



1 March 2005

## News from Cambridge ESOL St. Gallen Centre

Dear English teachers

Dear Directors of Language Studies

As your local secretary for the regions St.Gallen, Appenzell AR, Appenzell IR and Thurgau I would like to take this opportunity to bring you the latest news!

We have arranged free seminars on Speaking and Writing skills for the PET Exams. The seminars will take place in April and May 2005 in the regions of St. Gallen and Thurgau. For full details please look at [www.cambridge-esol-sg.ch](http://www.cambridge-esol-sg.ch) or contact the office to register.

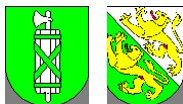
We are bringing all of the examinations nearer to you. For more information on the venues please look at our website [www.cambridge-esol-sg.ch](http://www.cambridge-esol-sg.ch). We have received excellent feedback on our venues from the candidates and Cambridge ESOL Inspectors.

More news and tips:

- Brochures and guidelines on all the exams are now published in German and in English for teachers and students. We will send you teachers' handbooks, brochures and guidelines free of charge further to your request.
- How about visiting our homepage [www.cambridge-esol-sg.ch](http://www.cambridge-esol-sg.ch)? A direct link leads you to important information about the different exams, registration forms and timetables. The latest News and Events is also given.
- Dates and times for the speaking exams can be found according to the location of the written exams. Take a look at the link "Cambridge ESOL, UK" to get access to free Teaching Resources.
- Download excel-sheets for block registration directly from the website! Please save them first on your computer before typing in your students' names. These sheets can be sent electronically to our office which enables registration to be done more efficiently and effectively.

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English for Speakers of Other Languages



[www.cambridge-esol-sg.ch](http://www.cambridge-esol-sg.ch)





- Please let us know up to six months before the exam if one of your students requires special arrangements on the exam day due to visual difficulties, hearing difficulties, speaking difficulties, specific learning difficulties or permanent writing difficulties. We will do our best to make appropriate arrangements with Cambridge ESOL for the comfort of the candidate.
- We also offer full support if one of your students should be ill on the exam day or has had an accident which could affect his or her performance during the exam. Please contact the office immediately if this is known shortly before the exam or the Supervisor on the exam day. These 'Special Considerations' will be taken into account by Cambridge ESOL when marking the exam.
- You are welcome to come to your Teacher Resource Centre in Engelburg at any time! Please make arrangements with the office. Books, CDs and videos by Cambridge ESOL recognised publishers are here for you to browse through.
- The letter to candidates sent with the statement of Entry giving instructions for the exams will now be in German and English.

We would like to take this opportunity to thank you for all your hard work preparing students for the Cambridge ESOL exams.

Wishing you all a successful 2005!

Best Wishes

Karen Kerley

