

London

18. Januar - 21. April 2011



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Agenda

1. General Information

2. Work Placements



- European College of Business and Management
- STA Travel
- Regent London
- Central School of English

3. Leisure Time

- In London
- Outside London



London

- Capital of England and the United Kingdom
 - located at the Thames in Great Britain
 - official population: 7,556,900 (2007)
 - area: 1,572.1 km²
 - languages: more than 300 within its boundaries, official language is English
 - famous sights: Tower of London, Tower Bridge, Big Ben, Westminster Abbey, Buckingham Palace, Trafalgar Square, The Gherkin, Piccadilly Circus
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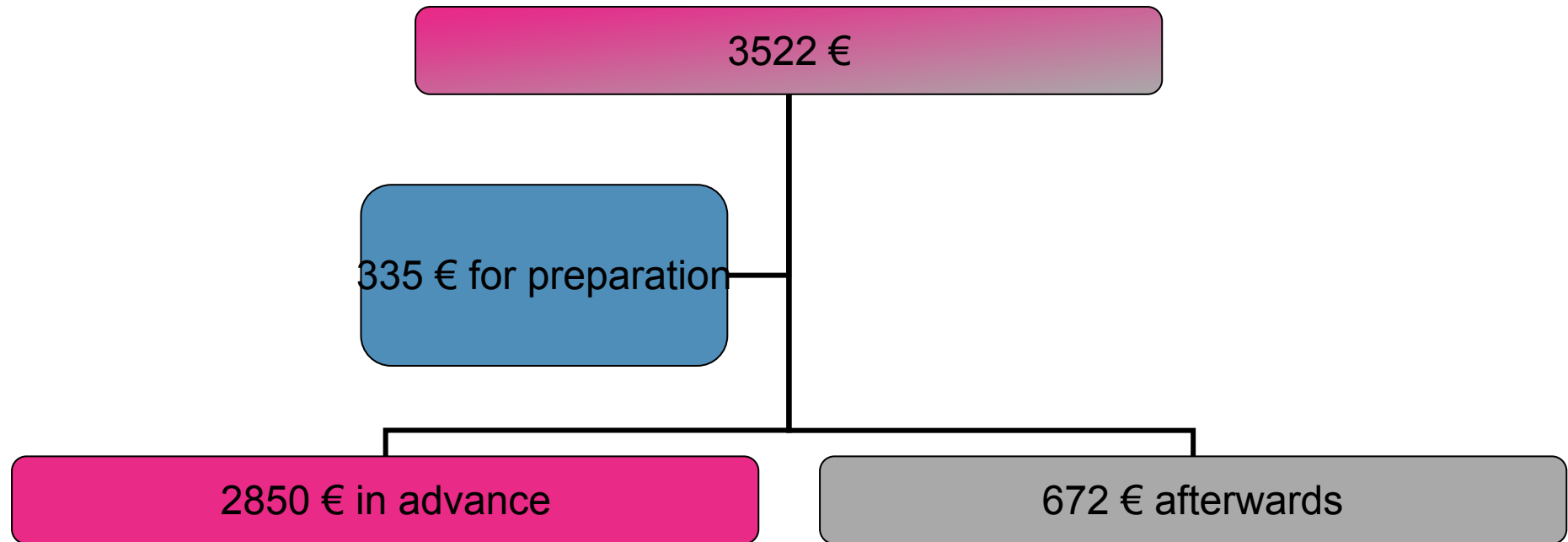


Transport for London (TFL)



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Money, Money, Money



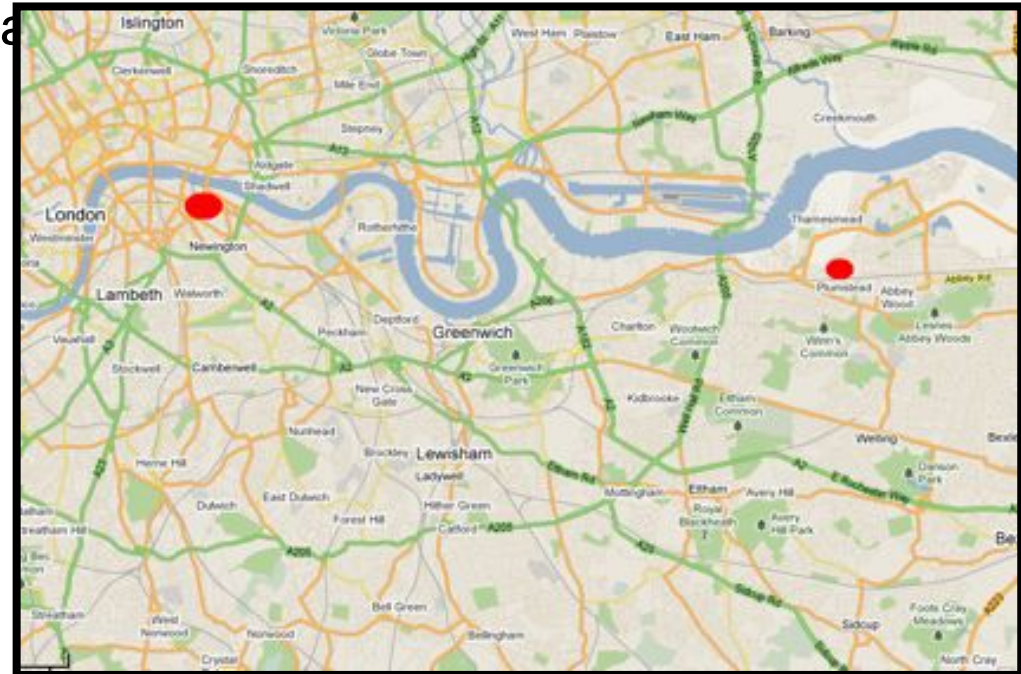
- £ 300 - £ 500 Accomodation
- £ 106 - £ 151,3 Oyster Card
- £ 100 - £ 150 Food

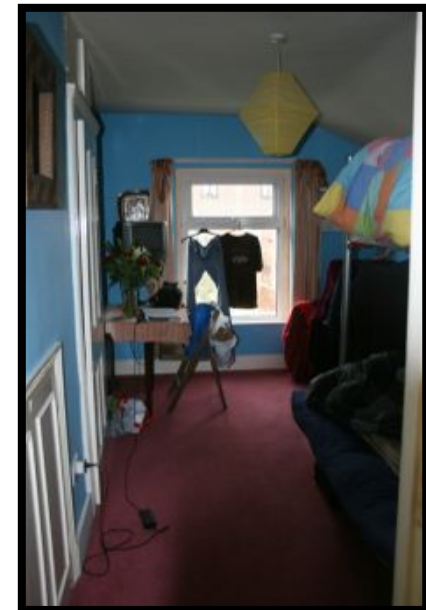


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Our Accommodation

- In zone 4
- Borough of Greenwich
- In Plumstead, 92 Griffin Road
- Everyone had an own bedroom
- Big kitchen with a door to the garden
- Two toilets; one bathroom





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European College of Business and Management



Erleben, was verbindet.

European College of Business and Management

- offers Business English courses for 3 weeks and Bachelor and Master courses
- staff consists of aprox. 12 employees including teachers
- also part-time teachers



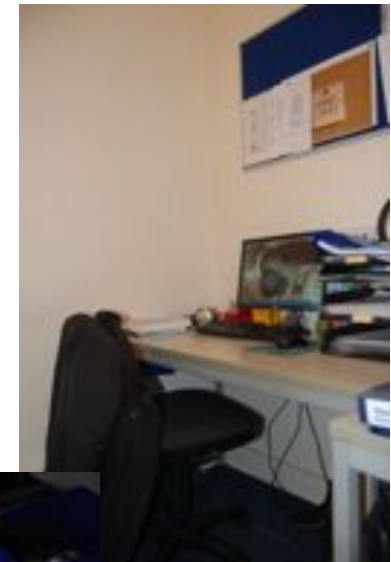
Location



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My Tasks

- Research
- Expanding Excel tables
- Creating and sending payment sleeves and cheques
- Sending emails to the staff and students
- Creating coursebooks
- Booking rooms, beamer and laptops
- Registering students at a online platform
- Creating and invigilating exams
- Filing invoices
- Creating group trays
- Dealing with the out-tray
- Preparing classrooms
- Preparing catering for farewells, birthdays and meetings
- Working at the reception



STA Travel

Student Travel Australia



Erleben, was verbindet.

About STA

- Found in 1971
- STA + BTW
- Head Office in London
- HR Department
- 1000 employees within UK
- Spread over 90 countries
- More than 40 STA Travel Shops
- Branches in Germany, Australia, UK, Sweden





Tasks

- Prepare new starter packs
- Support file audit process
- References
- Log expenses + PDRs
- Create travel folders in DTM
- Work in ADP System
- Research
- Filing



Work Place



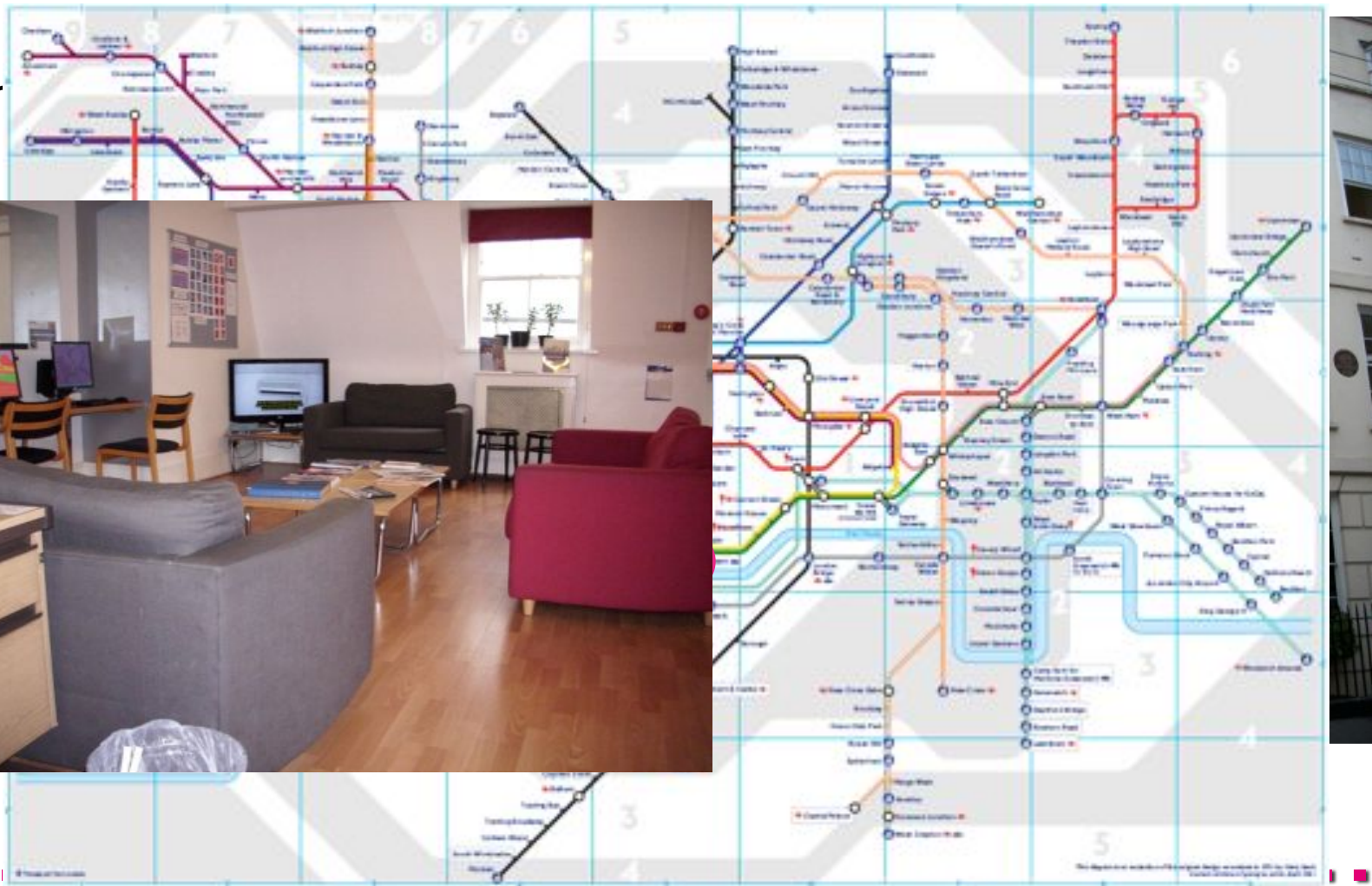
Regent London



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Regent London

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Tasks at Regent London

- welcoming new students on their first day
- updating general class register
- checking arrival details
- attendance record
- forward numbers of new arrivals
- sending out pre-course information
- preparing welcome packs (general & ex)
- creating and printing certificates
- preparing the test rooms
- filing
- photocopying
- covering the telephone in the reception



Central School of English

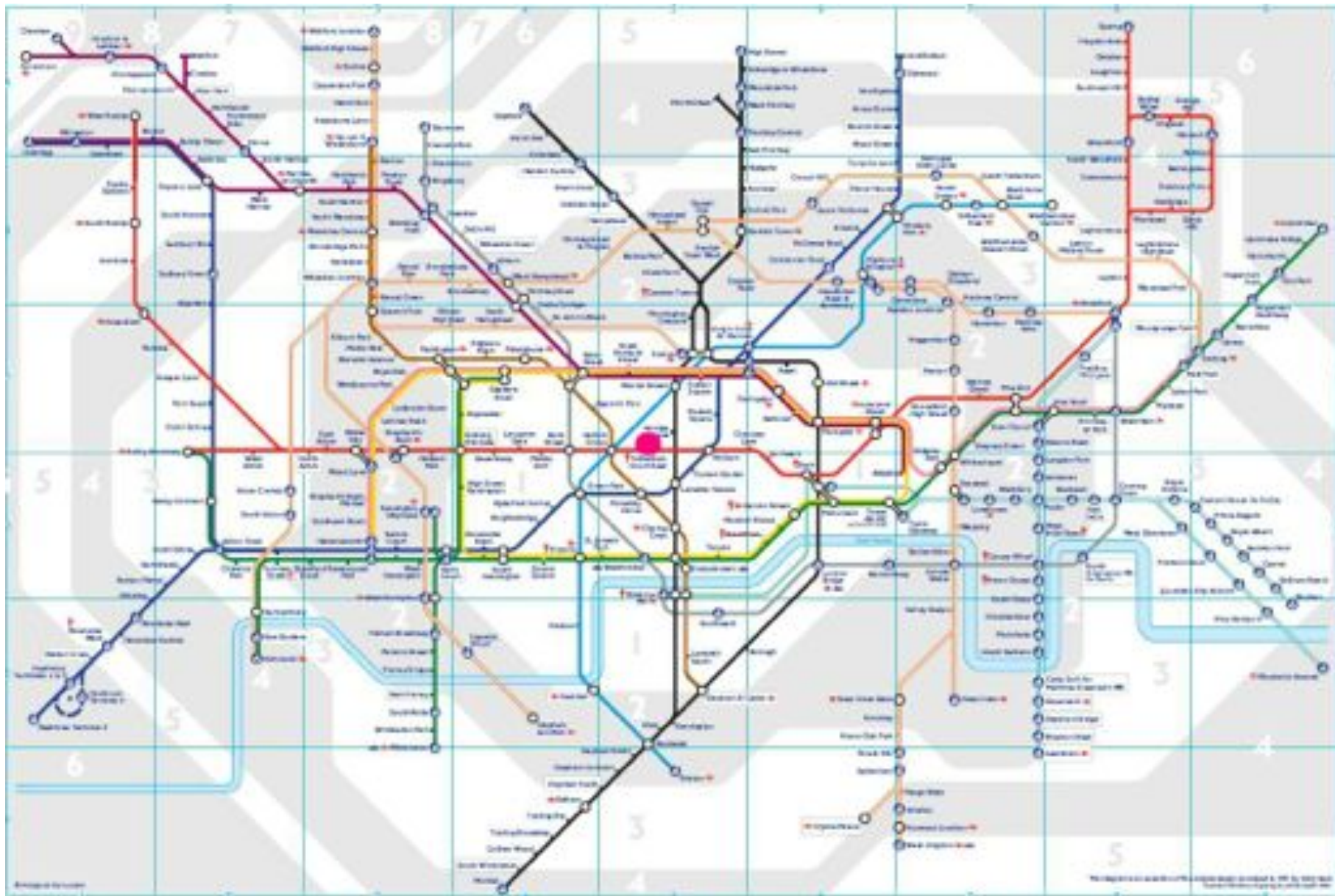


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Central School of English and OISE London

- Languages school was built 1968
- A modernised Victorian building
- More than 1500 students per year from over 55
- Tottenham Court Road Station (in the heart of L





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Tasks

Central School of English

- Copied ID's and passports
- Put emergency contact details in ELOISE
- Enquiries
- Prepared student cards
- Checked accommodation feedbacks
- Wrote Monday-morning-letters
- Printed labels
- Checked arrival and departure details
- Prepared student folders



Tasks

OISE London

- Prepared Welcome packs and Leavers packs
- Wrote student level list for teachers
- Checked levels and dates for certificates
- Printed certificates
- Wrote personal timetables



Pictures



Leisure Time

In London



Cafe de Paris

closest tube station: **Leicester Square**



Natural History Museum

closest tube station: **South Kensington**



Contains 5 main collections:

- Botany
- Entomology
- Mineralogy
- Palaeontology
- Zoology



Royal Opera House

- situated in Covent Garden
- constructed in 1732
- home of The Royal Opera, The Royal Ballet and the Orchestra of the Royal Opera House



Musicals

- We Will Rock You
- Mamma Mia
- The Lion King
- Billy Elliot
- Legally Blonde
- Priscilla, Queen Of The Dese
- Chicago
- Dirty Dancing
- Grease
- Les Miserable
- Phantom Of The Opera
- Love Never Dies
- etc.



Football



Leisure Time

Outside London



The University Cities

- Cambridge
 - Duration: 1:20
 - Costs: from 21 pounds return (train)
 - Sights: Colleges (King's, Trinity, St John's



- Oxford
 - Duration: 1:00
 - Costs: from 8 pounds return (train)
 - Sights: Christ Church College (Harry Potter), University Church



Brighton

- Duration: 1:10
- Costs: from 15 pounds return (train)
- Sights:
 - Brighton Pier
 - Royal Pavillion
 - The Lanes
 - Sea Life
 - Beaches



Scotland

- Duration (Edinburgh): 1:20 (plane) or 4:50 (train)
- Costs: from 50 pounds return (plane) or 80 pounds return (train)
- Sights:
 - Edinburgh
 - Highlands
 - Isle of Skye
 - Inverness
 - Loch Ness
 - Many more.....



Impressions of Scotland



Southampton

- Duration: 1:20 (train)
- Costs: from 34 pounds return
- Sights:
 - Titanic Museum
 - Titanic Monuments
 - Harbour



Thorpe Park

- Duration: 0:45
- Costs: 9 pounds (train) + 39 pounds (park, offers available)
- Thrilling roller coasters



Dublin

- Duration: 1:15 (plane)
- Costs: from 40 pounds return (plane)
- Sights:
 - St. Patrick's Cathedral
 - Dublin Castle
 - Ha'Penny Bridge
 - Temple Bar
 - Trinity College
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Paris, France

- Duration: 2:10 (Eurostar)
- Costs: from 70€ return
- Sights:
 - Eiffel Tower
 - Sacre Coeur
 - Champs Élysées
 - Arc de Triomphe
 - Seine River
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**Thank you for your
attention!**

