

Prospective Student HANDBOOK



1535 McDonald Ave

Brooklyn, NY 11230

718-998-6060 / 718-787-1717

www.bellschool.org

Revised 2018

Table Of Contents

About Us.....	3
School Mission	3
Faculty and Staff.....	4
Students	4
Academic Calendar.....	5
Hours of Operation	5
Program Length and Course Sequence	5
ESL Courses	5
Prior to Your Arrival to the United States	9
SKYPE Interview with the School Director.....	9
Appointment with the US Consulate General.....	9
What to bring to your appointment.....	9
30 Day Rule	9
Student Housing.....	10
Health Insurance	10
After your Arrival to the United States	10
Airport Pick Up	10
Public Transportation.....	10
Arrival to Bell Language School	10
Placement Test.....	11
Schedule of Placement Tests in 2018.....	11
Orientation Session	12
Field Trips and Activities.....	12
School Vacations	13
ADDITIONAL STUDENT INFORMATION	13
School Catalogue.....	13
Important Telephone Numbers	13
Driver's License	13
Identity Theft.....	13
Appendices	14
Appendix A: Enrollment Agreement	14
Appendix B: Proficiency Descriptors	14

Dear Prospective Student! Welcome!

Welcome to Bell Language School! We look forward to your joining a long list of satisfied students from all over the world. This booklet is designed to help answer many of your questions and to provide you with preliminary information before you arrive. Please feel free to contact us directly via email at info@bellschool.org, and we will be happy to answer any additional questions or provide further information.

About Us

Bell Language School has been providing affordable, quality English-Language instruction to students for over 10 years. Our teachers are certified by the State of New York and are dedicated to their work. Their specialized training focused on effectively instructing international students.

Bell Language School's instructors are native speakers of American English and utilize the best practices in the field of English language instruction to implement ideas and research-based instructional approaches in the classroom. These teaching strategies are based on the guidelines set forth by the US Department of Education, including standards for curriculum, instruction, retention, and transition. English language classes are delivered in culturally sensitive, real life contexts using a comprehensive approach that recognizes various modalities of learning (visual, audio, and kinesthetic), and interactive teaching strategies. Instructional strategies use a student-centered approach where the instructor speaks less and students speak more.

Because our school is located in Brooklyn, our students enjoy low apartment rental rates, convenient access to beaches, and neighborhoods rich in history and cultural diversity. Traveling around the city is not a problem because public transportation is easily accessible and can take you to any of the five boroughs of New York City, including Manhattan, which is located only 20 minutes from school if you take public transportation. As soon as you walk through the doors, you will find a cozy and home-like atmosphere. Our staff and teachers provide students with attention and consider a close approach to every problem or concern a student might have. It is not uncommon to see teachers spending their breaks with students or enjoying New York City life with their students after class. In addition, many students who attend Bell Language School go on to achieve academic success at American colleges and universities after having achieved high scores on the TOEFL examination.

Bell Language School is registered by the New York State Education Department (License Number 2389) and is authorized under Federal Law to enroll non-immigrant alien students. We are also a member of NAFSA (Association of International Educators), NYESA (New York English Schools Association). Additionally, Bell Language School is accredited by the Commission on English Language Program Accreditation and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S.

School Mission

Bell Language School's mission "is to provide intensive English training that prepares students for everyday life in the USA and facilitates personal growth, and prepares students for further studies in American Colleges and Universities. We are committed to providing a demanding curriculum, highly qualified and motivated teachers and staff, up-to-date learning materials and effective instructions to make the most out of your learning experience"

While adhering to our mission statement, Bell Language School seeks to accomplish the following:

- Give Beginner to Advanced instructions covering grammar, listening, reading and speaking skills thereby successfully teaching ESL
- Allow students to assimilate into the American way of life by incorporating cultural and historic education into our ESL courses

- Prepare students for American colleges and universities by offering intensive TOEFL Preparation Courses
- Recruit a large base of International Students in order to promote cultural exchange within the community
- Help students enroll in colleges and universities based on their educational goals and financial capacity

Faculty and Staff

The strength of our school is in our teachers, who are dedicated to their work. All members of our faculty are certified by the State of New York and are highly experienced in teaching English. Their specialized training focused on effectively instructing international students. Instructors are available for additional help, to discuss student progress, as well as individual course problems.

Our staff has also been specifically trained to work effectively with a culturally and ethnically diverse student body. One of the key factors to the satisfaction of our students and the overall success of our business has been identifying key areas of operation and making sure that our staff and faculty are aware of them. Our admission office is open from 8:30am to 8pm so there is always someone that can address issues that arise and deal with any problems before they escalate. The Director of Admissions and Student Services and the Program Coordinator are well trained to answer any questions that may arise. The School Director is involved with students as well, monitoring correspondence, sending emails, and accepting any student that wishes to see her without prior appointments. Despite having their own responsibilities and daily routines, everyone from our staff has the information they need to answer any and all student questions and requests, or point you in the right direction. Some of the topics you can address with our staff members are:

- Admission and Academic Progress
- Designated School Officials will provide help with F-1 Visas and I-20 issues
- TOEFL Preparation questions
- Medical Insurance Programs for International Students
- Field Trips and other extracurricular activities
- And many more...just ask!

Students

Bell Language School has around 200 students, although this number varies throughout the year. Our students come from all over the world (91 countries in our 10 years of operation) and the majority of them are in their 20's. To be eligible for our programs, students must:

- Be at least 17 years of age / High School Diploma.
- Fulfill all requirements of their visa status (if applicable).
- Have basic English literacy.
- Meet the minimum required score on the placement test.*
- Provide any government issued document (passport, ID, etc.).

*To be placed in a grammar course, a student's test score must be at least 0 on the grammar section of the placement test. To be placed in a conversation course, a student's test score must be at least 10 on the conversation section of the placement test. The student will be enrolled into the level that corresponds to the results of each section of the placement test. If a student's placement test score does not meet the minimum requirements, the student will be recommended to alternative programs that better suit his/her academic needs. F-1 international students must be enrolled full-time.

Please remember that our students come from all over the world and the school environment is multi-cultural and tolerant. Please be courteous and respectful of students around you and remember to speak English in school; this will help you learn quicker.

Academic Calendar

Bell Language School offers 7 six-week sessions per year, with at least a week in between sessions as a break. For an up to date calendar of start dates, please visit <http://bellschool.org/schedule/>. Late registration is acceptable during the first 3 weeks, but class availability cannot be guaranteed.

2018/2019 Schedule of Sessions

2018	2019
January 8 – February 16	January 7 – February 15
February 26 – April 6	February 25 – April 5
April 16 – May 25	April 15 – May 24
June 11 – July 20	June 10 – July 19
July 30 – September 7	July 29 – September 6
September 24 – November 2	September 23 – November 1
November 12 – December 21	November 11 – December 20

Hours of Operation

Bell Language School Admissions Office is open Monday through Friday, 8:30AM to 8:00PM, and Saturday 12:00PM to 3:00PM by appointment only. Classes are scheduled from 8:30AM to 9:45PM Monday through Friday. Please make sure to save the contact information of the School Director, the Director of Admissions and Student Services, and the ESL Program Coordinator in case of emergency.

Program Length and Course Sequence

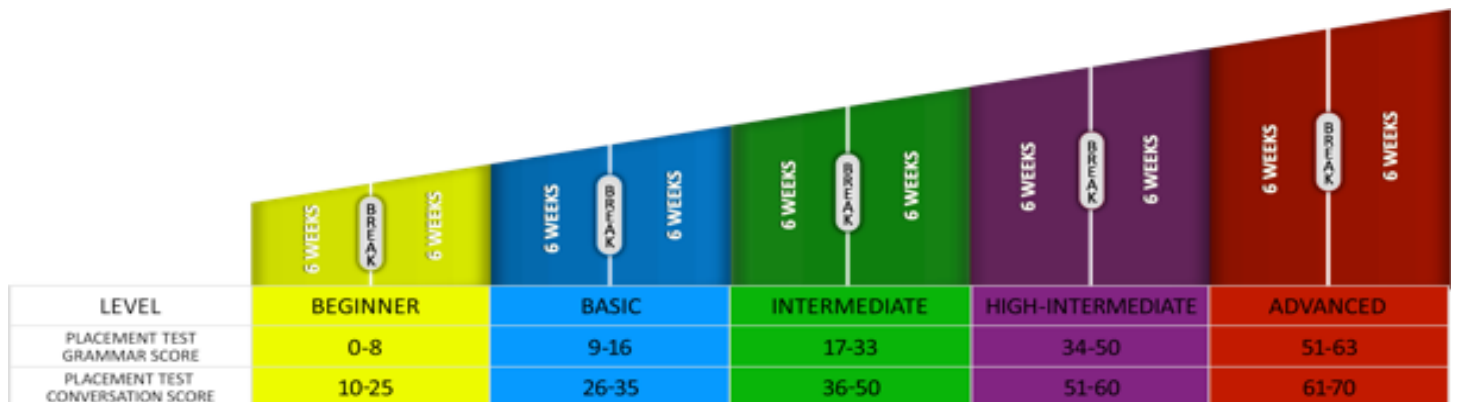
Students must adhere to the natural sequence of Bell Language School’s list of courses, from Beginner to Advanced, and then on with the elective courses, with a starting point based on their Placement Test results. Each main level course (Beginner-Advanced) is 12 weeks long, taught in two 6-week sessions (Part A and Part B). Elective courses are 6-weeks long. The maximum length of the BLS Intensive English Program to complete all the courses and levels is 2 years and 8 months, or 19 sessions.

ESL Courses

Bell Language School offers both Full Time and Part Time programs.

Five Main Levels of ESL Instruction

Bell Language School provides beginner level to advanced level English instruction through an integrated-skills approach, which covers grammar, listening, reading, writing, and speaking skills taught in a communicative and dynamic setting. In addition, our school hopes to support students in assimilating into American culture by incorporating cultural and historical aspects of American life into the ESL courses.



Each level is 12 weeks long. The 12 weeks are taught in two, 6-week sessions: A and B, with a one- to two-week break in between each 6-week session. Students may begin the program with class A (6-weeks) or class B (6-weeks) and in order to progress to the next level, both parts, A and B, must be completed with a passing final level grade.

To qualify for an F-1 Visa and obtain an I-20 form, students must enroll in one of our full-time programs. The program is 20 hours per week, or 120 hours per 6-week session (240 hours for the 12-week level). This is IDEAL for an F-1 Visa student.

A main level class consists of Grammar and Conversation. Grammar is taught 3 days a week and Conversation 2 days.

Beginner Grammar + Conversation (120 hours/6 weeks Part A)

72 hours - 3 days/week Monday, Tuesday, Wednesday + 48 hours - 2 days/week Thursday - Friday

Beginner Grammar + Conversation (120 hours/6 weeks Part B)

72 hours - 3 days/week Monday, Tuesday, Wednesday + 48 hours - 2 days/week Thursday - Friday

Basic Grammar + Conversation (120 hours/6 weeks Part A)

72 hours - 3 days/week Monday, Tuesday, Wednesday + 48 hours - 2 days/week Thursday - Friday

Basic Grammar + Conversation (120 hours/6 weeks Part B)

72 hours - 3 days/week Monday, Tuesday, Wednesday + 48 hours - 2 days/week Thursday - Friday

Intermediate Grammar + Conversation (120 hours/6 weeks Part A)

72 hours - 3 days/week Monday, Tuesday, Wednesday + 48 hours - 2 days/week Thursday - Friday

Intermediate Grammar + Conversation (120 hours/6 weeks Part B)

72 hours - 3 days/week Monday, Tuesday, Wednesday + 48 hours - 2 days/week Thursday - Friday

High-Intermediate Grammar + Conversation (120 hours/6 weeks Part A)

72 hours - 3 days/week Monday, Tuesday, Wednesday + 48 hours - 2 days/week Thursday - Friday

High-Intermediate Grammar + Conversation (120 hours/6 weeks Part B)

72 hours - 3 days/week Monday, Tuesday, Wednesday + 48 hours - 2 days/week Thursday - Friday

Advanced Grammar + Conversation (120 hours/6 weeks Part A)

72 hours - 3 days/week Monday, Tuesday, Wednesday + 48 hours - 2 days/week Thursday - Friday

Advanced Grammar + Conversation (120 hours/6 weeks Part B)

72 hours - 3 days/week Monday, Tuesday, Wednesday + 48 hours - 2 days/week Thursday - Friday

These main level courses are designed for adult students of diverse cultural and linguistic backgrounds to further enhance students' knowledge of the English language and help students build confidence in their ability to communicate more accurately and fluently about everyday situations. The students will explore grammar and conversation through integrated-skills controlled and communicative activities to use increasingly complex grammar structures in meaningful contexts throughout the five levels.

**While all levels are offered every 6-week session, a part of a level may not be offered if there are no students. Additionally, there may be a need to open another class, thereby, having two levels offered at the same time if there is an increase in enrollment. Check the schedule on the website: <http://bellschool.org/en/schedule/>

Advanced Reading and Writing 6 weeks	College Preparation Course 6 weeks	TOEFL A 6 weeks	TOEFL B 6 weeks	Academic Writing 6 weeks	BUSINESS English 6 weeks	BUSINESS Communication in English 6 weeks	All About the U.S. 6 weeks	Movie Club 6 weeks	English for Communication 6 weeks	Accent Reduction 6 weeks	Essential Idioms 6 weeks	Reading and writing about New York City 6 weeks
Elective Courses												
Placement Test Score >63												

Advanced Reading and Writing

120 hours 5 days a week (Monday-Friday)

This program is designed to master the reading and writing skills, enhance critical thinking, and improve academic skills such as inference, synthesizing, note taking and test taking.

TOEFL Preparation class

120 hours 5 days a week (Monday-Friday)

This program focuses on preparation for Test of English as a Foreign Language and further study in American colleges and universities.

Business English

120 hours 5 days a week (Monday-Friday)

This class focuses on English language skills in the business workplace, particularly in such areas as marketing, advertising, negotiations, corporate meetings, abbreviations, acronyms, and shortcuts.

Business Communication in English

120 hours 5 days a week (Monday-Friday)

This class focuses on English language skills in the business workplace, particularly in such areas as marketing, advertising, negotiations, corporate meetings, abbreviations, acronyms, and shortcuts.

English for Communication

120 hours 5 days a week (Monday-Friday)

This class is designed to master communications and vocabulary skills .

All about the U.S.A.

72 hours 3 days a week (Monday-Wednesday)

This program will introduce students to typically people, places and things, events, food and phenomena, inspire cross-cultural exchange.

Movie Club

48 hours 2 days a week (Thursday, Friday)

This program focuses on developing student's ability to understand and discuss modern American movies. The course is designed to practice listening and speaking skills, vocabulary and idioms are introduced.

Accent Reduction

24 hours 1 day a week (Thursday)

This course is focused on teaching students to create the sounds of Standard American English and give greater confidence in communication skills with native speakers of English. Designed to reduce foreign accent.

American Idioms

24 hours 1 day a week (Friday)

This program focuses on most popular American Idioms used in everyday life.

College Preparation Course

72 hours 3 days a week (Monday-Wednesday)

This program is designed to improve listening and speaking skills using materials based on academic content. Students explore real world issues, discuss academic topics and study thematic materials. Students will activate prior knowledge, interact in pair work, and small group work, improve critical thinking skills.

Academic Writing

48 hours 2 days a week (Thursday, Friday)

This program will improve writing skills; prepare students for effective

academic essay writing and term papers.

Reading about New York City

120 hours 5 days a week (Monday-Friday)

This full time program focuses on numerous topics related to life in New York City.

***Elective Courses are subject to availability. Contact the Admissions office prior to the start of a new session. Check schedule on the website <http://bellschool.org/en/schedule/>.**

Prior to Your Arrival to the United States

SKYPE Interview with the School Director

Prior to your interview with the US Consul, you may request to speak with the school Director to make sure you are prepared for the interview and ask any final questions you may have. Take advantage of this opportunity to speak to the school Director live, as she has a great deal of experience and will be able to answer any questions you may have. You should get an email from the school administration regarding available times and dates for the interview. If you do not receive one, please write to info@bellschool.org.

Appointment with the US Consulate General

Upon successful registration and payment of your tuition, you will receive the following documents from Bell Language School:

1. Your I-20 form, a document that is required to obtain your F-1 Student Visa
2. An Acceptance Letter – A letter from Bell Language School stating that you have been accepted as a student
3. School Receipt – Confirmation of your payment to the School

When you receive this package, please make an appointment to see the US Consul to obtain your F-1 Student Visa. For instructions on how to make an appointment, please contact the US Consulate closest to you.

What to bring to your appointment

It is important that you bring as many supporting documents to your appointment with the US Consulate, along with the package you have received from Bell Language School. These may include:

- Documents from work, allowing you to study in the United States for a specific time period
- Documents from school, allowing you to take courses in the United States and guaranteeing enrollment upon your return
- Documents supporting any of your claims and validating your reasons for studying in the United States, as well as convincing reasons that you will return to your home country upon completion of studies
- Documents showing any ties to your home country, such as ownership of real estate or other substantial personal property
- Any other documents that you feel may be helpful in assuring the US Consul of your intention of returning to your home country
- A valid passport
- Proof of SEVIS payment
- Check video on US Embassy website before going to the embassy

30 Day Rule

Please remember that you may enter the United States no earlier than 30 days prior to the start of your classes in Bell Language School. Your start date is listed on your I-20 Form. This information, along with other instructions, should be available to you after your successful interview with the US Consul.

Student Housing

Bell Language School recommends dormitories and home stays that have proven to be reputable, clean, and close to the school. Please contact us at info@bellschool.org for the most recent list of housing options available **prior to your arrival** to make arrangements for your stay. Make sure you find out about the housing options as soon as possible because there are a limited number of rooms available and those rooms often fill quickly.

Also, make sure to fill out the housing application form.

(http://bellschool.org/uploads/downloads/housing_application.pdf)

Your other options include:

- www.craigslist.org lists apartments, home stays, and student dormitories throughout New York City
- www.renthop.com lists apartments for rent throughout New York City

Health Insurance

Although it is recommended for every student to obtain health insurance, we suggest that you do so upon arrival to the United States. A lot of companies may sell insurance, but not all insurances are accepted in the United States, so if you do purchase insurance in your home country, please check if it is accepted in the US. Information about where to obtain student health insurance is available at the admission office and at the school bulletins. Students may also buy insurance on the following websites: www.internationalstudentinsurance.com or aetnastudenthealth.com. Absence from classes for no insurance is a bad reason and will not be accepted as an excuse.

After your Arrival to the United States

Airport Pick Up

Bell Language School offers airport pick-up to take you to your place of stay. Please email info@bellschool.org to inform us of your arrival information. Also, please notify us of where you will be staying so we can send you directions to the school from your place of stay.

Public Transportation

Public transportation within the city is relatively inexpensive, convenient and efficient, particularly since the implementation of the MetroCard system. The present fare for a subway or local bus ride is \$2.75 with a MetroCard. Riders may purchase a MetroCard at subway booths and self-serve kiosks that can be used interchangeably on both subways and buses. For more information, please go to the MTA website: <http://web.mta.info/nyct/fare/FaresatAGlance.htm>

Arrival to Bell Language School

Please remember to come to school before your scheduled start date. There some final preparations we have to make before you may start your classes. Upon your first arrival to the school, the school office will finalize your registration procedure, a process that entails the following:

- Signing your original documents such as the Enrollment Agreement, Disclosure Form, etc.
- Making clean copies of your documents and arrival paper work
- Introduction to the school facilities and faculty, if possible
- Taking the **Placement Test** to determine your group placement. To register for a Placement Test, please complete the Placement Test registration information on the link provided via email from the Program Coordinator
- Orientation session is highly recommended and occurs every Wednesday before the start of a new session at 12:45pm. See below for the schedule.

Placement Test

All new students must take a placement test to determine their level of English Proficiency. This is a standardized test developed by Pearson-Longman. Students should take this test on the Test Day (Mondays and Wednesdays at 12:45pm). The Placement Test structure consists of two formal parts: Focus on Grammar and NorthStar. The test length is 1 hour and 30 minutes. Speaking is then assessed during an interview with the Program Coordinator. Please allow approximately 2 hours for overall placement test time. A reading Placement Test is also offered for the placement into the Advanced Reading and Writing course if the student successfully passes the Grammar (63) and Listening (71-75) Placement Tests. The person responsible for student registration will review Placement Tests and student class placement will be based on the following test results:

Level	Grammar	Listening	Reading
Beginner*	0-8	10-25	
Basic	9-16	26-35	
Intermediate	17-33	36-50	
High Intermediate	34-50	51-60	
Advanced Grammar/Conversation	51-63	61-70	
Advanced Reading/Writing	63	71-75	61-70
TOEFL/Electives	63	71-75	71-75

* To be placed in a grammar course, a student's test score must be at least 0 on the grammar section of the placement test. To be placed in a conversation course, a student's test score must be at least 10 on the conversation section of the placement test. The student will be enrolled into the level that corresponds to the results of each section of the placement test. If a student's placement test score does not meet the minimum requirements, the student will be recommended to alternative programs that better suit his/her academic needs. F-1 international students must be enrolled full-time.

Placement Test Requirements:

- no cell phones, dictionaries, or other electronic devices may be used during the test
- students may not collaborate with one another during the test
- the test is proctored by a school representative (ESL Professional)

A schedule of placement tests is available on the school website at <http://bellschool.org/en/schedule/>

Note: In order to be placed in a TOEFL Preparation Course or any selective course, students must demonstrate an advanced English proficiency level and obtain a score of 60 or higher on their placement test.

Placement Test Schedule

To start classes on January 3, 2018

December 18, 20, or 27, 2017 at 12:45PM

To start classes on February 26, 2018

February 12, 14, or 20 at 12:45PM

To start classes on April 16, 2018

April 2, 4, or 9 at 12:45PM

To start classes on June 11, 2018

May 29, 30, or June 4 at 12:45PM

To start classes on July 30, 2018

July 16, 18, or 23 at 12:45PM

To start classes on September 24, 2018

September 5, 10, 12, or 17 at 12:45PM

To start classes on November 12, 2018

October 29, 31, or November 5 at 12:45 PM

To start classes on January 7, 2019

December 17, 19, or 26, 2018 at 12:45PM

New Student Orientation Session

We provide to our students an opportunity to better acclimatize to life in the United States through an Orientation Session held by the school Director for all new students. During this discussion, the following information is given to our students to help you better understand life in the US and gives you an opportunity to ask questions that have arisen since your arrival. This information can also be discussed on an individual basis if students prefer to do so. Topics include, but are not limited to the following:

- Description of ESL programs (sequence)
- Testing system (grades), class registration, etc.
- College placement resources and information (how to pick the right college, introduction to CUNY, application requirements and deadlines, how to save on credits and housing, where to buy books, etc)
- How to open a bank account
- How to apply for a driver's license
- F-1 Student requirements and Change of Status procedures
- Student housing assistance
- Medical Insurance assistance
- TOEFL consulting

Schedule of Orientation sessions

- **Orientation sessions for our new students are conducted on the following dates:** You can find a schedule of orientation sessions on our website: <http://bellschool.org/en/SCCHEDULE/>.

Schedule of Orientation Sessions 2018		
Wednesday	January 3, 2018	12.45PM
Wednesday	February 21, 2018	12.45PM
Wednesday	April 11, 2018	12.45PM
Wednesday	June 6, 2018	12.45PM
Wednesday	July 25, 2018	12.45PM
Wednesday	September 19, 2018	12.45PM
Wednesday	November 7, 2018	12.45PM

Field Trips and Activities

It has become part of the Bell Language School tradition to organize a Field Trip or other cultural related activity at the end of every session. Students have enjoyed popular destinations throughout New York City such as the Metropolitan Museum of Art, the Brooklyn Museum, Central Park, Museum of Modern Art, Botanical Garden, Yankee Stadium, and many others. As part of this tradition, our staff and instructors also organized cultural exchange projects, where students would share their culture with others by bringing in traditional dishes, dressing in traditional clothes, and playing traditional games. We also organized sporting events and picnics where students got a chance to get to know one another through spending time outside of school and sharing many different aspects of their lives in America and at home. For pictures of past student events, please go to www.bellschool.org

School Vacations

Please remember that you have a break between sessions. This gives you a chance to explore New York City, as well as other areas of interest around the country. Being an international student, you may travel anywhere in the country, but please make sure to have your paper work with you such as your passport and I-20 Form. If your F-1 Visa is still active in your passport, you may wish to travel abroad as well, but make sure to see the school Director prior to making plans as there are certain steps she has to take in order for you to safely do so.

It is very important for you to remember that **there are no authorized vacations granted by Bell Language School** outside of the between session breaks (breaks vary in length, but can be from 1 to 3 weeks, depending on time of year). Please make all travel arrangements during these time periods only, and remember that studying is your number one priority while in Bell Language School.

ADDITIONAL STUDENT INFORMATION

School Catalogue

Upon successful registration and enrollment in Bell Language School, you will be provided with a School Catalogue. Please remember to read it carefully as it has a lot of resources and guidelines for you to succeed. Many of your questions will be answered by reading this catalogue and it includes all of the forms that you may need throughout your studies here.

Important Telephone Numbers

The following is a list of important telephone numbers to make your life in New York City easier.

- 911 – Emergency Services (Police, Fire Department, Ambulance)
- 311 – Important City Information directory
- NYSED, BPSS - Albany Office (518) 474-3969, New York City Office (212) 643-4760
- US CIS (Immigration Department) – (800) 375-5283
- New York Department of Motor Vehicles **(718) 966-6155**
- **Social Security Administration (800) 772-1213**
- **TOEFL Registration 1-877-863-3546** (Monday–Friday, 8 a.m.–7:45 p.m. Eastern Time, except for U.S. holidays)

Driver's License

In order to operate a car or motorcycle in New York you must obtain a Driver's License from the Department of Motor Vehicles. In order to do this you will have to take a written and driving test, as well as provide your passport, I-20, I-94, visa as well as other required information. Please refer to the phone number above to obtain up to date information on Department Of Vehicles procedures.

Identity Theft

Please be aware of a recently developed form of theft called Identity Theft. This form of theft involves the criminals assuming your identity and making changes to your Credit History or making purchases in your name. You can avoid identity theft by doing the following:

- Keep photocopies of all of your credit cards and account information in a safe place
- Carry a copy of your passport, while keeping the original in a safe place
- Review your bank account statements for any suspicious of strange
- Keep you social security number secret, and the card safe. Carry only a copy
- Do not give your personal information over the phone or internet, unless you know the person or company
- Do not give you password in response to questions from a company or bank
- Place your outgoing mail in a safe place like a mail drop box

Appendices

Appendix A: Proficiency Descriptors

Bell Language School

Level	Descriptors
Beginner	<p>English language learners at the beginner level are literate but possess limited range and control in academic and social contexts. A student at the beginner level:</p> <ul style="list-style-type: none"> - Is able to communicate using single words or short phrases in order to meet immediate needs - Is literate in English - Demonstrates very little or almost no control over grammar - Has a very low English-language production ability - Speaks very slowly with difficulty and frequent pausing - Can write words or short phrases recently and frequently introduced and studied - Requires additional linguistic support and adaptation such as gestures, visuals, realia, appropriately graded language, and other cues - Can read and comprehend single words and short phrases while requiring assistance from visuals or other non-linguistic cues
Basic	<p>English language learners at the basic level are beginners who have a firm foundation in introductory English and demonstrate dramatic growth through the progression of the course. A student at the basic level:</p> <ul style="list-style-type: none"> - Is able to understand basic greetings, commands, simple phrases and other English in highly contextualized situations - Is literate in English - Demonstrates some control over fundamental grammar - Has a low English language production ability - Can ask simple questions and answers questions with single words and simple phrases - Can express basic needs and opinions - Speaks slowly and with difficulty - Hesitates and pauses frequently when speaking - May require additional linguistic support and adaptation such as gestures, visuals, slower speech, simplified language and other verbal cues
Intermediate	<p>English language learners at the intermediate level start to respond to varied communication tasks with increasing ease and are able to use learned material to meet their language needs. A student at the intermediate level:</p> <ul style="list-style-type: none"> - Expresses personal feelings, needs, ideas and opinions - Can comprehend and communicate information on familiar topics or in contextualized settings - Can sustain conversation with others using limited but growing vocabulary

	<ul style="list-style-type: none"> - Has control over basic grammar - May hesitate or pause when speaking - Can read and comprehend more complex texts supported by graphics or pictures - Can express ideas using information within structured contexts - Can write using vocabulary and ideas from learned content areas - Uses punctuation in learned tasks - May require minimal linguistic support and adaptation
High Intermediate	<p>English language learners at the high intermediate level begin to utilize their English skills in more complex situations. A student at the high intermediate level:</p> <ul style="list-style-type: none"> - Expresses more complex feelings, needs, ideas and opinions using extended oral and written production - Responds to questions using extended discourse and attempts to use new language - May have inconsistent control of complex grammar - Uses punctuation consistently - Can determine meaning by using context clues and word analysis - Can write simple paragraphs with supporting details - Interacts with increasingly complicated written material - Constructs complex sentences in learned patterns - Can sustain conversation with others using extended vocabulary and complete sentences - Speaks without much hesitation
Advanced	<p>English Language Learners at the advanced level communicate effectively with various audiences on a wide range of topics, both familiar and unfamiliar. A student at the advanced level:</p> <ul style="list-style-type: none"> - Expresses increasingly complex feelings, needs, ideas and opinions in a variety of settings using more elaborated discourse - Is able to comprehend concrete and abstract topics - Can produce, initiate, and sustain extended interactions - Can clarify meaning by rewording - Can peer and self edit - Can make inferences, predictions, and compare and contrast items in texts - Does not hesitate or pause when speaking - Uses complex grammar with few mistakes - Is able to go beyond learned patterns and construct new sentences - Can tailor language to specific purposes and audiences: academic and non-academic
Elective Courses	<p>In order to participate in an elective course, a student must be at the advanced level and exhibit advanced proficiency.</p>