



# **English Language Courses of Study**

## **Student Handbook**

**2009**

Dear Students,

Welcome to Brydon English Language Institute. Our aim is to make you feel at home and to provide you the best language education geared toward your needs. To do this, we need to understand each others expectations so that we can help make your life in the United States easier.

Our goal is to provide you with excellent language training in a supportive and comfortable environment. To achieve this goal, it is important that each of you become familiar with the schools regulations and policies. This handbook will provide you the most important information that you need to know about the school, your responsibilities and how to make your educational experience as productive as possible.

We wish you all the best in your pursuits,

Sincerely,  
BELI faculty and staff.

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## **Mission Statement**

Our mission is to offer English courses for non-native speakers in an interactive classroom environment. We provide a diverse staff of teachers who strive to create a friendly, multi-cultural learning environment to enhance your personal, academic and/or professional English skills.

The Brydon English Language Institute (BELI) seeks to accomplish the following goals:

- To provide non-native language learners high-quality instruction geared toward their needs.
- To provide students with integrated skills to excel both in the academic environment and the work force.
- To prepare students with the cultural knowledge and awareness they will need to function socially and academically.
- To offer customized courses of study such as test preparation and business English courses.
- To encourage a rewarding and supportive learning environment that promotes multi-cultural understanding.

## Course of Study Outline

<b>Intensive English Courses of Study (ESL)</b>		The Intensive ESL is a full-time course of study. The classes are offered five days a week with a total of 22 instructional hours per week.
<b>Elective Courses of Study</b>		<p>The elective courses are for students who want to take advantage of more personalized, flexible and interactive courses. The se courses focus on:</p> <p style="text-align: center;"> <a href="#"><u>Pronunciation</u></a>  <a href="#"><u>American Culture</u></a>  <a href="#"><u>Vocabulary Development</u></a>  <a href="#"><u>Listening Development</u></a>  <a href="#"><u>Communication Strategies</u></a> </p> <p>These classes meet twice a week for a total of four hours per week. A minimum of five students must register in order for an elective course to be held.</p>
<b>General-Business English Course of Study</b>		This course of study is ideal for professionals who want to become more effective and efficient in the international business world. The Business English course of study has an in-depth focus on the language of business. This course is held for six weeks with nine hours of integrated instruction per week. Students receive a total of 54 instructional hours for six weeks.
<b>Elective Business English Courses of Study</b>		The Elective Business English courses of study are ideal for non-native speaking professionals who desire to improve their Business English knowledge. The courses are also geared toward the needs of the corporate business world. The Business English elective courses are held for six weeks with four hours of instruction per week. Students receive a total of 24 instructional hours. A flexible course schedule is available.
<b>TOEFL-IBT Preparation Course of Study</b>	<b>Intensive TOEFL-IBT Preparation</b>	<p>This course of study is to introduce students to the four core language skills reading, writing, listening and speaking. The goal is to prepare students quickly and efficiently for the TOEFL-IBT challenge. The course of study provides an interactive learning environment and has an emphasis on the four skills covered in the TOEFL-IBT test.</p> <p>The Intensive TOEFL -IBT Preparation Course meets for 20 instructional hours per week. The Semi-Intensive TOEFL – IBT Preparation Course meets for eight instructional hours per week.</p>
	<b>Semi-Intensive TOEFL-IBT Preparation</b>	

These courses will not count for university credit and cannot be used toward a degree program.  
 Brydon English Language Institute's courses are subject to change.  
 Please consult the program advisor for course updates.

## **Intensive ESL Course of Study Description**

The Intensive ESL is a non-degree course of study. Studying at BELI will provide you with a bridge to future studies, professional advancement and integration into the American way of life.

The Intensive ESL course of study offers six levels. Each level is offered for 12 weeks during the fall, winter and spring terms. The summer term meets for only 10 weeks. Students are provided a minimum of 22 hours of instruction per week. This course of study is based on an integrated skills curriculum. Each level offers four different skill groups: reading, writing, speaking and listening. For more information about instructional hours, refer to the chart below. These levels are geared toward practical and social skills that each student needs in their academic and social environments. With these skills directed toward the students needs, students will be able to increase their language fluency and accuracy.

Brydon English Language Institute also offers optional elective courses for students who are interested in increasing their English Language fluency and accuracy. The elective courses are: Pronunciation, American Culture, Vocabulary Development, Listening Development and Communication Strategies. Availability of these courses will depend on enrollment of students interested.

In order to advance to the next level a student must achieve an overall grade of 70%. Students who have met this requirement will be eligible to retake the placement test in order to advance to an even higher level.

These courses will not count for university credit and cannot be used toward a degree program. Brydon English Language Institute's courses and fees are subject to change. Please consult the advisor for course updates.

<b>COURSE CODES/LEVEL</b>	<b>COURSE NAME</b>	<b>HOURS PER WEEK</b>	<b>TUITION</b>
<b>ESL 100 BEGINNER</b>	Speaking/Listening/Pronunciation 10		\$9.00/contact hour 22 contact hours per week for 12 weeks
	Reading/Writing/Vocabulary 6		
	Grammar 6		
<b>ESL 200 ELEMENTARY</b>	Speaking/Listening/Pronunciation 10		\$9.00/contact hour 22 contact hours per week for 12 weeks
	Reading/Writing/Vocabulary 6		
	Grammar 6		
<b>ESL 300 PRE-INTERMEDIATE</b>	Speaking/Listening/Pronunciation 10		\$9.00/contact hour 22 contact hours per week for 12 weeks
	Reading/Writing/Vocabulary 6		
	Grammar 6		
<b>ESL 400 INTERMEDIATE</b>	Speaking/Listening 10		\$9.00/contact hour 22 contact hours per week for 12 weeks
	Writing 5		
	Reading/Vocabulary 4		
	Grammar 3		
<b>ESL 500 UPPER-INTERMEDIATE</b>	Speaking/Listening 10		\$9.00/contact hour 22 contact hours per week for 12 weeks
	Writing 5		
	Reading/Vocabulary 4		
	Grammar 3		
<b>ESL 600 ADVANCED</b>	Speaking/Listening 10		\$9.00/contact hour 22 contact hours per week for 12 weeks
	Writing 5		
	Reading/Vocabulary 4		
	Grammar 3		

## **ESL Elective Courses of Study Description**

Brydon English Language Institute offers a variety of elective courses for students who are interested in filling their afternoon schedules. The elective courses are for students who want to take advantage of personalized, flexible and more interactive approaches. Students who are interested in taking elective courses in the afternoons will have different elective options. Elective course availability will depend on the number of students interested in taking these elective courses each term. The students will have an option to choose from four different electives. The elective courses will meet twice a week for two hours.

These courses will not count for university credit and cannot be used toward a degree program.  
Brydon English Language Institute's courses and fees are subject to change.  
Please consult the advisor for course updates.  
A minimum of 5 students must register in order for an elective course to be held.

## ESL Elective Courses of Study Fee Structure

COURSE NAME	COURSE CODE / LEVEL	HOURS PER WEEK	TUITION
<b>Pronunciation</b>	Elective 101 Intermediate	4	\$11.00/contact hour 4 contact hours per week for 12 weeks
	Elective 102 Upper-Intermediate		
	Elective 103 Advanced		
<b>American Culture</b>	Elective 201 Intermediate	4	\$11.00/contact hour 4 contact hours per week for 12 weeks
	Elective 202 Upper-Intermediate		
	Elective 203 Advanced		
<b>Vocabulary Development</b>	Elective 301 Intermediate	4	\$11.00/contact hour 4 contact hours per week for 12 weeks
	Elective 302 Upper-Intermediate		
	Elective 303 Advanced		
<b>Listening Development</b>	Elective 401 Intermediate	4	\$11.00/contact hour 4 contact hours per week for 12 weeks
	Elective 402 Upper-Intermediate		
	Elective 403 Advanced		
<b>Communication Strategies</b>	Elective 501 Intermediate	4	\$11.00/contact hour 4 contact hours per week for 12 weeks
	Elective 502 Upper-Intermediate		
	Elective 503 Advanced		

## **Business English Courses of Study Description**

BELI offers two different Business English courses of study ; the General Business English course of study and the Elective Business English courses of study. These courses of study are ideal for busy professionals who want to become more effective and efficient in the international business world of communications and for students interested in developing their business English skills. The Business English courses of study have an in-depth focus on the language of business. The courses combine the unique aspects of business language with structured intensive language skills. Course schedules are designed to fit in any professional's busy workday and student's busy study schedule. Professionals and students who participate in these classes will be able to:

- Conduct effective business communications
- Contribute effectively and efficiently in business meetings
- Understand and conduct business meetings and presentations
- Present effective communicative ability when communicating, presenting, and negotiating.

### **General Business English Course of Study Description**

General Business English is a semi-intensive course of study to prepare students for the academic and professional world. The classes are held for 6 weeks with a minimum of four hours of integrated communicative instruction. Learners receive a 54 instructional hours per session. To qualify for the course of study each student must take a placement test and achieve a minimum of intermediate proficiency (all placement tests are offered on-site). For more information about the General Business English courses of study please refer to the chart below.

## General Business English Courses of Study Details

<b>Intermediate</b>	<b>Pre-Intermediate</b>	<p>This course enables students to develop their confidence in multicultural settings. It also helps students become more effective and efficient in phone conversations, presentation skills and negotiations. A wide variety of business situations provide motivating contexts for pre-intermediate level students. Extensive presentation and practice of telephoning language and e-mail writing tasks will enable students to build the essential skills needed in today's global business environment.</p>
	<b>Intermediate</b>	<p>This course provides a higher level of learning of social business settings. Students will be trained in the skills needed to communicate in the professional and personal sides of modern business life. Stimulating and motivating contexts are provided. Extensive presentation and practice of communication skills including presenting, telephoning, socializing, negotiating and interviewing will develop the students' key global business communication skills.</p>
	<b>High-Intermediate</b>	<p>This course enables students to participate in a business English conversation with a higher fluency level. Students will be able to develop communication strategies for the advanced level. In this level, students will develop their understanding of business culture. The focus will be on national, international cultures and organizational cultures to help students operate in today's complex business environments.</p>
<b>Advanced</b>	<b>Advanced</b>	<p>This course enables students to work with actual case studies that put students in the shoes of talented executives who run successful companies. Students learn to communicate in a business setting, gain insight into business practices and priorities, develop cultural awareness, and get a feel for the excitement and challenge of working in today's global business world.</p>

## General Business English Course of Study Fee Structure

LEVEL	COURSE NAME	HOURS PER WEEK	TUITION
<b>Intermediate</b>	Pre-Intermediate	9	\$13.00/contact hour 9 contact hours per week for 6 weeks
	Intermediate		
	High-Intermediate		
<b>Advanced</b>	Advanced 9		\$13.00/contact hour 9 contact hours per week for 6 weeks

## **Elective Business English Courses of Study Descriptions**

The Elective Business English course of study is for busy professionals and students who want to improve their business English skills in particular areas and includes General Business English, Business English Communications, Business Meetings and Presentations, Business Vocabulary and Business Letter Writing. In order to enroll in the Elective Business English courses, students must have a minimum of intermediate level proficiency based on the placement test that is administered at the Brydon English Language Institute. Learners receive a minimum of 24 instructional hours for 6 weeks per session.

## Elective Business English Course Details

<b>General Business English</b>	<p>This course has an emphasis on speaking, listening and problem-solving at work. It includes realistic business situations, such as problem-solving, negotiation, listening to telephone messages, checking information, becoming more productive, handling complaints, arranging meetings, and more.</p> <p>Students will participate in intensive listening activities, pronunciation practice, grammar and vocabulary review, everyday short writing activities, pair and group work, phone, fax, and e-mail discussions.</p>
<b>Business English Communications</b>	<p>This course is a dynamic Business ESL course. It will enable learners to develop their communication skills in the business world. The emphasis is on international business communications combined with traditional business content, such as economics, marketing, management, and written and oral communication. As well as nontraditional content such as etiquette, corporate culture, and environmental concerns. Participants who will take this course will be able to communicate accurately and clearly in the traditional business world.</p>
<b>Business Meetings and Presentations</b>	<p>This course is a dynamic Business ESL course. It has an emphasis on effective business meeting negotiations and presentations. It has an integrated approach to effective presentation and business meeting skills. Some of the topics are: persuading, clarifying and negotiating.</p>
<b>Business Vocabulary</b>	<p>The emphasis is on a comprehensive business English vocabulary. Students will analyze business-related articles and participate in comprehensive vocabulary exercises to provide valuable information on the typical patterns of business English.</p>
<b>Business Letter Writing (Resume / e-mail / memos)</b>	<p>In this class, students will learn how to structure and organize their writing effectively and accurately in order to draft traditional written letters, memos, and resumes. Further emphasis will be on electronic communications and the review and analysis of sample business correspondence. Students will practice a range of useful functions, such as discussing travel plans, placing orders and making payments.</p>

## Business English Elective Courses Fee Structure

COURSE NAME	LEVEL	HOURS PER WEEK	TUITION
General Business English	Intermediate	4	\$15.00/contact hour 4 contact hours per week for six weeks
	Upper-Intermediate		
	Advanced		
Business English Communication	Intermediate	4	\$15.00/contact hour 4 contact hours per week for six weeks
	Upper-Intermediate		
	Advanced		
Business Meetings and Presentations	Intermediate	4	\$15.00/contact hour 4 contact hours per week for six weeks
	Upper-Intermediate		
	Advanced		
Business Vocabulary	Intermediate	4	\$15.00/contact hour 4 contact hours per week for six weeks
	Upper-Intermediate		
	Advanced		
Business Letter Writing	Intermediate	4	\$15.00/contact hour 4 contact hours per week for six weeks
	Upper-Intermediate		
	Advanced		

## TOEFL – IBT Course of Study Description

The TOEFL-IBT course of study prepares students for the challenging TOEFL-IBT test. With this course, Brydon English Language Institute will help students pinpoint problem areas and practice for the test. The TOEFL-IBT preparation is available both as a full-time and as a semi-intensive course of study.

The full-time TOEFL-IBT course includes 20 hours of instruction per week and the semi-intensive TOEFL-IBT course includes 8 hours of instruction per week. Both courses consist of reading, writing, listening, speaking and grammar/vocabulary development.

In order to apply, students need to take the placement test that is provided by BELI at its location. Only qualified applicants with a high-intermediate English proficiency level will be accepted to the course of study. If a student does not test in the intermediate English proficiency level, the student will have the option to register for full-time English classes.

### TOEFL-IBT Course of Study Fee Structure

LEVEL	COURSE NAME	HOURS PER WEEK	TUITION
Intensive Course of Study	6 week session	20	\$9.00/contact hour 20 contact hours a week for 6 weeks
	8 week session		\$9.00/contact hour 20 contact hours a week for 8 weeks
Semi-Intensive Course of Study	12 week session	8	\$11.00/contact hour 8 contact hours a week for 12 weeks

Exam fees and course books are not covered in course price.

## **English Placement Test (EPT)**

Upon the students admission, Brydon English Language Institute will administer a comprehensive English Placement Test (EPT). The placement test assesses the English language proficiency of students so that they may be placed in the appropriate course of study level. The EPT is conducted and administered in-house. The test takes approximately 90 minutes. The placement test assesses the following skills: reading, writing, listening and speaking. Please refer to the placement test chart below. There is a \$25.00 fee for placement testing.

### **Placement Test Score Chart**

<b>Course Code</b>	<b>Level</b>	<b>Score Break</b>
<b>100</b>	<b>Beginner</b>	<b>0-20</b>
<b>200</b>	<b>Elementary</b>	<b>21-40</b>
<b>300</b>	<b>Pre-Intermediate</b>	<b>41-60</b>
<b>400</b>	<b>Intermediate</b>	<b>61-80</b>
<b>500</b>	<b>Upper-Intermediate</b>	<b>81-90</b>
<b>600</b>	<b>Advanced</b>	<b>91-100</b>

## **BELI Attendance Policy**

It is the students' responsibility to attend classes regularly. However, we understand that in some circumstances it may be necessary for a student to miss a class due to sickness or emergency. It is the students' responsibility to ask the instructor for class work that was missed during an absence. All coursework and academic material presented during the semester will count toward the students' overall grade. In a 12-week session a student cannot miss more than three classes (equating to 12 instructional hours) to receive a passing grade.

Students are expected to be in class on time. If a student is more than 20 minutes late for class he/she will be marked absent.

## **BELI Grading Policy & Academic Progress**

The Brydon English Language Institute uses a numerical grading system. In order to advance to the next level a student must have a minimum proficiency score of 70%. Successful progression throughout the training relies heavily on class participation, collaboration and the completion of assignments. It is very important that students present their own work in all matters.

The English Language Institute has an independent grading system. Please note that student scores will not be counted toward university credits and/or grade point averages at any institution.

### **Academic Grading Scale**

Excellent 100-90		<b>A</b>	<b>Pass</b>
Good 89-80		<b>B</b>	
Satisfactory 79-70		<b>C</b>	
Poor 69-50			<b>Repeat Course</b>
Must Repeat	50 Below		
W Withdraw			
NG No	Grade		
I Incomplete			
			<b>Completion of work pending</b>

## **Honor Code**

BELI is built upon the core values of intellectual honesty. We have a zero tolerance on cheating, plagiarism, or aiding in the act thereof. It is the obligation of each student to uphold this honor code and report any violation. Any act which is proven to be a violation of our honor code could result in suspension and/or dismissal.

## **BELI Tuition, Fees & Refund Policy**

<b>BELI Fees</b>	
<b>Application Fee*</b>	\$50.00
<b>Administrative Deposit **</b>	\$1,000.00
<b>Placement Test Fee***</b>	\$25.00
<b>Health Insurance ****</b>	To be Determined

\*Each student will be required to pay an application fee. Applications will not be processed until this fee is received by BELI. Application fees are non-refundable.

\*\*An administrative deposit fee is required to hold an international student's admission to the courses. This deposit is applied toward tuition charges once an applicant is successfully enrolled in the training. If a student withdraws their application or if their visa is denied, the administrative deposit will be refunded; however, a \$150.00 administrative fee will be deducted from the administrative deposit.

\*\*\*Each student admitted to BELI will be required to take the English Placement Test. The English Placement Test Fee is non-refundable.

\*\*\*\* International students are responsible for any medical expenses incurred while in the United States. As a non-resident, the student may not be eligible for any of the public assistance medical plans offered in the U.S. Therefore, all non-immigrant international students are required to have medical insurance during the entire school year as a condition of enrollment at Brydon Language Institute. Registration for the international student insurance plan is automatically added to the tuition at the time of registration. International students who wish to have the insurance waived must present proof of comparable insurance to the Office of Admissions prior to enrollment to be allowed to register.

### **BELI Refund Policy Chart**

<b>Time of Withdrawal Notice</b>	<b>Amount Refunded</b>
Prior to commencement of classes	100% Refund
After 1 <sup>st</sup> week of classes*	80% Refund
After 2 <sup>nd</sup> week of classes*	50% Refund

\* Notice of withdrawal must be received by end of the week at close of business.

BELI COURSE OF STUDY EXPENSE CHART				
<b>Intensive ESL Course of Study Tuition Per Term</b>	Winter 12	Weeks	\$2,376.00	
	Spring 12	Weeks	\$2,376.00	
	Summer 10	Weeks	\$1,980.00	
	Fall 12	Weeks	\$2,376.00	
<b>Intensive ESL Course of Study Text Book Cost</b>	Beginner		\$181.50	
	Elementary		\$181.50	
	Pre-Intermediate		\$181.50	
	Intermediate		\$221.45	
	Upper-Intermediate		\$177.25	
	Advance		\$177.25	
<b>Tuition Per Elective Course</b>  *The fee per instructional hour for each elective course is <b>\$11.00</b> and the classes meet for <b>four hours</b> a week.	Winter	4 Hrs a Week	12 Weeks	\$528.00
	Spring	4 Hrs a Week	12 Weeks	\$528.00
	Summer	4 Hrs a Week	10 Weeks	\$528.00
	Fall	4 Hrs a Week	12 Weeks	\$528.00
<b>Elective Courses Text Book Cost</b>	Elective Course Book Fees will vary from level to level.		Approximately \$25.00 - \$50.00	
<b>General Business English Course of Study Tuition Per Level</b>	Continuous Registration	9 Hrs per Week 54 Hrs.	6 Weeks	\$702.00
<b>General Business English Course of Study Course Book Cost</b>	Pre-Intermediate		\$44.85	
	Intermediate		\$44.85	
	Upper-Intermediate		\$44.85	
	Advanced		\$34.56	
<b>Elective – Business English Course of Study Tuition Per Course</b>	Continues Registration	4 Hrs per Week 24 Hrs.	6 Weeks	\$360.00
<b>Elective – Business English Course of Study Course Book Cost</b>	General Business English		\$52.05	
	Business English Communication		\$32.50	
	Business Meetings & Presentation		\$63.40	
	Business Vocabulary		\$80.40	
	Business Letter Writing		\$19.00	
<b>TOEFL Preparation Course of Study</b>	Intensive Program	6 Week Session	\$1,080.00	
		8 Week Session	\$1,440.00	
	Semi-Intensive Program	12 Week Session	\$1,056.00	
<b>TOEFL Preparation Course of Study Course Book Cost</b>	Intensive Program		Approximately \$40 - \$60	
	Semi-Intensive Program		Approximately \$40 - \$60	

## Tuition Discounts for Multiple Course Enrollments

### Discounted Package for Courses of Study\*

**Option 1** Sign up for one class, receive 10% off your second class

**Option 2** Sign up for two classes, receive 20% off your third class

**Option 3** Sign up for three classes, receive 30% off your fourth class

\* Offer valid for consecutive classes only in the full-time intensive English as a Second Language course of study. All tuition and fees must be paid prior to registration of the student's first semester.

<b>Option 1</b>		
Winter Term	\$ 2,376.00	<b>(includes 10% discount)</b>
Spring Term	\$ 2,138.00	
<b>Total Tuition</b>	<b>\$ 4,514.00</b>	
Total Savings	\$ 238.00	

<b>Option 2</b>		
Winter Term	\$ 2,376.00	<b>(includes 20% discount)</b>
Spring Term	\$ 2,376.00	
Summer Term	\$ 1,584.00	
<b>Total Tuition</b>	<b>\$ 6,336.00</b>	
Total Savings	\$ 396.00	

<b>Option 3</b>		
Winter Term	\$ 2,376.00	<b>(includes 30% discount)</b>
Spring Term	\$ 2,376.00	
Summer Term	\$ 1,584.00	
Fall Term	\$ 1,663.00	
<b>Total Tuition</b>	<b>\$ 7,999.00</b>	
Total Savings	\$ 712.80	

## **Text Books**

All students are required to purchase textbooks/workbooks for the ESL/ Business English courses. All books must be obtained prior to session start date. For your convenience, BELI provides all textbook/ workbooks for the ESL/Business English courses which a student may purchase during registration. A student must obtain NEW, unused textbooks/workbooks if they are purchased through a third party. Please view the text book chart at the end of this handbook.

## **Certificates**

### **Certificate of Course Completion:**

This certificate is awarded to students who have successfully completed each level at Brydon English Language Institute.

### **Letter of Attendance:**

Upon the request of a student who has not completed an entire level of course of study, BELI will issue the letter of attendance specifying the total amount of instructional hours a student has taken.

None of the Course of studies offered by Brydon English Language Institute will count toward university credits and count toward a degree program. Since Brydon Language Institute is a division of University of North America students will have the opportunity to transition into University of North America's bridge program. Please see explanations about UoNA's bridge program above.

## **Student Contact Information**

It is the students' responsibility to provide BELI with the most up-to-date contact information. We require the following information from a student upon enrollment:

- 1) Full name
- 2) Current address
- 3) Home telephone number
- 4) Mobile phone number
- 5) Permanent address (for international students, your home country address)
- 6) Permanent telephone number (for international students, your home country telephone number)

Each registration period, students will be asked to review their contact information and revise it if necessary. Should a student's contact number change in the middle of the term, it will be the responsibility of that student to update their contact information. To update your contact information, please download the contact information form from our website ( [www.beliusa.info](http://www.beliusa.info)) and e-mail it to the registrar at [registrar@beliusa.info](mailto:registrar@beliusa.info)

## **Family Educational Rights and Privacy Act of 1974 (FERPA)**

BELI fully complies with the privacy rights of its students under the Family Educational Rights and Privacy Act of 1974. For further information regarding FERPA [click here](#).

## **Transportation**

We are located at 8117 Leesburg Pike, Ste. 201 in Vienna, VA. Brydon English Language Institute is just a short bus ride from the Dunn Loring Metrorail (subway). The 2T Metrobus stops at the intersection of Old Courthouse Road and Chain Bridge Road, only two blocks away and within walking distance from our location. Students can take the 2T Metrobus to the Dunn Loring Metrorail stop located on the Orange Line.

## **Field Trips and Student Activities**

BELI's Student Activities Coordinator organizes several extracurricular activities, including movie night, tours of our nation's capital, and other popular tourist destinations.

## **Official Holidays for 2009**

<b>New Year</b>	January 1
<b>Martin Luther King Day</b>	January 18
<b>Memorial Day</b>	May 31
<b>Independence Day</b>	July 4
<b>Labor Day</b>	September 7
<b>Columbus Day</b>	October 12
<b>Thanksgiving</b>	November 19-20
<b>Christmas</b>	December 25-31

# Important Telephone Numbers

For police, fire and rescue emergencies, dial 911

For non-emergencies for the Fairfax County police department, dial (703) 691-2131

For telephone directory search, dial 411

For INOVA Fairfax Hospital Information, dial (703) 776-4001

## Washington D.C. area Metrorail System



### INTENSIVE ESL PROGRAM COURSE BOOK LIST

<b>B e g i n n e r</b>	100	Speaking / Listening / Pronunciation	American Headway 1, Student Book & CD	978-0-19437929-8	Oxford	John&Liz soars
			Student's Workbook & CD	978-0-19-437931-1	Oxford	John&Liz soars
	110	Reading / Writing / Vocabulary	Reading Explorer 1 Student Book / Audio CD	978-1-4240-3727-8	Heinle	Nancy Douglas, Paul MacIntyre
	120	Grammar	Focus on Grammar 1 & CD	978-0-13-147480-2	Longman	Irene E. Schoenberg
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	220	Grammar	Focus on Grammar 1 & CD	978-0-13-147480-2	Longman	Irene E. Schoenberg
			Focus on Grammar 1 Workbook	978-0-13-147489-7	Longman	Irene E. Schoenberg
<b>I n t e r m e d i a t e</b>	300	Speaking / Listening / Pronunciation	American Headway 3, Student Book & CD	978-0-19437941-0	Oxford	John&Liz soars
			Student's Workbook & CD	978-0-19-437943-4	Oxford	John&Liz soars
	310	Reading / Writing / Vocabulary	Reading Explorer 3 Student Book / Audio CD	978-1-4240-3729-2	Heinle	Nancy Douglas, Paul MacIntyre
	320	Grammar	Focus on Grammar 2 & CD	978-0-13-189972-8	Longman	Irene E. Schoenberg
			Focus on Grammar 2 Workbook	978-0-13-189974-2	Longman	Irene E. Schoenberg
<b>J n t e r m e d i a t e</b>	400	Speaking / Listening / Pronunciation	American Headway 4, Student Book & CD	978-0-19438288-0	Oxford	John&Liz soars
			Student's Workbook & CD	978-0-19-438288-4	Oxford	John&Liz soars
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	420	Reading /Vocabulary	Reading Power 2	978-0-13-130548-9	Longman	Beatrice S. Mikulecky&Linda Jeffries
	430	Grammar	Focus on Grammar 3 & CD	978-0-13-189985-8	Longman	Irene E. Schoenberg
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	510	Writing	Introduction to Academic Writing 3rd Edition	978-0-13-183395-8	Longman	Alica Oshima&Ann Hogue
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	530	Grammar	Focus on Grammar 4 & CD	978-0-13-190009-7	Longman	Irene E. Schoenberg
			Focus on Grammar 4 Workbook	978-0-13-191235-9	Longman	Irene E. Schoenberg
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	620	Reading /Vocabulary	Advanced Reading Power 4	978-0-13-199027-2	Longman	Beatrice S. Mikulecky&Linda Jeffries
	630	Grammar	Focus on Grammar 5 & CD	978-0-13-191275-5	Longman	Irene E. Schoenberg
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Intermediate	Elective 200	Vocabulary Development	Vocabulary Power 1& Ans.Key	978-0-13-228356-4 978-0-13-228357-1	Longman	Kate Dingle & Jennifer Recio Lebedev
Upper-Intermediate	Elective 201		Vocabulary Power 2& Ans.Key	978-0-13-222150-4 978-0-13-222151-1	Longman	Kate Dingle & Jennifer Recio Lebedev
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			Workbook (Pre-Intermediate)	978-1-4130-0913-2	Heinle	Bill Mascul, Jeremy Comfort, David
Intermediate	Business English		Best Practice (Business English in Global Practice)	978-1-4130-2195-1	Heinle	Bill Mascul, Jeremy Comfort, David Kerridge
			Workbook (Intermediate)	978-1-4130-2859-1	Heinle	Comfort, David Kerridge
Upper-Intermediate	Business English		Best Practice (Business English in Global Practice)	978-1-4240-0065-4	Heinle	Comfort, David Kerridge
			Workbook (Upper-Intermediate)	978-1-4240-0066-1	Heinle	Comfort, David Kerridge
Advanced	Business English		Making Business Decisions	978-0-201-59281-8	Longman	Frances Boyd

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		2. New Business Matters Student Workbook	978-0-7593-9859-7	Heinle		
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Intermediate - Advanced	Business Meetings & Presentation	1. The language of Meetings	978-0-9067-1746-2	Heinle	Malcolm Goodale	
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		2. Business Vocabulary in Use <i>Advanced</i>	978-0-521-54070-4	Cambridge	Bill Mascul	
		3. Test Your Business Vocabulary In Use	0-521-61150-4	Cambridge	Joy Godwin, Lyn Strutt	
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