



English in Action

Italy

Booking Form 2015

Please complete and fax to **010 3620805** or email to **info@englishinactionitaly.com**

Do you need help filling out this form?

Email **info@englishinactionitaly.com**

Call **010 3622489** (09.00-13.00 – 15.00 - 18.00)

SCHOOL DETAILS

SCHOOL NAME		NAME OF SCHOOL HEAD/DIRECTOR	
ADDRESS		TOWN OR CITY	POSTCODE PROVINCE
SCHOOL TELEPHONE NUMBER	SCHOOL FAX NUMBER	SCHOOL EMAIL	SCHOOL WEBSITE ADDRESS

CENTRE DETAILS (if different from above)

NAME OF CENTRE		NAME OF CENTRE ADMINISTRATOR (if known)	
ADDRESS		TOWN OR CITY	POSTCODE PROVINCE
SCHOOL TELEPHONE NUMBER	SCHOOL FAX NUMBER	SCHOOL EMAIL	

COURSE DETAILS

TYPE OF COURSE	STANDARD EIA	1/2 EIA	EIA FULL DAY	EIA EXPERIENCE	EIA TDP
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NUMBER OF PARTECIPANTS	DATE				

SCHOOL/CENTRE FACILITIES (Please indicate what will be available)

CD PLAYER	DVD PLAYER	COMPUTER ACCESS	INTERNET ACCESS	LAPTOP PROJECTOR	THEATRE	GYM	RECREATIONAL AREA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kindly note that our teachers will always require access to and use of a blackboard/whiteboard and photocopier.

ACCESS

NEAREST AIRPORT	NEAREST TRAIN STATION
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ACCOMODATION (We welcome suggestions for reasonably priced accommodation close to the school/centre)

NAME & ADDRESS	CONTACT DETAILS
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CONTACT TEACHER DETAILS (Our Senior Teacher will call to arrange the pre-course meeting)

CONTACT TEACHER NAMES	TEACHER'S CONTACT DETAILS		
1.	HOME	MOBILE	EMAIL
2.	HOME	MOBILE	EMAIL
3.	HOME	MOBILE	EMAIL

COURSE CODE

<u>code</u>	<u>Primary courses:</u>	<u>code</u>	<u>Secondary courses:</u>	<u>code</u>	<u>Specialist & Vocational Courses:</u>
CL1	Climbers 1 (A1 – Beginner)	B	Breakthrough (A1)	BLC	British Language and Culture (B1)
CL2	Climbers 2 (A1 – Beginner)	W	Waystage (A2)	LT	Leisure and Tourism Industry (B1)
TR1	Trekkers 1 (A1 – Post-Beginner)	T	Threshold (B1)	MB	School Exam Booster (Matura - B2)
TR2	Trekkers 2 (A1 – Post-Beginner)	V	Vantage (B2)	SEB	School Exam Booster (other)
EX1	Explorers 1 (A1 – Elementary)	E	Effectiveness (C1)	BCS	Business Communication Skills (A2/B1)
EX2	Explorers 2 (A1 – Elementary)			BB	Business Booster (A2/B1)
RA1	Rangers 1 (A1/A2 – High Elementary)			BIA	Business in Action (B1/B2)
RA2	Rangers 2 (A2 – Pre-Intermediate)			BE	Business English (B2/C1)

COURSE DETAILS

International English Exam Preparation courses or Teacher Development courses please contact us by email to discuss your exact requirements: info@englishinactionitaly.com

CLASS	NR OF STUDENTS	AGE RANGE	FORM	LEVEL OF ENGLISH	COURSE CODE	HAVE STUDENTS PREVIOUSLY HAD A COURSE? (YES/NO + NUMBER OF STUDENTS AND DATES)
<i>CLASS EXAMPLE</i>	20	12-13	2 nd	A2	W	Yes – 10 students had breakthrough course between 02.09.2013 to 06.09.2012
<i>SPECIAL REQUEST</i>	Pls makes note below regarding : <ul style="list-style-type: none"> • Students with special educational needs (eg. Dyslexic, behavioral problems, autistic, etc) • Key language areas that your students have covered recently • Any specific request (topics, grammar points, vocabulary, etc.) you may have for each class 					
CLASS 1						
SPECIAL REQUEST						
CLASS 2						
SPECIAL REQUEST						
CLASS 3						
SPECIAL REQUEST						
CLASS 4						
SPECIAL REQUEST						
CLASS 5						
SPECIAL REQUEST						

If you have more than 5 classes please photocopy and complete a 2nd sheet.

TIMETABLE (Please supply lesson times - 6 x 50 minutes per lesson)

	From	To		From	To
LESSON 1			LESSON 4		
LESSON 2			LESSON 5		
LESSON 3			LESSON 6		
BREAK TIME (For full day : 2 breaks time)			LESSON 7 (Just for full day course)		
LUNCH TIME (just for full day course)			BREAKS SUPERVISION	SCHOOL STAFF <input type="checkbox"/>	EIA TEACHERS <input type="checkbox"/>

*Note : in case of 1 Eia group (so just 1 Eia teacher), students must be supervised by school staff

SHOW/PRESENTATION (Please circle either yes (Y) or no (N))

Would you like the participants to prepare an end of course show or presentation?

Y N