



WAIKATO INSTITUTE OF EDUCATION

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## General English with Internship Programme

Waikato Institute of Education (WIE) is a leading English Language School in New Zealand and offers a wide range of quality English courses and programmes.

WIE's General English with Internship Programme is a combination of our NZQA accredited General English course and an additional Internship relating to the student's field of study. The course is designed for students wanting to improve their English skills in all areas and increase their confidence using English in everyday situations.

For more information visit our website: [www.wie.ac.nz/General.htm](http://www.wie.ac.nz/General.htm)

### PLACEMENT AND ASSESSMENT

Students sit a comprehensive written and oral placement test on their first day, to place them in the class most suitable for them. Assessment is continuous throughout the course; students are formally tested every 6 weeks and receive regular feedback

### LEARNING OUTCOMES (LEVEL APPROPRIATE)

- Reading:** to be able to read and understand language and descriptions of topics from a variety of texts.
- Writing:** to be able to write describing impressions, feelings and experiences and to write about familiar topics.
- Listening:** to be able to understand familiar topics and be able to understand speech on a variety of subjects such as work, school, leisure and the main points when listening to current affairs.
- Speaking:** to be able to talk about familiar topics and to give explanations and reasons for opinions, past actions and future plans. Also to recount the story of a book or film and deal with most situations in an English speaking environment.
- Grammar:** to be able understand and apply the body of rules surrounding English grammar in everyday contexts, including the use of nouns, adjectives, verbs, prepositions, tenses, sentence structure and phrases.
- Vocabulary Topics:** develop vocabulary connected with topics such as leisure, work and employment, entertainment, travel, home and money. Use adjectives to describe character, relationships, feelings and the like including opposite and negative adjectives.

### INTERNSHIP

Upon completing the General English course, the student will be granted an Internship of full-time administration training and experience in Waikato Institute of Education's administration department. This will be full-time 20 hours per week for a total of four weeks. The purpose is to provide the student with experience working in an office environment and duties will vary from day-to-day depending on the student's level of competency and ability to pick up new skills. Duties may include student enrolments, maintain office files, taking enquiries, translation work, reception duties, preparing business correspondence, research and identification of key markets, coordinating between departments, and other duties as required.