



# **IELTS COACH STUDENT BOOK**

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Watch how to use this [Student Book](#)

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# WELCOME

Welcome to the British Council's **IELTS Coach** course (General Training module). We are delighted to have you with us.

This handbook contains essential information about the course, including the course objectives and syllabus which will tell you about the topics, language and exam skills covered on the course. It also has tips on online learning.



You may see this icon. This means there is a video, article, or website for you to see. You can click on the hyperlink to access it.

Please read this book carefully and refer to it during the course. If you have any questions about the content of this handbook, please approach your teacher, who will be happy to help you.

# ABOUT YOUR COURSE

**Course:** IELTS Coach (General Training module)

**Course Duration:** 4 weeks

This course aims at helping you get advice on how to improve your listening, reading, writing and speaking skills, and on how to approach each section of the test. You will learn about the test format and different question types. You will also develop effective test strategies and practise doing sample IELTS tasks. You will study online or using a smartphone app with the regular help and guidance of a teacher.



Watch the [course orientation video](#).

## HOW YOU STUDY & BENEFITS

### Live Online Classes

3 hours per week  
(fixed timings)



- Understand the test format for **Speaking and Writing**
- Receive expert teacher guidance, live
- Understand the IELTS assessment criteria
- Get practice of the Speaking test parts 1 to 3
- Learn to give extended and detailed answers
- Identify question types
- Increase grammatical knowledge
- Improve pronunciation and avoid breakdowns in speech
- Get practice of the Writing test parts 1 and 2
- Learn writing sub-skills including planning and using paragraphs

### Self-Study App / Website

30 hours (minimum)  
(flexible timings)



- Access 30 lessons covering **Listening and Reading** (Academic module focus)
- Improve test awareness and understand the exam format
- Develop test-taking strategies
- Get structured practice of IELTS question types
- Improve IELTS-related vocabulary through 'language focus' sections
- Access animated tutorials and skill summaries
- Maximize practice and build confidence using the built-in reviews of test-taking strategies
- Get immediate feedback on performance
- Download lessons for offline study on mobile devices.
- Access easily across devices: computers, mobile phones, and tablets. See ['Using the website and app'](#)

# ABOUT THE IELTS TEST

IELTS is the International English Language Testing System. It is the world's most popular English language test for higher education and global migration, with almost three million IELTS tests taken in 2016. The British Council offers IELTS tests and preparation courses in our centres throughout the world.

There are two types of IELTS test: IELTS Academic and IELTS General Training. The Academic test is for people applying for higher education or professional registration in an English-speaking environment and the General Training is for those who are going to English speaking countries for secondary education, work experience or training programmes. The test lasts for approximately three hours and is divided into four parts.\*

Candidates are given a score from 1 to 9 for each part of the test: Listening, Reading, Writing and Speaking. The average produces an overall band score. Candidates can score whole bands (e.g. 5.0, 6.0, 7.0) or half bands (e.g. 5.5, 6.5, 7.5) in each part of the test.\*\* The Speaking and Listening tests are the same for both IELTS Academic and General Training, but the Reading and Writing tests are slightly different.

BAND SCORE	SKILL LEVEL	DESCRIPTION
Band 9	Expert user	You have a full operational command of the language. Your use of English is appropriate, accurate and fluent, and you show complete understanding.
Band 8	Very good user	You have a fully operational command of the language with only occasional unsystematic inaccuracies and inappropriate usage. You may misunderstand some things in unfamiliar situations. You handle complex detailed argumentation well.
Band 7	Good user	You have an operational command of the language, though with occasional inaccuracies, inappropriate usage and misunderstandings in some situations. Generally, you handle complex language well and understand detailed reasoning.
Band 6	Competent user	Generally, you have an effective command of the language despite some inaccuracies, inappropriate usage and misunderstandings. You can use and understand fairly complex language, particularly in familiar situations.
Band 5	Modest user	You have a partial command of the language, and cope with overall meaning in most situations, although you are likely to make many mistakes. You should be able to handle basic communication in your own field.
Band 4	Limited user	Your basic competence is limited to familiar situations. You frequently show problems in understanding and expression. You are not able to use complex language.
Band 3	Extremely limited user	You convey and understand only general meaning in very familiar situations. There are frequent breakdowns in communication.
Band 2	Intermittent user	You have great difficulty understanding spoken and written English.

Band 1	Non-user	You have no ability to use the language except a few isolated words.
Band 0	Did not attempt the test	You did not answer the questions.

\* Source: <http://takeielts.britishcouncil.org/prepare-test/understand-test-format>

\*\* Source: <http://takeielts.britishcouncil.org/find-out-about-results/understand-your-ielts-scores>

## Listening

The IELTS Listening test is divided into four sections, with each section being more difficult than the last. Candidates listen to 30 minutes of audio, then have 10 minutes to transfer answers to an answer sheet.

Each section of the test has 10 questions, 40 in total. There are a wide range of questions including: multiple choice; writing short answers; labelling a map or diagram; filling in a form or completing a table.

Section 1 – a conversation between two people in an everyday social situation, for example booking a course.

Section 2 – a monologue in an everyday social situation, for example arrangements for an event.

Section 3 – a conversation between two or three people in an educational context, for example students discussing an assignment or planning a project.

Section 4 – a monologue on an academic subject, for example a presentation or a lecture.

In order to achieve bands 5–7, candidates will need to achieve the following scores\*:

<b>Band 5</b>	16 out of 40 points
<b>Band 6</b>	23 out of 40 points
<b>Band 7</b>	30 out of 40 points

## Reading

The IELTS Academic Reading test is designed to assess a wide range of skills such as reading for detail, reading for main ideas and recognising opinions, attitudes and purpose. The test takes 60 minutes. Candidates have to read three different passages totaling 2, 250–2, 750 words. The passages are taken from books, journals, magazines and newspapers. Texts may also include graphs, diagrams and illustrations.

In total, there are 40 questions with approximately 13 or 14 questions on each passage. There are a wide range of questions including: multiple choice; writing short answers; table completion; matching headings.

The IELTS General Training Reading tests similar skills to the Academic test and also takes 60 minutes but uses different texts. There are shorter texts of a kind you might encounter on a daily basis in an English-speaking environment, work-related texts (handbooks, guidelines, etc.) that contain technical vocabulary and longer discursive texts of the type found in magazines or newspapers. In order to achieve bands 5–7, candidates will need to achieve the following scores\*:

	Academic	General
<b>Band 5</b>	15 out of 40 points	23 out of 40 points
<b>Band 6</b>	23 out of 40 points	30 out of 40 points
<b>Band 7</b>	30 out of 40 points	34 out of 40 points

\* Source: <https://www.ielts.org/ielts-for-organisations/ielts-scoring-in-detail>

## Writing

The IELTS Academic Writing test assesses candidates' ability to respond to tasks using an appropriate academic format. The test lasts 60 minutes and is divided into two sections. Candidates should spend 20 minutes on Task 1 and 40 minutes on Task 2.

In Task 1 candidates are given a graph, table, chart or diagram. They are asked to describe, summarise or explain the information in their own words.

In Task 2 candidates are asked to write an essay in response to a point of view, argument or problem.

The General Training paper assesses candidates' ability to respond in an appropriate and consistent tone. The test is 60 minutes and divided into two sections. As in the Academic test, candidates should spend 20 minutes on Task 1 and 40 minutes on Task 2.

In Task 1 candidates write a letter, usually with the assistance of three prompts.

Task 2 of the General Training test is similar to its equivalent in the Academic test. The only major difference is that a less formal style is considered acceptable.

The assessment criteria for IELTS Writing tests can be found on the following webpages:

Task 1: <https://www.ielts.org/~media/pdfs/writing-band-descriptors-task-1.ashx>

Task 2: <https://www.ielts.org/~media/pdfs/writing-band-descriptors-task-2.ashx>

## Speaking

The IELTS Speaking test lasts between 11 and 14 minutes and consists of three sections.

In Part 1, candidates are asked to introduce themselves and confirm their identity. They are then asked questions on familiar topics such as their home, family, studies, work and interests. This section lasts for four to five minutes.

In Part 2, candidates are given a task card on a particular topic. The task card includes four points that the candidates need to cover. They are given one minute to prepare and make notes. Candidates are then asked to speak for one to two minutes on the topic. They are not interrupted and need to focus on keeping talking. The examiner then asks a question on the topic. This section lasts for three to four minutes.

In Part 3, candidates are asked further questions connected to the topic covered in Part 2. These questions allow students to discuss more abstract issues and ideas. This section lasts for four to five minutes.

The assessment criteria for IELTS Speaking tests can be found on the following webpage: <https://www.ielts.org/~media/pdfs/speaking-band-descriptors.ashx>

# SELF-ANALYSIS QUESTIONNAIRE

Please answer the questions below. This questionnaire will help you to identify important advice from your IELTS preparation course and practice more of what you need to do your best in the exam.

1. What English course(s) have you taken previously (include school, private courses, and university study)?
2. What international English tests have you taken (include scores if you have them)? Do not include IELTS as there is a separate question for this.
3. Why are you taking the IELTS test? (e.g. immigration, work, study) and when do you need to achieve your target IELTS score?
4. How many hours of self-study per week will you be able to do in addition to attending the course?
5. I am planning to take the IELTS exam within ... (circle one)  
(a) One month                      (b) Three months                      (c) One year                      (d) I don't know
7. I am taking the ... (circle one)  
(a) Academic paper                      (b) General paper                      (c) I don't know
8. Circle the skill which you find the most difficult to do in English:  
(a) Listening                      (b) Reading                      (c) Writing                      (d) Speaking
6. Circle the two parts of the IELTS Speaking and Writing tests that you think you will find the most difficult. You do not need to choose one from each part of the test if you don't want to (so, for example, you could choose Writing Task 1 and Writing Task 2)  
(a) Speaking Part 1                      (b) Speaking Part 2                      (c) Speaking Part 3  
(d) Writing Task 1                      (e) Writing Task 2
10. If you have taken the IELTS test before, and know your scores, please write them below:

	LISTENING	READING	WRITING	SPEAKING	OVERALL
Band					

After completing this questionnaire, try and use it to analyse what kind of test you need to take (Academic or General training), what areas you need to work on (listening, reading, writing or speaking) and how much time you have to prepare for it. You could then ask your teacher to help you accordingly.



# COURSE SYLLABUS

The complete course is divided into 2 components.

## Listening and Reading: IELTS Coach App or Website

This self-study course available on our website or a smart phone app gives you comprehensive study material for the Listening and Reading (Academic) Tests.

- Each unit is topic-based and covers topics that are useful for all IELTS test papers.
- You can retake units and tests as often as you like.

This 30-hour self-study course covers the following:

<b>IELTS Skills</b>	Learn skills and strategies to help you improve your exam performance.
<b>Task Focus</b>	Focus on specific question types used in the test and how to approach answering them.
<b>IELTS Practice</b>	Practice answering test questions with detailed feedback on your answers.
<b>Language Focus</b>	Study useful grammar and vocabulary to help you upgrade your language skills.
<b>Test</b>	Put your new skills and strategies into action with practice test questions. Get detailed feedback on your answers.

## Listening

This section has 15 activities covering a wide range of exam specific listening skills for the IELTS Listening Tests. The suggested practice time for each activity is 45 – 60 minutes.

NO.	TOPIC	FOCUS	KEY LANGUAGE AND STRATEGIES
1	A city tour	Understanding descriptions of locations	<i>Describe locations.</i>
			<i>Answer the map labelling question.</i>
			<i>Answer the notes completion question.</i>
2	An education fair	Labelling maps and plans	<i>Learn words about exhibitions.</i>
			<i>Practise labelling maps.</i>
			<i>Answer categorisation questions.</i>
			<i>Understand phrases about location.</i>
3	Arranging activities	Understanding decisions	<i>Understand customer decisions.</i>
			<i>Learn words used on booking forms.</i>

			<i>Practise completing forms.</i>
			<i>Answer short answer questions.</i>
4	Booking a hotel room	Activating existing knowledge	<i>Answer matching questions.</i>
			<i>Answer form completion questions.</i>
			<i>Practise vocabulary connected with hotels and money.</i>
5	Consumerism	Predicting words with similar meanings	<i>Answer multiple choice questions.</i>
			<i>Identify key words and their synonyms.</i>
			<i>Learn words connected with consumerism.</i>
			<i>Complete short answer questions.</i>
6	Cultural events	Dealing with distracting information	<i>Learn words from the performing arts.</i>
			<i>Deal with distracting information.</i>
			<i>Answer table completion questions.</i>
			<i>Answer multiple choice questions.</i>
7	Doing research	Checking word endings	<i>Check word endings when you complete gaps.</i>
			<i>Learn words about research.</i>
			<i>Learn strategies to complete flow charts.</i>
			<i>Practise completing summaries.</i>
8	Education	Identifying agreement and disagreement	<i>Learn words connected with studying.</i>
			<i>Identify agreement and disagreement.</i>
			<i>Answer classification questions.</i>
			<i>Answer sentence completion questions.</i>
9	Fear	Following main ideas	<i>Understand how to follow main ideas.</i>
			<i>Learn words related to fear.</i>
			<i>Learn strategies for completing the notes completion question.</i>
			<i>Practise answering the multiple-choice question.</i>

10	Friends	Notes and summaries	<i>Learn words for talking about relationships.</i>
			<i>Answer table completion questions.</i>
			<i>Answer note completion questions.</i>
			<i>Predict the type of word that can fill a gap.</i>
11	Island life	Predicting words for gap completion	<i>Use strategies for predicting words for gap completion tasks such as summary completion.</i>
			<i>Identify the correct word form to complete a gap.</i>
			<i>Recall different word forms from important word families.</i>
12	Living on a budget	Writing appropriate answers	<i>Answer short answer questions.</i>
			<i>Answer multiple choice questions.</i>
			<i>Predict the appropriate grammar form of answers.</i>
			<i>Hear words correctly.</i>
13	Researching the past	Studying at university	<i>Learn vocabulary connected with university study.</i>
			<i>Answer note completion questions.</i>
			<i>Answer table completion questions.</i>
14	Sports science	Following references in a conversation	<i>Understand how to follow references.</i>
			<i>Learn words related to sports science.</i>
			<i>Learn strategies for completing the categorisation question.</i>
			<i>Practise answering the sentence completion question.</i>
15	Study trips	Checking answers	<i>Answer sentence completion questions.</i>
			<i>Answer flow chart completion questions.</i>
			<i>Learn common mistakes and how to avoid them.</i>
			<i>Learn expressions used in talks and lectures.</i>

## Reading

This section has 15 activities covering a wide range of exam specific reading skills for the IELTS Reading (Academic) Tests. The suggested practice time for each activity is 45 – 60 minutes. **Although the focus is on the Academic style reading texts, all tips given for the reading test tasks will be useful for all test-takers.**

NO.	TOPIC	FOCUS	KEY LANGUAGE AND EXAM STRATEGIES
1	A scientific discovery	Identifying contrasting information	<i>Learn words for describing a scientific discovery.</i>
			<i>Identify contrasting information.</i>
			<i>Answer flow-chart completion questions.</i>
			<i>Complete multiple-choice questions.</i>
2	An environmental project	Matching information questions	<i>Understand words that indicate cause and effect, problem and solution.</i>
			<i>Answer True/False/Not given questions.</i>
			<i>Learn words connected with nature and conservation.</i>
3	Culture	Connections within sentences and paragraphs	<i>Learn synonyms of key words.</i>
			<i>Answer matching information questions.</i>
			<i>Answer matching sentence endings questions.</i>
			<i>Identify connections within sentences and paragraphs.</i>
4	Disappearing deltas	Understanding numbers	<i>Understand numbers in texts.</i>
			<i>Learn strategies to answer the IELTS matching sentence endings question.</i>
			<i>Practise answering the IELTS multiple choice question.</i>
			<i>Learn words to describe the natural world.</i>
5	Economic resources	Identifying options for filling gaps	<i>Strategies for filling in gaps.</i>
			<i>Answer matching features questions.</i>
			<i>Answer summary completion tasks selecting from words provided.</i>

			<i>Study compound nouns.</i>
6	Engineering	Using contextual clues	<i>Identify the word form of missing words.</i>
			<i>Understand and use words to describe diagrams.</i>
			<i>Answer table completion questions.</i>
			<i>Learn words connected with labelling technical diagrams.</i>
7	Ethical travel	Understanding the writer's opinion	<i>Understanding the writer's opinions</i>
			<i>Identify the writer's opinions.</i>
			<i>Deal with matching features questions.</i>
			<i>Deal with Yes/No/Not Given questions.</i>
			<i>Understand adverbs of opinion.</i>
8	Healthy living	Paraphrasing	<i>Answer sentence completion questions.</i>
			<i>Answer notes completion questions.</i>
			<i>Word endings and word type.</i>
9	Nature	Scanning for specific information	<i>Reading skills: skimming and scanning.</i>
			<i>Deal with short answer questions, including summary completion.</i>
			<i>Recognise key words and their synonyms.</i>
			<i>Develop knowledge of word families.</i>
10	Population change	Comparing statements	<i>Describing change</i>
			<i>Practise the multiple selection task.</i>
			<i>Learn parts of speech used to describe change.</i>
			<i>Respond to True/False/Not given tasks.</i>
			<i>Learn vocabulary relating to numbers.</i>
11	Public art	Identifying main ideas	<i>Identifying main ideas</i>

			<i>Recognise how discourse markers link and connect ideas.</i>
			<i>Identify the main ideas in paragraphs.</i>
			<i>Understand how to respond to matching headings tasks.</i>
			<i>Complete short answer questions.</i>
			<i>Learn words connected with art.</i>
12	Sea levels	Identifying problems	<i>Identify when a writer is explaining a problem.</i>
			<i>Answer matching information questions.</i>
			<i>Complete information about a process.</i>
			<i>Learn verbs that indicate problems and solutions.</i>
13	Superfoods	Paraphrasing	<i>Understand paraphrasing.</i>
			<i>Learn strategies for answering the matching features question.</i>
			<i>Practise answering the identifying claims question.</i>
			<i>Learn words for discussing diet and health.</i>
			<i>Focusing on key words</i>
14	The media	Identifying references	<i>Study reference words.</i>
			<i>Understand how to respond to matching features questions.</i>
			<i>Practise identifying writer's views/claims questions.</i>
			<i>Recognise expressions for reporting opinions.</i>
15	Wealth	Focusing on key words	<i>Use key words to understand paragraph topics.</i>
			<i>Learn strategies to answer the matching headings question.</i>
			<i>Answer multiple selection questions.</i>
			<i>Learn nouns for discussing wealth.</i>

# Speaking and Writing: Live Online Classes

You will have Live Online Classes every week with your course teacher and fellow students. In these classes, your teacher will help you focus on the IELTS Speaking and Writing tests. You will learn key language, skills, and test strategies to perform better.

	TOPIC	FOCUS	KEY LANGUAGE AND EXAM STRATEGIES
WEEK 1	<b>Lesson 1</b> Study & work	Course overview Speaking test overview Speaking Part 1	<ul style="list-style-type: none"> <li>Understanding the speaking test format</li> <li>Producing extended responses</li> <li>Vocabulary: Study &amp; work</li> </ul>
	<b>Lesson 2</b> Accommodation	Writing Task 1 (Formal Letters)	<ul style="list-style-type: none"> <li>Producing writing that has a clear purpose</li> <li>Understanding different types of letters</li> <li>Writing in a formal tone</li> <li>Vocabulary for making offers and requests</li> </ul>
WEEK 2	<b>Lesson 3</b> Socialising	Writing Task 1 (Informal Letters)	<ul style="list-style-type: none"> <li>Understanding the assessment criteria for Writing</li> <li>Writing an informal letter</li> <li>Writing in an informal tone</li> <li>Writing Task 1 assignment</li> </ul>
	<b>Lesson 4</b> The media	Speaking Part 2	<ul style="list-style-type: none"> <li>Understanding Speaking Part 2</li> <li>Giving more detailed responses</li> <li>Vocabulary: Media &amp; Advertising</li> </ul>
WEEK 3	<b>Lesson 5</b> World of work	Writing task 2 (Essays expressing opposing ideas)	<ul style="list-style-type: none"> <li>Structuring paragraphs</li> <li>Understanding coherence and cohesion assessment criteria</li> <li>Language for expressing opposing ideas</li> <li>Writing Task 2 assignment</li> </ul>
	<b>Lesson 6</b> Education	Speaking Part 3	<ul style="list-style-type: none"> <li>Understanding Speaking Part 3</li> <li>Identifying question types</li> <li>Phrases for making predictions, comparisons, and imagining future situations</li> </ul>
WEEK 4	<b>Lesson 7</b> Volunteer Work	Writing task 2 (Essays in a neutral tone)	<ul style="list-style-type: none"> <li>Writing an opinion essay</li> <li>Writing in a neutral tone</li> <li>Vocabulary: Phrasal verbs</li> </ul>
	<b>Lesson 8</b> Social media	Review: Speaking parts 1, 2 & 3	<ul style="list-style-type: none"> <li>Giving short answers</li> <li>Understanding lexical resource assessment criteria</li> <li>Vocabulary: Technology</li> </ul>

## Writing lessons

The focus of writing lessons is an exam task. Lessons aim to develop your confidence in approaching the task by helping you analyse it and develop skills, strategies, and language that you are likely to need while responding to it.

There are **two non-mandatory writing tasks**. Your teacher will assign deadlines for these (two to three days after your class). You will receive these tasks with feedback on each of the marking criteria within two to three days of receipt. Your teacher will not be able to give feedback on any task submitted after the deadline.

## Speaking lessons

Speaking lessons aim to provide a balance between skills training and exam practice and are organised around a clear main topic, reflecting themes that are prevalent in the IELTS test. Earlier lessons focus on specific techniques for approaching each part of the Speaking test. Later lessons show you how to improve your performance in the four areas of assessment (fluency, vocabulary, grammar and pronunciation). In these lessons, you have the opportunity to practise tasks from more than one part of the test.



# FREQUENTLY ASKED QUESTIONS

## 1. What does this course cover?

This course covers all four IELTS test papers. This course focuses on the General Training module. You will cover Reading and Listening skills through taking the lessons on the app. Your live online classes will cover Speaking and Writing skills, with further self-study tasks and written assignments given for homework.

You study different topics throughout the course which are useful for answering all papers in the test. You will also learn useful grammar and vocabulary to improve your range and accuracy throughout the course.

## 2. How is this course assessed?

There is no formal assessment on this IELTS course. Participants will have active practice of individual IELTS tasks in all four papers and get feedback on these throughout the course.

Participants are advised to complete all tasks set both in the app and in class to get the most from this course. You will receive a certificate of participation if you attend a minimum of 8/12 hours of classes.

## 3. Will I get chance to practice writing tests?

During the course, there will be two opportunities to submit IELTS writing tasks (completed as homework) for teacher feedback. This is not mandatory but is recommended. Participants are advised to write these under exam conditions including task timing (Task 1: 20 mins, Task 2: 40 mins). Submission deadlines for these tasks will be clearly stated by the course trainer.

Any submissions handed in beyond the deadline will not be marked by the trainer, under any circumstances.

## 4. Will I know my IELTS Score?

Our trainers are not permitted to give you an IELTS score for any tasks taken on this course. They will give you detailed feedback based on publicly-available IELTS criteria and also guidance on understanding the grading criteria for IELTS, along with individual feedback on areas for improvement.

## 5. How can I make the most of the course?

It is best to study regularly. Study a little bit every week. Students who study regularly improve much faster than students who do a lot of studying one week and nothing the next.

It's better to complete all the activities from one lesson before you start the next lesson. Wait a few days before you review or retake a lesson. This will help you remember what you learned more effectively.

Make sure you don't fall behind schedule. Check your progress regularly. If necessary, set aside time on the weekend to catch up.

## 6. How can I check my progress?

You can find a study report which contains an overview of how many lessons you have studied and how much time you've spent. It also has a detailed breakdown of all the lessons you've completed and the scores you achieved.

## 7. Can I study on my phone or tablet?

Yes, you can study your course on any device. For example, you can start studying on a mobile device on your way to work. Then you can continue studying on your desktop at work and finish studying on your tablet at home in the evening.

## **8. How often should I study?**

In our experience, you learn most when you study a little and often. Don't leave your studying to the last minute. Study a regular number of lessons each week and review what you learn so that you can remember it more easily. For fastest results, we recommend studying for 2-3 hours per week, every week of your course.

# COURSE PLANNER

## Before the course starts:

- ☐ Read the [Student Book](#).
- ☐ Watch the [Orientation Video](#).

## How to use this planner:

- ☐ Check the schedule for your Live Online Classes. Enter the days of your classes below.
- ☐ Think about which days of the week you will spend on course work. Mark these in the calendar.
- ☐ Think of what time you are available to study each day e.g. morning 9 am to 11 am, afternoon 3 pm to 5 pm, evening. Enter the time you are available each day.
- ☐ Think about which of the online activities you will complete each week. Note down the lesson name and number to complete each day.
- ☐ Remember to check your planner every day, and tick the activities as you complete them.

	MON	TUES	WED	THURS	FRI	SAT	SUN
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							

## Remember:

- ☐ You can access your online activities for eight weeks in total, from the time you make the payment for the course.
- ☐ You will receive a certificate of participation if you have attended 8 out of 12 hours of classes.

# USING THE COURSE WEBSITE

## Logging In

Your course website is: <https://britishcouncil.learning.re>



Watch how to [login to the course website](#)

Click 'Log in' (top right) to log in.

1. Type in your username and password (check your email for your username and password). Then, click 'Sign in'.

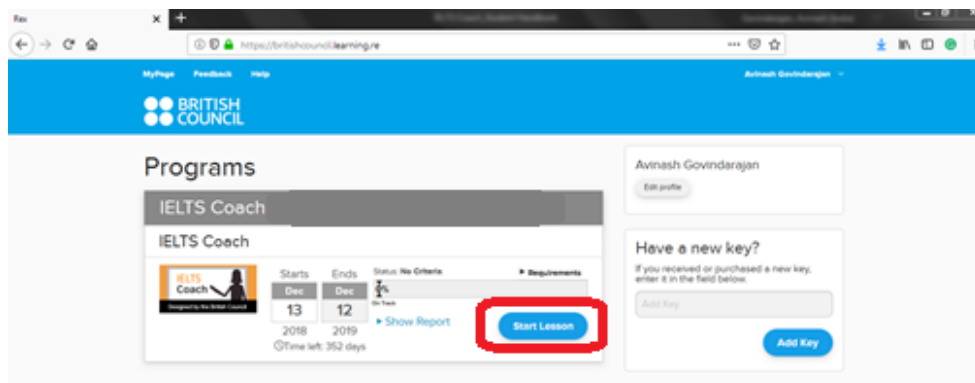
**Tip:** Keep your user name and password somewhere safe. Don't share them with others.

2. This is the home screen.

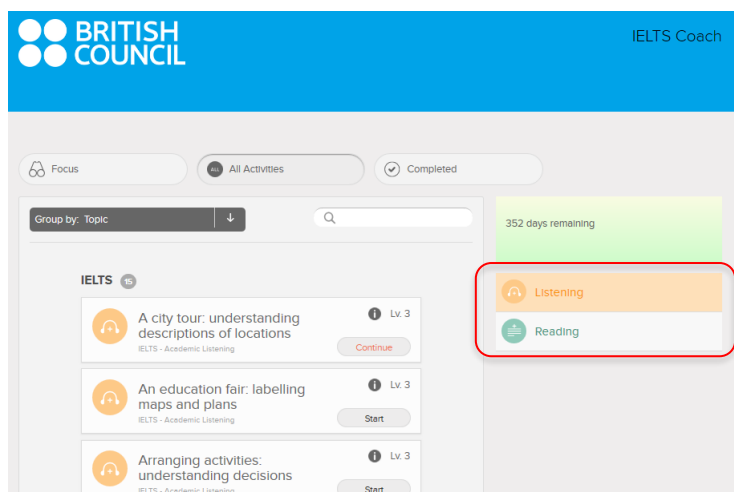
# Accessing your course

 Watch how to [do your online activities](#)

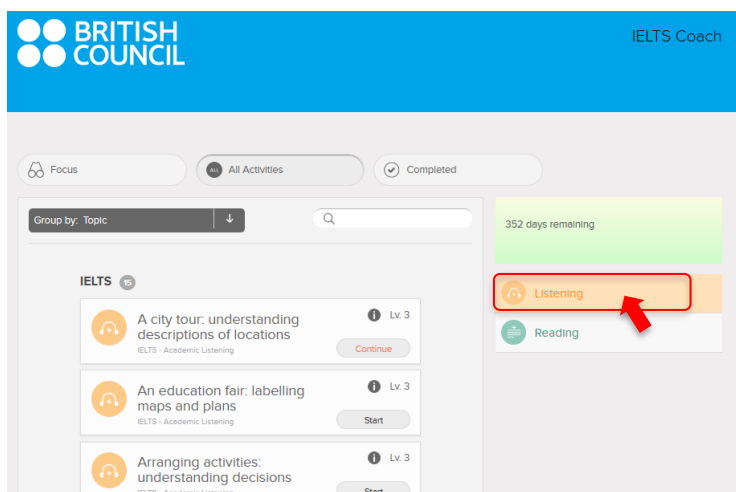
1. Click on 'Start Lesson' to see your course.



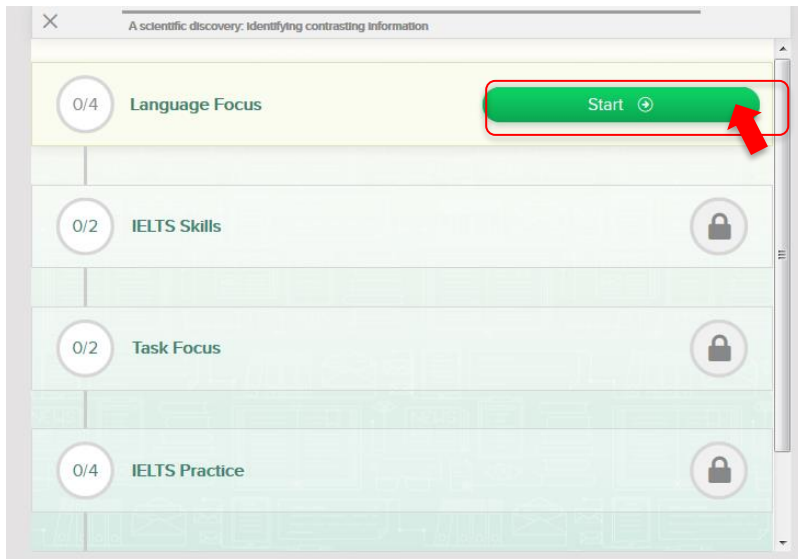
2. Here, you can see your course. It is organised into Listening and Reading modules.



3. Click to select a particular module.



- Click 'Start' to begin an activity. There are 5 stages to each activity. You must complete one to move to the next one.



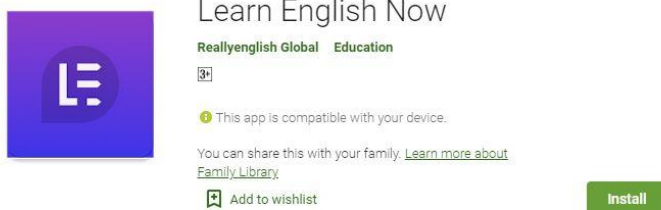
## USING THE SMARTPHONE APP



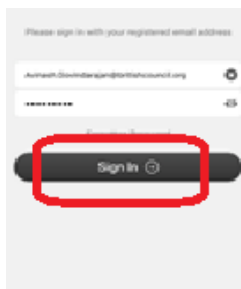
Watch how to [use your smartphone app](#).

You can do your self-access activities on the **Learn English Now** smartphone app.

- Download **Learn English Now** for [Android](#) or [iOS](#)



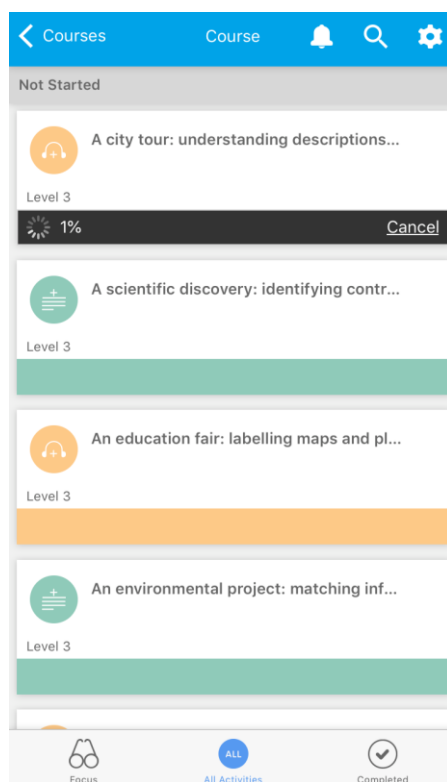
- Type in your username and password (check your email for your username and password). Then, click 'Sign in'.



3. Select 'IELTS Coach'



4. Begin your activities.



# USING ZOOM FOR LIVE ONLINE CLASSES

## What You Need

We use Zoom for our weekly Live Online Classes. Zoom is a web-conferencing software, which is free for you to use. To join the online classroom each week, you will need:

1. a computer (or smartphone) and a broadband speed internet connection
2. headphones, with a microphone attached (connected to your device)
3. a webcam
4. the web link (URL) for the Live Online Class for that week



Watch how to [join your Live Online Classes](#).

## Classroom Links

You will receive the Live Online Class web link at the beginning of the course. Please watch the video below to see how to join a meeting using the link provided.



Watch how to [join a Zoom meeting](#).

## Checking Audio

If you can't hear the teacher or others can't hear you, you may need to test your audio. Watch this video for how to test audio.



Watch how to [test computer audio](#).

## Checking Video

If others can't see you, you may need to test your video. See here for how to check.



Watch how to [test video](#).



# TECHNICAL REQUIREMENTS

## Minimum Requirements

Please make sure your tablet, mobile phone or computer meets the system requirements, which you can check here: [https://learn.reallyenglish.com/help/system\\_requirements](https://learn.reallyenglish.com/help/system_requirements)

### Internet Connectivity

- Our Live Online Courses use a lot of video, so we recommend a minimum internet connection speed of 0.5 Mbps.

### Microphone

- Our courses include interaction in the Live Online Class. Please make sure you have access to a microphone in advance.
- Some of our courses include an option to record your voice. Please make sure you have access to a microphone in advance and the latest [Adobe Flash plugin](#) on desktops.

### Zoom

- Check the [Zoom system requirements](#) here.

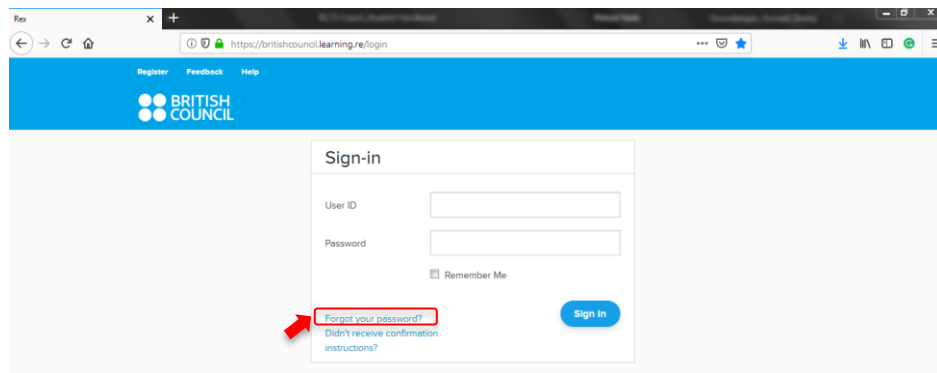
# TECHNICAL HELP

## Help with the Course Website



Watch how to [get technical help](#).

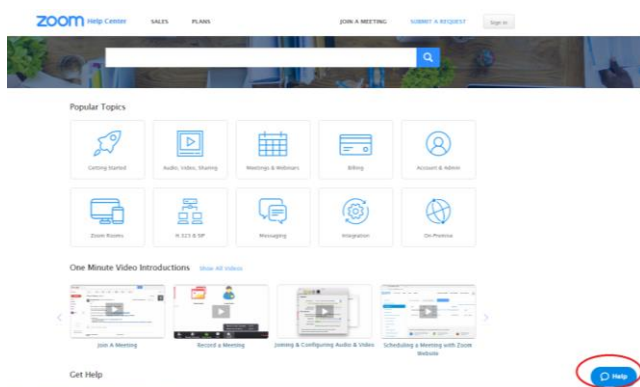
**Forgot password:** Click on 'Forgot your password?' on the log in page.



## Help with Zoom

For help with Zoom, [see the support page](#).

To chat with Zoom's support team live, click 'Help' on Zoom's website.



# TIPS FOR STUDYING ONLINE

## Netiquette

The online classroom is still a classroom, and certain behaviours are expected when you communicate with both your peers and your trainers. These guidelines for online behaviour and interaction are known as **netiquette**.

When communicating online, you should always remember:

### SECURITY

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system
- Be careful about sharing personal information (both yours and others')

### CLARITY & ACCURACY

- Use clear and concise language
- Avoid slang terms such as "wassup?" and SMS abbreviations such as "u" instead of "you"
- Avoid using the caps lock feature AS IT LOOKS LIKE SHOUTING!
- Plagiarism: Do not use other people's ideas as your own - always give proper credit when referencing or quoting another source
- Avoid short replies such as "I agree." You should include your reasons.

### RESPECT

- Treat everyone with respect, in emails and in any other online communication
- Always be respectful of others' opinions even when they are different from your own
- When you disagree with someone, you should express your opinion in a respectful way
- Do not make personal or insulting remarks
- Be open-minded

## Time management

The main difference between an online course and a fully face-to-face course is convenience. You can study where and when you like, so long as you cover all the work and meet all the course requirements. A successful online student must be well organised, motivated, and have good time management skills. What you get out of an e-learning program is always directly related to how much effort you put in.

- Look at the weekly syllabus at the beginning of the week and plan your study schedule (See [‘Course Planner’](#) section).
- Don't leave it all to the last minute! It is much better to study little and often, rather than trying to do everything in one day. You may have group tasks to do and other people will be relying on you.
- Log on regularly and check your email, so that you can remain in touch with your teacher.
- It is important that you have a place to study in a peaceful and focused manner where you will not be disturbed.
- Don't try to multitask whilst studying. Focus 100% on what you are doing - switch your phone off if you can!
- Look for opportunities to apply what you have learned in your daily life.

**Important!** If you have any problems meeting course deadlines, please contact your trainer immediately and they will be happy to help. Do not wait until after the deadline to do this as this will negatively impact your grades and your chance of passing the course.

# Online Library

Become a member and access our digital library from home or on the go using your laptop, iPad or your smartphone. You can access thousands of books, magazines, films, music and newspapers.

## How to go about it?

You can [explore our digital collections](#) now. To join as a member, you must complete the [online registration form](#).







After submitting your form, you will receive payment instructions. Payment can be done online using your debit or credit card. Membership charges are INR 1400 per year.

## Categories

- Games and Comics: [Comics Plus](#) brings you unlimited access to over 16,000 digital graphic novels and comics.
- Books and Audio Books: [Audiobooks](#) are a great way to listen to bestselling authors around the world. Download audiobooks and eBooks straight to your device and read or listen anywhere
- Newspapers and Magazines: Read the world's largest [newsstand](#) on your device! With publications including The Economist, New Scientist, and Marie Claire
- Movies, Music and Videos: Watch [movies and musical concerts](#) anywhere, anytime. Stream award-winning comedies, documentaries and more.
- Journals: Gain access to thousands of academic [online journals and reference books](#), and e-books from around the world.

# VIDEO HELP GUIDE

You can watch these videos at any time to get quick help on how to access, use, and benefit from various parts of the course. Just click on the icon, title or link. You can also contact your Teacher for support.

Topic	Link
 <a href="#"><u>Course Orientation and How to do your course</u></a>	<a href="https://youtu.be/4Q8raopt-QE"><u>https://youtu.be/4Q8raopt-QE</u></a>
 <a href="#"><u>IELTS Coach Course Website</u></a>	<a href="https://youtu.be/4zhh4wuidHc"><u>https://youtu.be/4zhh4wuidHc</u></a>
 <a href="#"><u>IELTS Coach Online Activities and Resources</u></a>	<a href="https://youtu.be/SQWFHzZ_eoU"><u>https://youtu.be/SQWFHzZ_eoU</u></a>
 <a href="#"><u>IELTS Coach Smartphone App</u></a>	<a href="https://youtu.be/3-nAireWnxk"><u>https://youtu.be/3-nAireWnxk</u></a>
 <a href="#"><u>IELTS Coach Student Book</u></a>	<a href="https://youtu.be/dEx1qspvYCc"><u>https://youtu.be/dEx1qspvYCc</u></a>
 <a href="#"><u>IELTS Coach Live Online Classes and Getting help</u></a>	<a href="https://youtu.be/spkJK4MikH8"><u>https://youtu.be/spkJK4MikH8</u></a>