



**Languages for All
Fast Track Courses
Learner Handbook
2021-2022**

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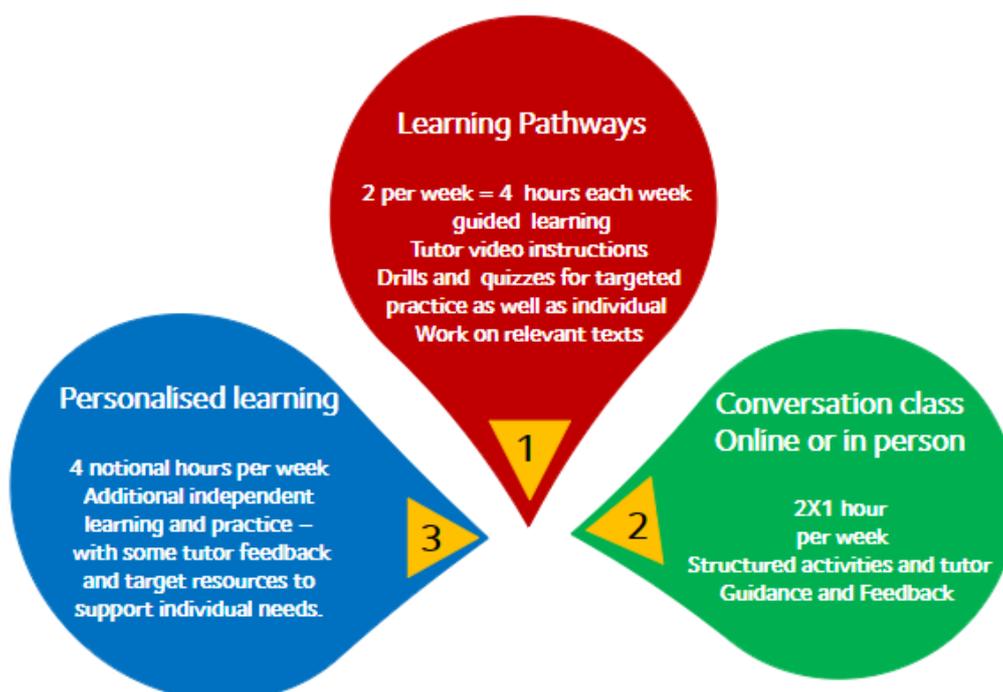
Mode of delivery

We teach our courses through a flexible and inclusive mode either of delivery. We will be running some of our courses online and some in person (see details of availability on our website). All our Fast Track courses include a combination of **online learning pathways to be prepared in advance of each class** using the University's Virtual Learning Environment, Canvas and **small group conversation classes twice** every week (either online or in person).

Having had the opportunity to learn from the experience and feedback from our learners and tutors since Trinity term 2020, we are confident that this mode of delivery works well for our community of learners. This mode of delivery enables you to:

- Work flexibly at your own pace
- Have access to a complete set of learning materials before each class and beyond the life of the course to master and review (you will retain access to the materials in Canvas until the start of the following course)
- Get high quality generic and individual feedback
- Interact in small groups, which gives you an excellent opportunity to put your weekly learning into practice.

For Fast Track courses, you will need to complete **two weekly learning pathways (parts 1 and 2)** focusing on language instruction, exercises and drills, and communicative collaborative activities. This leads to **two weekly 1-hour conversation classes** in groups of normally up to six students (online) or 12 students (in person). Each learning pathway aims to prepare you and support you to fully engage in the classroom activities.



For 2021/22 we will offer our most popular Fast Track courses in both an online and an in-person option. At the beginning of Michaelmas Term, you will be able to choose whether to enrol for the in-person or the online variant of the course.

Our ability to maintain the in-person courses throughout the academic year will depend on circumstances and we will need to follow government and University Covid-19 regulations and guidance. Our terms and conditions reflect the possibility that course mode of delivery may have to pivot from in-person to online

Key information

Our three-term **Fast Track pathway** is perfect for learners who are motivated to progress faster. The Fast Track courses cover two learning Stages in one year, with the equivalent of 3 hours of tuition per week per term for three terms spanning over 23 weeks of study. Elective assessments at the end of the course lead to a certificate of completion awarded by the Language Centre. Where there is an established scheme with your faculty or department, the course assessments may also contribute to your degree course (see Appendix 3).

A more intensive and demanding pathway, Fast Track enables you to reach a higher level of competence in a given academic year (one stage higher than with the General pathway). This pathway covers all four language skills (speaking, listening, writing and reading), with the main focus being on communication. The courses also focus on language learning strategies and cross-cultural competences. Fast Track courses follow the progression of the Common European Framework of Reference for Languages (CEFR).

If you are going to be at Oxford University for three years and enrol on our Fast Track pathway at the start of your academic studies, you will be able to reach Stage 6 (B2) or level B1 in a language you had never learnt before by the time you leave the University. Please note that your **CEFR level outcome may vary depending on the language that you are learning and on your own progress**. Our certificates of course completion include a CEFR indicator based on your progression during the academic year and on your performance at the end of the course.

Every week, a learning pathway combining video instruction, online quizzes, discussions, resources, and activities, as well as generic and individual feedback from your tutor, leads to two 1-hour conversation classes in small groups (normally up to 6 students online and 12 on in-person courses). This represents a guided learning programme equivalent to around 5 to 6 hours of asynchronous learning plus 2 hours of live interaction in the target language per week. You may, however, work more flexibly and make the most of vacation time to review, consolidate or explore activities you did not have the time to complete in term time. If you enrol on an online course, the conversation classes on MS Teams are recorded to enhance learning and support efficient feedback from your tutor. The recording will only be available to students registered for the course.

Conversation sessions are scheduled at various times of the day, including early evening (online only), and take place either online via MS Teams or in person at the Language Centre. The schedule of a given class will remain the same throughout the year but should your schedule change or should we need to return to online teaching there may be changes. In Michaelmas term, teaching starts in Week 2 and runs through to Week 8 inclusive. In Hilary and Trinity terms classes run from Weeks 1 to 8 inclusive. There are in total 23 weeks of teaching.

This is a demanding course (a rewarding one, too!) for those who are strongly motivated to learn, and it is important to ensure that you join the right Stage.

If you already have some prior knowledge of the language you wish to study, you will need to take a language level evaluation test when you enrol in week 0 or week 1.

If you have **no prior knowledge** of the language, you may directly enrol onto **Fast Track Stage 1+2 (French, German, Italian, Portuguese or Spanish) or Fast Track A1 (Arabic, Japanese, Mandarin or Russian)**.

If you are continuing from a previous Fast Track course, you will normally need to join the next level up (for example, if you took Fast Track 1+2 you will need to progress to Fast Track 3+4 or Fast Track A2).

Courses on the Fast Track programme are available in the most popular languages taught at the Language Centre from Stage 1+2 (beginners) to Stage 5+6. Languages available for 2021-2022 will be **Arabic, French, German, Italian, Japanese, Mandarin, Portuguese, Russian and Spanish**.

Fast Track learning framework:

In line with the Association of University Language Communities (AULC) our learning framework recognises the different pace of progression to CEFR B2 depending on the language.

For **French, German, Italian, Portuguese, and Spanish** we expect learners to be able to reach level B2 in three years of study on this pathway (Fast Track 1+2 followed by 3+4 and then 5+6). In French, German and Spanish only, we also offer courses starting from some basic prior knowledge (progression from Fast Track 2 +3 to 4+5 and then possibly to a General Stage 6 course to reach level B2; this is the orange pathway on the table below).

Our Fast Track courses in **Arabic, Japanese, Mandarin Chinese and Russian** are named A1, A2, B1 and B2 rather than by Stage combination and they offer a progression to level B2 over four years of study.

Progression on Fast Track pathway for French, German, Italian, Portuguese, and Spanish:

B2			FT 5+6			
B1+						FT4+5
B1		FT 3+4				
A2 +					FT2+3	
Some A2	FT 1+2			Some previous knowledge		
Ab initio						

Progression on Fast Track pathway for Arabic, Japanese, Mandarin and Russian:

B2				FT B2
B1			FT B1	
A2		FT A2		
A1	FT A1			

Key facts about Fast Track courses:

- Focus on communication and use of all four skills (reading, writing, speaking and listening)
- Yearly commitment
- Enrolment on a first come first served basis
- Fully funded (and contributory) options available with some programmes of Study from selected faculties / departments (Mathematical Institute, Material Sciences, Physics and Chemistry) see Appendix 3 for further information
- Partial reimbursement by colleges (UG) or faculties (PG) upon completion of course and assessments (see Course Fees and Financial Support section for more information)
- Two conversation sessions per week (each lasting 1 hour) in groups of normally up to 6 learners online or 12 on in-person courses. The focus is on spoken interaction. You can enrol for a fully online **OR** in person course
- Weekly learning pathway per week of about 5 hours' independent and collaborative guided learning, including language instruction videos and practice activities, communicative tasks and feedback

- 1 to 2 hours of recommended self-study
- Depending on your entry point, you may go from Fast Track 1+2, to 3+4, to 5+6 (or A1, A2, B1 and B2 in non-European languages) and then progress to the General pathway
- Alternatively, you can go from Fast Track 2+3, to 4+5 then progress to General Stage 6 and 7 (French, German and Spanish)
- Enrolment and fee are for the academic year. Students from Physics and Chemistry usually join courses in French, German or Spanish from Hilary term; this is managed with their department / faculty
- Certificates:
 - You can request a certificate of attendance if you have attended/engaged with at least 80% of the course
 - You will receive a certificate of completion if you pass an online progress test in Week 7 of Hilary term and undertake a mini research project and presentation at the end of the course. The certificate is awarded at the corresponding level of the CEFR (Common European Framework of Reference for Languages)
 - Where there is an established scheme with your faculty or department, the course assessments may also contribute to your degree course (see Appendix 3)

Course fees and financial support

The Language Centre currently receives University funding for some 35% of its running costs. As most of the courses we offer are in addition to your programme of study, we need to charge fees for them. We endeavour to keep these to a minimum and they are currently the most economical options for quality language tuition in Oxford.

Fast Track courses fees per year terms are below. Payment for the full year must be made on enrolment in Michaelmas term.

OU students including Visiting and Recognised	All other OU members (staff, academic, researchers)	Alumni, partners of staff and students, retired staff	General Public
£470*	£590	£720	£830

*Colleges will consider offering a reimbursement of up to 50% of the fee for the Fast Track pathway to students upon completion of the course in Trinity term. You should obtain your college's agreement to your joining their reimbursement scheme before you start your

course. The Language Centre provides [a form](#) for you to fill and give to your college in to facilitate this.

Identifying which Stage is right for you

The Fast Track Programme has 6 **double Stages** (e.g. 1+2) which are calibrated on the Common European Framework of Reference for Languages (CEFR).

If you have never studied the language before you should directly enrol for Fast Track 1+2 or Fast Track A1 depending on the language you wish to learn. For this, go to our website, select the language page and click enrol on the Fast Track 1+2 or A1 course choosing your preferred timeslot and mode of delivery.

If you have prior knowledge of the language, our tutors will advise you on which Stage combination is right for each you **through an evaluation test** at the beginning of Michaelmas term. The language evaluation test is available for you to take when enrolment opens. It is hosted on the Virtual Language Centre on Canvas. Access to the Virtual Language Centre requires an SSO. If you are a registered student or a member of staff at the University, you can enrol onto it directly from our website <https://www.lang.ox.ac.uk/the-virtual-language-centre>

If you do not have an SSO, please contact admin@lang.ox.ac.uk to request access.

Languages and Stages available in 2021-22

	Stage 1+2	Stage 2+3	Stage 3+4	Stage 4+5	Stage 5+6	Stage 7+8	Missing Stages?
Arabic	A1		A2		B1		Please see our General courses
French	√	√	√	√	√		
German	√	√	√	√			
Italian	√		√		√		
Japanese	A1		A2		B1		
Mandarin	A1		A2		B1	B2	
Portuguese	√						
Russian	A1		A2		B1		
Spanish	√	√	√	√	√		

How to enrol

To enrol on a Fast Track course, once you have ascertained which Stage you should join, please go to the relevant language page on our website. Check the timetable and click the enrol link.

For the most popular courses you will have the option to enrol for a fully online course (online – these courses have 'online' in their title) or for a course where the conversation class takes place in person at the Language Centre. Please note that our ability to maintain the in-person course option throughout the academic year will depend on circumstances, and we will need to follow government and University Covid-19 regulations and guidance. Our terms and conditions reflect the possibility that course mode of delivery may have to pivot from in-person to online.

Clicking on the enrol button will take you to our course-booking page for the specific course and class onto which you wish to enrol. Before you click through to complete your booking and pay, do double-check that you have selected the course running on the day and time that suit you. Also note that the default price until you reach the payment page is set at the Staff rate. The system will auto-correct the price to the student fee based on your SSO status before you are asked to input your credit or debit card details.

If you do not have a Single Sign On for the University (SSO), you will need to contact our admin team (admin@lang.ox.ac.uk) via email with the following details:

- Full name
- Email address and phone number
- The name of the course you wish to study (including Stage and Part)
- The start date and time of the course
- Your connection to Oxford University, if any (to determine course fee)

We will then provisionally enrol you onto the course and send you a link to the Oxford University Online Store for payment. Once payment is received, we will confirm your place on the course.

During the first weeks of teaching, tutors will be making sure that you have enrolled for the right Stage and will advise you on how to change Stage if needed (transfers will only be possible if there are spaces available in the Stage you are advised to join, which is why we strongly recommend that you take the language level evaluation test before enrolling). Please note that in accordance with the [Terms and Conditions](#) published on our website, you have the right to cancel your course booking at any time within 14 days of payment. Unless the course has started, you will receive a full refund of any payments you have made, and no administration fee will be charged. For cancellations after 14 days, and for cancellations made after the course has started, please read the terms and conditions carefully. This information will also be attached to the email you receive once you have made your booking.

To cancel your booking, please follow the instructions included in that email and then contact admin@lang.ox.ac.uk.

Course materials

All Language Centre courses make extensive use of Canvas, the University's Virtual Learning Environment (VLE). All our courses are developed on an inclusive and flexible blended learning model, which rests upon multimedia pathways designed by our tutors for you in Canvas.

In addition to this, we will ask you to purchase a textbook. You will find our list of textbooks at the end of this handbook. As far as possible we endeavour to ensure that textbooks are economical and readily available, by liaising with specialist bookshops and publishers.

Blackwell's are offering Language Centre learners a student price match guarantee when they order by phone or in the shop in Oxford (this does not apply to online orders). You will also be able to bring books purchased from Blackwell's back to the store for buyback in 2022, using the code LANGCENTDK22.

We also host a second-hand textbook forum on the Virtual Language Centre in Canvas to help our community of learners sell and acquire textbooks. To check the availability of a given textbook or to sell it, please register on our Virtual Language Centre site on Canvas and then click on the link to "second-hand books". Information and guidance where we have exclusive deals available are listed in

Certificates and course assessments

Fast Track courses have two assessments, leading to a certificate of course completion. These are not compulsory but may be required for a college partial reimbursement: you should check what your college requires.

Progress Test: Hilary term Week 7

Comprises: listening comprehension, reading comprehension, use of language and writing task, and speaking task. It will take place online through Canvas and will last one hour.

Research Project, presentation and viva*: Trinity term Weeks 5-7

Comprises: reading, research, spoken production, spoken interaction, and listening skills. Learners record their presentation as a video and share it with their tutor and classmates via Canvas. The live session is then dedicated to questions and discussions related to the presentation, depending on the Stage combination.

Certificates will normally be emailed to students by the end of Week 9 of Trinity term.

*For department or faculty-assessed courses, this could be scheduled outside class time at the end of Hilary Term – please see relevant section in Appendix 3 for more information.

Engagement and attendance

If you wish to make progress in the language you are studying, regular engagement with the tasks and activities and participation in the weekly classes are both very important. We understand that it may not always be possible for our learners to attend their classes every week. If you know you will be absent, please inform your tutor.

If you are absent from a class, it is your responsibility to catch up on the work you have missed. All materials (including a recording of the live session if you are enrolled on an online course) are available on Canvas, as well as the tasks set by the tutors to prepare for the next session. If you are struggling to catch up after having missed a session, you may post a question on Canvas to seek help from our community of learners, or you may raise this with your tutor by emailing them via Canvas.

Remember that in languages regular practice is important – if you miss a class, particularly on a lower-level course, you may have missed a lot of important new structures and explanations. Not keeping up with the pace of the course may also be disruptive to the quality of the course. It is your responsibility to remain engaged and seek support in a timely manner if needed.

If you are experiencing difficulties managing your engagement or coping with the demands of the course, do make sure to discuss this with your tutor. The Fast Track programme is demanding, but it also has important moments for reflection and revision.

The 23 weeks of delivery are structured to support your learning and the development of personalised learning strategies. In addition to the 36 learning pathways (2 per week), time for revision, tasks, reflection, feedback, and preparation is factored in:

Weeks of term	What is covered
Michaelmas term Weeks 2 to 7	6 learning pathways covered
Michaelmas Week 8	Revision, tasks, reflection, and feedback
Hilary term Weeks 1 to 6	6 learning pathways covered
Hilary term Week 7	Progress test (online) and feedback
Hilary term Week 8	Reflection and preparation for end of course assessments Classes may include early presentations from students from the Mathematical Institute
Trinity term Weeks 1-6	6 learning pathways Week 6 deadline to upload presentation
Trinity Weeks 7 - 8	Weeks 7 & 8 classes: viva Individual feedback on assessments

Progression

We have designed all our courses to enable learners to progress as far as possible. However, the highest level we offer in a language is conditional on sufficient levels of demand.

To progress from one Stage to the next, you do not need to have completed or passed the optional assessments, but we highly recommend that you take our language level evaluation test to receive adequate advice on the best next course available to you, as you may have progressed during the long vacation. Fast Track is a more intensive programme than our General or Academic pathways, to facilitate a faster acquisition of language skills in the elementary and intermediate levels of competence. Beyond a level B2, the threshold to C1 becomes slower and more reliant on periods of study or work abroad and a frequent level of exposure to the language. Progression beyond Fast Track 5+6 is through our General Stage 7 courses.

Every learner is different, so your tutor will be best placed to advise you on the best progression route for you.

Progression from a Fast Track course to General pathway

Our pathways are designed to give you maximum flexibility in terms of changing the course and intensity of your learning journey. If you wish to progress from a Fast Track course to a General course, you simply move up to the next stage. For example, if you have finished Fast Track 1+2, you can progress to General Stage 3 Part 1.

At the end of the academic year or at the start of the enrolment period, contact your tutor and seek further advice on the options they would recommend for you.

Quality assurance, feedback and complaints

All our courses are subject to quality monitoring and annual review cycles.

We collect feedback from our learners informally during the course and formally at the end of each term. We review your feedback and where possible adjust our courses and systems in light of your experience at the Language Centre.

Below are just a few examples of comments made by our learners:

"I enjoy the conversation between students. Meanwhile, the learning curve of the course is steep, and the challenge gives me more motivation to finish the course."

"Feeling like I am making progress and understanding more and more of my target language. The teacher is very friendly, and the classmates are supportive."

"I loved the online learning pathway as I knew beforehand what that week's lesson would be on. It allowed me to prepare and read in advance (I am a slow reader) and use the class time to engage in speaking practice and ask any question in a discussion forum."

"The teacher was amazing! Engaging, fun and precise, always accommodating requests but never losing the goal and pace. I am really grateful!"

"I found the conversation classes online very useful. The tutors were wonderful and having the small group setting was so useful. I liked that the tutors would provide pronunciation/ grammar tips at the end of a session."

"I really liked the pre-recorded lectures, being able to re-watch sections on grammar points is very useful. I wouldn't mind if future courses remained in-part online."

"I found the online format to be much more convenient. I could fit in my class around my usual working day. I think it made learning easier."

"This has been an amazing course, I've always struggled to feel I was progressing with this language and constantly ended up back in beginners' classes. Having spoken to my tutor beforehand, I felt the class was the right level for me. I have learnt so much this year, I have never felt so satisfied with a language course before. I'm very much looking forward to continuing next year; these classes are definitely the best I have come across."

If you are dissatisfied with any aspect of your learning, your first port of call should be to raise the matter directly with your tutor. Where you feel that this is not possible, you should follow our [complaints policy](#).

Recording retention policy

For online or any hybrid delivery courses, there may be a weekly live session delivered through MS Teams or Zoom: this session may be recorded and saved to enhance learning, allow catch up/revision and support efficient feedback from your tutor. The recording will only be available to learners registered for the course, your tutor and any supporting administrators. Recordings are kept for up to one year then deleted.

Recording retention policy: information for learners

Language Centre online live teaching sessions may be recorded and saved to enhance learning, allow catch up/revision and support efficient feedback from your tutor. As the organiser of these meetings, the Language Centre and its tutors follow the University's best practice guidelines, as below:

- Consideration is given to the classification and sensitivity of any material being discussed.
- Learners are advised that recording is taking place, with MS Teams/Zoom automatically displaying a message informing all those in the teaching session that the class is being recorded. Learners are also advised in advance through the course handbooks and our terms and conditions.
- The tutor is responsible for the onward sharing to participants, dissemination, retention and deletion of recorded teaching sessions, which are stored within the Canvas VLE. Recordings are kept for a maximum of one year and are then deleted.
- The tutor ensures that the recording complies with the [University's Regulations for the Administration of Intellectual Property](#).

Class participants

- Any participants who have concerns about being recorded are asked to discuss these with their tutor in advance.
- Participants should ensure they have muted their microphone if they do not wish to be recorded.
- Participants may not use third-party video or screen capture services (or a separate recorder) to record the meeting unbeknown to the organiser or other attendees. Any participant who records a session without explicit authorisation to do so will be in breach of University policy and subsequently [the IT regulations](#).

If a participant has a concern or query regarding matters relating to recorded personal information, this should be referred in the first instance to the Language Centre's Admin team on admin@lang.ox.ac.uk

Appendix 1: List of textbooks

	A1		A2		B1
Arabic	<i>Ahlan wa Sahlan: Functional Modern Standard Arabic for Beginners - third edition</i> ISBN: 9780300233711		<i>Ahlan wa Sahlan: Functional Modern Standard Arabic for Beginners - third edition</i> ISBN: 9780300233711		<i>Lughatuna Al-Fusha: Book 3 A New Course in Modern Standard Arabic</i> ISBN 9789774165658

	Stage 1+2	Stage 2+3	Stage 3+4	Stage 4+5	Stage 5+6
French	<i>Edito A1, DIDIER FLE</i> (2016) - ISBN 978-2278083183	<i>Edito A1, DIDIER FLE</i> (2016) - ISBN 978-2278083183	<i>Edito A2, DIDIER FLE</i> (2016) - ISBN 978-2278083190	<i>Edito B1, DIDIER FLE</i> (2018) - Units 1 to 12 ISBN 978-2278087730	<i>Edito B2, DIDIER FLE</i> (2015) - Units 1 to 12 + authentic materials B2+ ISBN 978-2278080984

	<i>Stage 1+2</i>	<i>Stage 2+3</i>	<i>Stage 3+4</i>	<i>Stage 4+5</i>	
German	(Recommended): <i>Menschen A1, course book and workbook</i> <i>A1 Kursbuch.</i> ISBN 978-3-19-101901-3 <i>A1 Arbeitsbuch.</i> ISBN 978-3-19-111901-9 (Optional) <i>Aktion Grammatik!</i> ISBN 978-1510433335	(Recommended): Charlotte Habersack, Angela Pude, Franz Specht, <i>Menschen A2 Kursbuch.</i> ISBN 978-3-19-211902-6. Ute Koithan, Helen Schmitz, Tanja Sieber, Ralf Sonntag, <i>Aspekte neu B1plus, Lehrbuch.</i> ISBN-13: 978-3126050165	(Recommended): Ute Koithan, Helen Schmitz, Tanja Sieber, Ralf Sonntag, <i>Aspekte neu B1plus, Lehrbuch,</i> ISBN-13: 978-3126050166	(Recommended): Ute Koithan, Helen Schmitz, Tanja Sieber, Ralf Sonntag, <i>Aspekte neu B1+, Lehrbuch.</i> ISBN-13: 978-3126050166. <i>Aspekte neu B1+, Arbeitsbuch.</i> ISBN-13: 978-3126050173. <i>Aspekte neu B2, Lehrbuch.</i> ISBN 978-3-12-605025-8. <i>Aspekte neu B2, Arbeitsbuch.</i> ISBN 978-3-12-605026-5	

	<i>Stage 1+2</i>	<i>Stage 2+3</i>	<i>Stage 3+4</i>	<i>Stage 4+5</i>	<i>Stage 5+6</i>
Italian	<i>Oggi in Italia a first course in Italian</i> ISBN 978-1285874401		<i>Da Capo</i> 7th edition. ISBN 9781428262744		No textbook

	A1	A2	B1
Japanese*	<p><i>Minna no Nihongo Shokyu I Textbook</i> [2nd ver], ISBN:9784883196036</p> <p><i>Minna no Nihongo Shokyu, vol. 1 Kaite Oboeru Bunkei Renshucho</i> [2nd ver], ISBN: 9784883196074</p> <p>(Optional) <i>Minna no Nihongo Shokyu I, Translation & Grammar Notes – English</i> [2nd ver], ISBN:9784883196043</p>	<p><i>Minna no Nihongo Shokyu I Textbook</i> [2nd ver], ISBN:9784883196036</p> <p><i>Minna no Nihongo Syokyu II Textbook</i> [2nd ver], ISBN: 97894883196463</p> <p><i>Minna no Nihongo Shokyu, vol. 1 Kaite Oboeru Bunkei Renshucho</i> [2nd ver], ISBN: 9784883196074</p> <p><i>Minna No Nihongo Shokyu vol. 2 Kaite Oboeru Bunkei Renshucho</i> [2nd ver], ISBN: 978-4883196708</p> <p>(Optional) <i>Minna no Nihongo Shokyu I, Translation & Grammar Notes – English</i> [2nd ver], ISBN:9784883196043</p> <p>(Optional) <i>Minna no Nihongo Syokyu II Translation & Grammatical Notes - English</i> [2nd ver], ISBN: 978-4883196647</p>	<p><i>Minna no Nihongo Syokyu II Textbook</i> [2nd ver], ISBN: 97894883196463</p> <p><i>Minna No Nihongo Shokyu vol. 2 Kaite Oboeru Bunkei Renshucho</i> [2nd ver], ISBN: 978-4883196708</p> <p><i>For Intermediate Learners of Japanese: Japan Through My Eyes</i> ISBN 9784130820189</p> <p>(Optional) <i>Minna no Nihongo Syokyu II Translation & Grammatical Notes - English</i> [2nd ver], ISBN: 978-4883196647</p>

* Please order the books directly from JP BOOKS Online shop. <https://shop.jpbooks.co.uk/>

In order to get a discount, please use the discount code: OXLANG2021 (Valid until 15th December 2021) Create an account and login to the online shop. Choose your books and go to checkout. Put the discount code and complete your payment. 15% discount will be applied to all items including stationery and gift items. (Free UK delivery available on orders over £120).

	A1	A2	B1	B2
Mandarin	<i>Discover China</i> Student Book 1 MacMillan ISBN 9780230405950	<i>Discover China</i> Student Book 2 MacMillan ISBN 9780230406391	<i>Discover China</i> Student Book 3 MacMillan ISBN 9780230406414	<i>Discover China</i> Student Book 4 MacMillan ISBN9780230406438

	Stage 1+2	Stage 2+3	Stage 3+4	Stage 4+5
Portuguese	<i>Português XXI Nível 1-</i> Lidel ISBN 978-972-757-927-3			

	A1	A2	B1	
Russian	<i>Beginners' Russian with Interactive Online Workbook</i> , Anna S. Kudyma, Frank J. Miller and Olga E. Kagan, Hippocrene Books ISBN 978-0-781-81251-1	<i>Esmantova T.L. Russian: 5 Elementov (elements), Level A2.</i> Zlatoust ISBN 978-5-86547-752-5	<i>Estmanova T.L. Russian: 5 Elementov Level B1.</i> ISBN 978-5-86547-372-5	

	Stage 1+2	Stage 2+3	Stage 3+4	Stage 4+5	Stage 5+6
Spanish	Paula Cerdeira, Jesús Esteban, Marina García, Carlos Oliva & Esther Beltrán, <i>Frecuencias Fusión A1+A2 Libro del Estudiante</i> , 2021, Edinumen . ISBN: 978-8491796190	Paula Cerdeira, Carlos Oliva, Manuel Rosales & María Sabas , <i>Frecuencias A2 - Libro del Estudiante</i> , 2020, Edinumen. ISBN: 978-8491790549	(Optional) Manuel Rosales & María Sabas, <i>Frecuencias A2.2 – Libro del estudiante (Parte 2)</i> , 2020. ISBN: 978-8491795414	Jaime Corpas, Agustín Garmendia & Caren Soriano, <i>Aula Internacional 3 – Nueva edición: Libro del alumno + ejercicios + CD – Edición Premium</i> , 2014 , Difusion. ISBN: 9788417249533	No textbook

Appendix 2: What is a learning pathway?

A learning pathway is a unit of learning leading to a live language conversation class. Learning pathways typically include the sort of activities and tasks that are normally covered in a traditional face-to-face language class – or as part of the preparation towards that class – and which learners can do independently or collaboratively without necessarily being together at a given point in time.

For example, in a face-to-face class, the teacher usually explains new linguistic structures: grammar instruction is a good example of classroom learning that a tutor can prepare and include in a learning pathway. Below is an example that follows very closely what would have happened in the classroom:

Using a screencast video, the tutor explains the use of different structures to express needs and preferences in Spanish and then learners can do a variety of exercises to apply / practise this new knowledge.

Section 1.B Comunicación: Expressing needs and preferences

Objectives:

- Talk about things you need, want and prefer in relation to travelling

1.4. Page 198, read the information box and watch this video:

Expressing needs and preferences



Expresar necesidades y preferencias



Created with **SCREENCAST MATIC** Try our free recorder 

1.5. Page 198, activity 8.5: listen to Elena and Fran and select the activities each one of them want sto do.

[¿Qué actividades quieren hacer Elena y Fran durante sus vacaciones?](#)



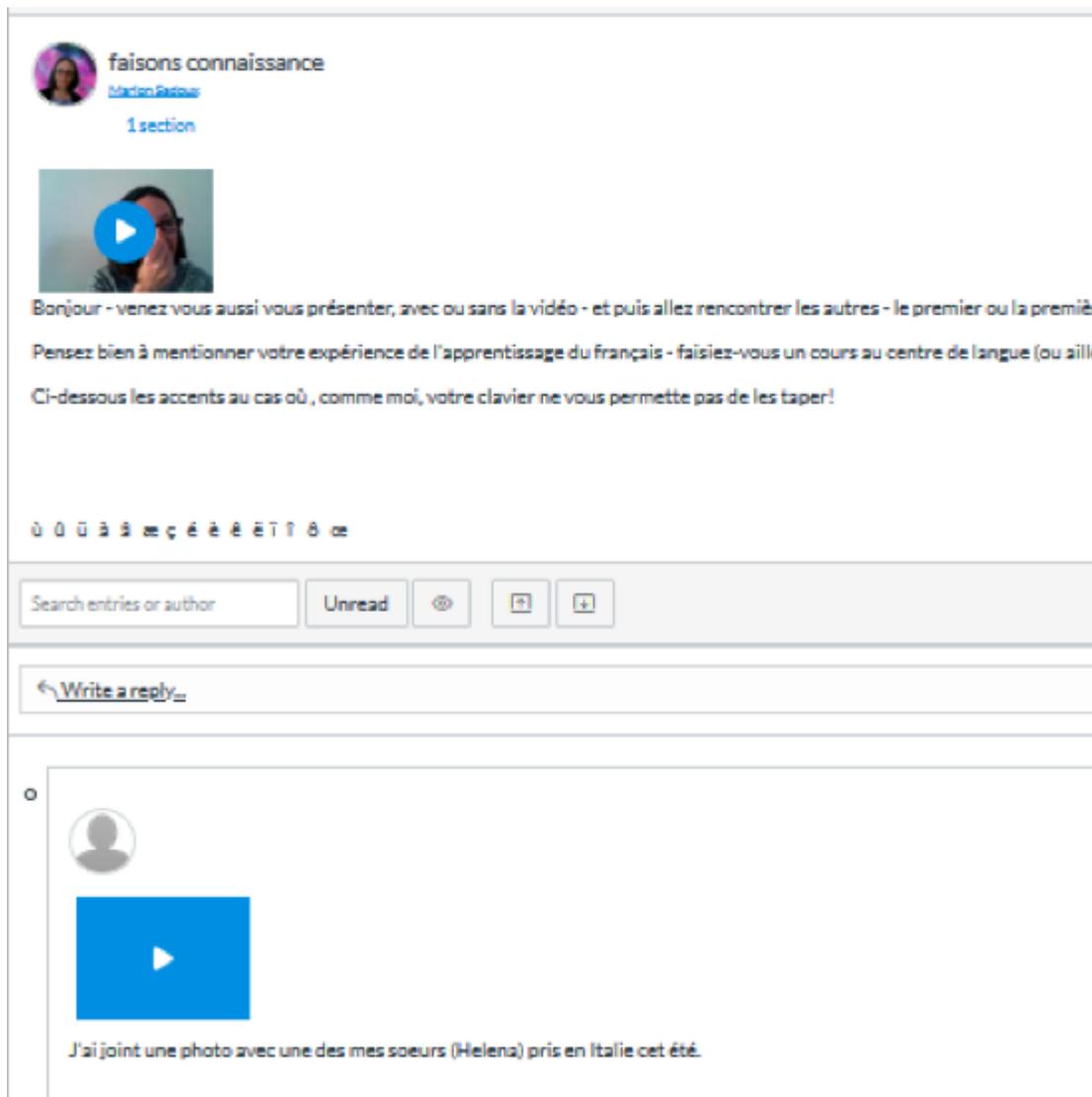
1.6. Page 198, activity 8.6: read the leaflets about three tourist destinations in Spain and then decide which destination are more appropriate for Fran and Elena

1.7. Complete the following [quiz](#).

You may play the recording as many times as you wish and if you are unsure about anything we include numerous opportunities for you to ask your peers or your tutor.

In a learning pathway, you may have to reflect about language use by yourself first – through a quiz, for example – and your tutor may then provide an explanation based on the learners' responses.

In addition to language instruction and practice quizzes, the learning pathways include reading, listening, and communicative tasks using discussion tools (text or voice or video).



The screenshot shows a forum post in French. At the top, the user profile for 'faisons connaissance' is visible, with a blue verification checkmark and '1 section' listed below. The post content includes a video player with a play button, followed by the text: 'Bonjour - venez vous aussi vous présenter, avec ou sans la vidéo - et puis allez rencontrer les autres - le premier ou la première. Pensez bien à mentionner votre expérience de l'apprentissage du français - faisiez-vous un cours au centre de langue (ou ailleurs)? Ci-dessous les accents au cas où, comme moi, votre clavier ne vous permette pas de les taper!'. Below the text is a keyboard layout showing French accents: 'ù ú û à â é ç è é è ì î ó œ'. A search bar contains the text 'Search entries or author', and there are buttons for 'Unread', a globe icon, and two plus signs. A reply box contains the text 'Write a reply...'. Below the reply box, a new post is partially visible, starting with a profile picture and a video player, followed by the text: 'J'ai joint une photo avec une des mes soeurs (Helena) pris en Italie cet été.'

Appendix 3: Information for students on Fast Track sponsored programmes of study

The Language Centre have arrangements in place with a number of faculties through which students may be able to study a language with a sponsored place. If you wish to take a Fast Track course with us through one of the schemes listed below, please do this through your faculty and **do not enrol directly with us**.

Sponsored students from the Mathematical Institute

Students of Mathematics, Mathematics & Statistics, or Mathematics & Philosophy degrees in Part A, Part B or Part C are eligible for a sponsored place for any Fast Track course with the Language Centre. This sponsored place covers Michaelmas and Hilary term only and does not contribute towards the degree award.

If you are a student on one of the above degree programmes, you are **entitled to receive full funding** for a Fast Track course in a language and level of your choice:

- ✓ 50% will be refunded to you upon enrolment by the Mathematical Institute;
- ✓ Your College (or the Mathematical Institute) will refund you the other 50% upon completion of the course and of the related assessments at the end of Hilary term.

Key facts:

- Maths students attend in Michaelmas and Hilary term, but not in Trinity term
- Entry: first-come, first served
- Two conversation sessions per week (each lasting 1 hour) in groups of normally up to 6 learners online or 12 on in-person courses. The focus is on spoken interaction.
- A certificate of attendance if you have attended and engaged with at least 80% of the course may be produced upon request
- A certificate of completion following an in-class test and a mini research project and presentation at the end of the course is awarded at the corresponding level of the CEFR (Common European Framework of Reference for Languages)
- The second assessment is taken earlier, in week 8 of Hilary term and not in Trinity term

How to apply:

To enrol on a Fast Track course under this scheme:

- follow the guidance on our website and enrol via our online shop
- Register your course for sponsorship via this link (enrolments closed for 2021-22)

Sponsored students from Material Sciences, Chemistry and Physics

The Language Centre has arrangements in place with the Faculties of Material Sciences, Chemistry and Physics through which students may be able to study a language with a sponsored place. If you wish to take a Fast Track course with us through one of the schemes listed below, **please do this through your faculty and do not enrol directly with us.**

Sponsored students from Material Sciences

If you are an undergraduate student in Material Sciences, you may take a sponsored language option in years 1, 2 and 4.

Optional extra: In year 1 and in year 4, you can take a language course (Fast Track or General) as an optional extra, schedule permitting. You will pay up front but may apply for reimbursement upon completion.

Contributing towards your degree: In Year 2, you may take a Fast Track language course as a substitute for the Entrepreneurship module and hence it will count towards the degree. In this case, **you must take a Fast Track course**

If you think you may wish to take the contributory language option in Year 2, we encourage you to take an optional extra course in that same language in year 1 already.

For information about reimbursement, please contact the Faculty of Material Sciences.

Sponsored students from the Faculty of Chemistry

If you are a 2nd, 3rd or 4th year undergraduate student of Chemistry, you can choose to take a Fast Track Language course as a Supplementary Subject option in French, German or Spanish.

You will receive information about the courses from your Faculty Office at the beginning of Michaelmas term.

In week 4, you will attend a meeting in which you can ask questions about the language courses.

In week 5, you will sit a preliminary language evaluation test to determine which Fast Track course you should join.

For this supplementary subject option there is a specific assessment framework:

Hilary Term	Trinity Term	Hilary and Trinity Term
Written progress test (20%)	Presentation and viva (50%)	Portfolio of 5 pieces of oral and written productions in Canvas discussion fora selected by learners (30%)

Courses will be offered in the following stages subject to demand and availability.

	Stage 1+2	Stage 2+3	Stage 3+4	Stage 4+5	Stage 5+6
French	√	√	√	√	√
German	√	√	√	√	
Spanish	√	√	√	√	√

Key Facts

- Chemists join the Fast Track courses in HT and attend for two terms
- Entry: deadline Thursday Noon week 4 to register intention to enrol
- Courses are taught online
- One weekly 2-hour live session or two weekly 1-hour sessions in small groups. The focus is on spoken interaction
- assessments are contributory to your degree programme

For more information about how the Fast Track Language option fits into your course of study, please contact the dedicated administrator in your Faculty.

Sponsored students from the Faculty of Physics

If you are a 2nd, 3rd or 4th year undergraduate student in the Faculty of Physics, you can choose to take a Fast Track language course instead of a Physics short option. The languages offered are French, German and Spanish.

You will receive information about the courses from your Faculty Office at the beginning of Michaelmas term.

In week 4, you will attend a meeting in which you can ask questions about the language courses.

In week 5, you will sit a preliminary language evaluation test to determine which Fast Track course you should join.

For this supplementary subject option there is a specific assessment framework:

Hilary Term	Trinity Term	Hilary and Trinity Term
Written progress test (20%)	Presentation and viva (50%)	Portfolio of 5 pieces of oral and written productions in Canvas discussion fora selected by learners (30%)

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