SHOPPING, EATING OUT, MOBILE NETWORKS AND LEISURE CLOTHES AND GIFTS

The nearest large shopping mall is [Bluewater](#), which you can reach by train, bus and coach. Ask for details at the train station or book on the coach through National Express: www.nationalexpress.com. Westfield Stratford Shopping Centre, which opened in 2011, is said to be the largest urban shopping mall in Europe. The fast train from Canterbury West Station to Stratford International Station takes only 55 minutes: [Westfield Stratford Shopping Mall](#) There is also a Designer Outlet at Ashford <http://www.visitsoutheastengland.com/site/things-to-do/ashford-designer-outlet-p211671>

FOOD SHOPPING

[There is a Student Union shop at Park Wood](#) and another in the centre of the campus.

ASDA is the biggest supermarket in Canterbury. There is a bus from the main bus station in Canterbury that takes you straight there.

Tesco is also an option and is right next to the bus station. Sainsbury's is a little further away and Waitrose is better for more luxury items and based in the city centre.

Thais R US (20 Lower Bridge Street) also sell international food at a reasonable price.

EATING OUT

Details of opening times of food outlets on campus can be found here: <http://www.kent.ac.uk/catering/>

You may prefer to go to Canterbury City Centre, where there are many [cafés and restaurants](#). [Download a map of Canterbury](#)

You can also print off vouchers and get discounts for restaurants at: www.vouchercodes.co.uk

MOBILE NETWORKS

For International calls Lebara is good, but you can also buy cheap phone cards from most shops from £5.

LEISURE

Cinemas/ Theatre

The University of Kent has its own theatre, auditorium and cinema on campus – The Gulbenkian. Please see their website: <http://www.kent.ac.uk/gulbenkian/> for programme details.

There is an Odeon and a Curzon cinema in the city centre. Programme details can be found on their websites: <http://www.odeon.co.uk/cinemas/canterbury/76>
<https://www.curzoncinemas.com/canterbury/this-week>

KENT SPORT

If you would like use Kent Sport facilities whilst you are here you will need to pay a fee to become a member (price TBC). This will give you full access to all the facilities available, including tennis, badminton and squash courts, an extension fitness suite, dance and exercise classes. For more information please see <https://www.kent.ac.uk/sports/membership/public.html> and see a member of staff on reception in the Sports Centre. You can also ask them about hiring bikes from the [Cycle Hub](#).