



UNIVERSITY OF
LINCOLN

English Language Centre

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Student Handbook

2021-22

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Welcome to the English Language Centre at the University of Lincoln.

We offer free In-session English language support to University of Lincoln enrolled students. This includes undergraduate, postgraduate, doctoral, Erasmus Mundus and Exchange students, for whom English is not their first language.

Studying at university can be challenging. Our expert tutors in English language teaching and learning, will guide you through the challenges of academic study. You will become more confident using English in everyday life, which will help you to settle into UK life and culture.

This guide provides information on the In-session English language support available and how to access it. If you have any questions, please contact our team who will be happy to assist you.

The English Language Centre Team

Our range of courses, workshops and the drop-in service create opportunities for you to:

- Gain confidence communicating effectively in academic studies
- Improve your social language skills
- Better understand British culture
- Meet other international students from around the world

What our Students Say

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What our Students Say

“ I always encourage new students to attend ELC courses. The courses help you to improve your English, academically and socially, they are very helpful. They also allow you to meet so many new people.

Dong, Master of Business Administration Student from China ”

“ It was really wonderful to be part of ELC’s fascinating environment of mastering skills in English. The facilitators are just amazing, and the classes are engaging!

Md Tariqul Islam, PhD student from Bangladesh ”

“ Both the excellent tutors and outstanding administrators in the English Language Centre (ELC) are very friendly and helpful. Not only do they offer a variety of in-session courses but also a drop-in service five days a week. Thanks to their support my confidence has improved and as a result, I received four distinctions and three merits. Moreover, nearly all my friends from other universities envy me for the great results I got this academic year. To sum up, the English Language Centre at the University of Lincoln is really helpful! Thank you ELC!

Hui Yang, MA Gender Studies student from China ”

“ The drop-in service provided by the ELC has really helped me with my final piece of work. The tutors helped me structure my work, and ensure it was grammatically correct. I found the ELC helped improve my written work significantly. Thank you ELC!

Pan, PhD student, Social Sciences from China ”

“ The ELC creates a friendly atmosphere for EU and international students to learn some useful English language skills, and to provide guidance to help you adapt to the life in the UK. The communication and interaction between teachers and students is very effective and the atmosphere in the classes is great. I cannot speak highly enough of the ELC team for they are dedicated and passionate in helping EU and international students.

Lucy, MSc International Business student from China ”



Registering for Courses & Workshops

Step 1: Take the Lincoln English Language Assessment (LELA)

This one-hour assessment is step 1 of the registration process for the In-sessional courses and some workshops (not all workshops require LELA).

The purpose of the LELA is to help us recommend suitable courses and place you at the right level. The LELA consists of the following assessments

- Listening (10 minutes, played once)
- Integrated Reading & Writing, and Grammar (50 minutes)

Before the assessment, there will be a short presentation from the ELC team and you will have the opportunity to ask questions. Please do not worry, the LELA is not a pass or fail assessment and there is no need to study or revise beforehand.

We encourage students to take the LELA soon after starting at the University. The LELA only needs to be taken once, therefore taking it early allows you to register for free courses and workshops each time they are available to book.

Please allow one and a half hours when booking a LELA session.

Your LELA Results & Individual Learning Plan (ILP)

You will receive your ILP by email within 4 working days of taking the LELA. The Individual Learning Plan (ILP) will provide your results and LELA level (intermediate, upper intermediate or advanced) together with advice on which courses and workshops will be most beneficial to you, and what you should do next.

What Do the Results Mean?

Intermediate - You are **strongly advised** to take extra English classes as stated in your ILP. You may also be referred by your School for timetabled Academic English classes.

Upper Intermediate - You should take some classes – you are likely to need some support. Your ILP will give details on which courses would particularly benefit you.

Advanced - You are already at a good level of English and may not need to take extra English classes. However, advanced classes will be available and extra English practice is always worthwhile.

Registering for Courses & Workshops

Step 2: Register Your Place Online

Once you have received your Individual Learning Plan (ILP), you can register for free In-sessional courses.

Here is a list of the courses we usually run:

- Academic Listening Skills
- Academic Writing Skills
- English Pronunciation
- Critical Reading
- Culture and Conversation
- English for Dissertation Writing
- English for PhD
- Grammar for Academic Writing
- Presentation Skills
- Seminar Discussion Skills

We try to offer morning and afternoon classes to accommodate more students. Some classes are online and some are in the classroom on campus.

How to Register

Visit our website to view courses and workshops that are currently available: www.elc.lincoln.ac.uk/in-sessional

Complete our online registration form to request a place.

Places on courses and workshops are limited, so please submit your request early to avoid disappointment.

If you have any problems registering, or any other questions about the courses you are interested in, please visit the Frequently Asked Questions (FAQs) page on our website: www.elc.lincoln.ac.uk/faqs

Missed the first lesson? Do not worry! We can accept new students up to lesson 3. Just follow the same registration steps explained above.

Drop-in Sessions: One-to-one Support

If you feel you would benefit from English language support the ELC Drop-in service can help you.

Our experienced English for Academic Purposes (EAP) tutors offer individual consultations to help improve your English language skills.

We can advise on: covering letters, academic assignments, pronunciation, and more. Feedback on academic assignments includes advice on how to avoid grammatical mistakes, how to improve your sentence structure and paragraphing.

Please note this is not a proof-reading or editing service but we can show you how to improve your writing.

Drop-in takes place every weekday, **Monday – Friday between 12:00pm and 2:00pm.**
The Drop-in face-to-face sessions are currently done on Microsoft Teams



Using the Drop-in Sessions:

Step 1:

Book an appointment:

www.elc.lincoln.ac.uk/drop-in-sessions

Provide some detail about the support you would like. Video appointments are recommended. Only book email support if you cannot join at a specific time.

Step 2:

For video call support: ELC will invite you to a Microsoft Teams appointment at the time you have booked your session. A tutor will join the session allowing you to discuss your needs with them.

For email support: choose a 500-word section of your assignment to focus on. 24 hours prior to your appointment, send the 500 words, along with the assignment brief, to englishlanguage@lincoln.ac.uk

Where to Find Us

Teaching and Learning Room

Our main teaching room is based in the Minerva Building at the centre of the campus:
 English Language Centre Teaching Room (Courses and Workshops) – MB1003 1st floor, Minerva Building, (number 1 on map).

Our Office

If you would like to speak to us in person, we are located here:
 Stephen Langton Building (number 3 on the map), room SLB2003 (top floor).



1 (MB) Minerva Building	6 (BH) Bridge House	12 (NDH) Nicola de la Hays	18 (ENT) Enterprise and (SPA) Sparkhouse	24 (CSB) Charlotte Scott Building
2 (ATB) Alfred Tennyson Building	7 (VH) Village Hall	13 (PDW) Peter de Wint	19 (DCB) David Chiddick Building	25 (JUN) Junxion
3 (SLB) Stephen Langton Building	8 (OCW) One Campus Way	14 (INB) Isaac Newton Building	20 (WIW) Witham Wharf	26 (SSB) Sarah Swift Building
4 (-) The Swan	9 (HP) Sports Centre	15 (PA) Lincoln Performing Arts Centre	21 (THT) Think Tank	27 (HS) 179 High Street
5 (SS) Student Wellbeing Centre / Doctors' Health Service	10 (WH) Witham House	16 (-) Students' Union	22 (MIH) Minster House	28 (LMS) Lincoln Medical School
	11 (JLC) Janet Lane-Clayton	17 (UL) Library	23 (JBL) Joseph Banks Laboratories	



How to Contact Us

There are many ways to keep in touch with us whilst you are here.

Our Website

Go to www.elc.lincoln.ac.uk for information on our courses, to book a drop-in appointment and to find useful study resources.

Microsoft Teams - ELC Community

We will automatically enrol you onto our 'ELC Community' on Microsoft Teams once you have taken the LELA. You can access information about ELC services and announcements there and interact with other students.

Download the Microsoft Teams application on your device and sign in using your student account details.

Email

You can email us at englishlanguage@lincoln.ac.uk

Telephone

You can call us on [01522 886102](tel:01522 886102)

Our Office

SLB2003, Floor 2, Stephen Langton Building,
University of Lincoln, Brayford Pool, LN6 7TS

Social Media



Facebook

Click 'like' and chat to us!
[UoLELC](#)



Twitter

Follow and tweet us!
[UoLELC](#)



Instagram

Tag us in a snap!
[UoLELC](#)