

Beijing

LET'S GET.
TOGETHER.
AND TALK.



SINCE 1983 • 1 ORGANISATION • 7 LANGUAGES • 30 DESTINATIONS • COUNTLESS MEMORIES...

WELCOME TO SPRACHCAFFE

You are obviously committed not just to having a holiday, but at the same time, also learning a new language or improving your skills in a language you already know. This is why we would like to send you our warmest congratulations! It is great when people want to make the world a bit smaller for themselves.

"If you talk to a man in a language he understands, that goes to his head. If you talk to him in his own language that goes to his heart." Nelson Mandela

It pleases us even more that you have chosen Sprachcaffe for your *language trip*. Lively teaching methods, a relaxed and stress-free atmosphere, learning through interaction and chatting (which helps you bond with others) - we have become experts with our 35 year experience in language teaching and with our 30 destinations worldwide.

In the enclosed documents you will find everything you need to know for your trip. **Please do not travel without this information sheet.**

We wish you a great holiday and lots of success

Your Sprachcaffe Team



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Arrival

For **entry** into the People's Republic of China you need a visa and a passport which is valid for six months after arrival.

Please check that you have the correct travel documents with you and just to be on the safe side make a copy of all travel documents! If you lose them you can be helped more quickly if you have copies with you!

If you have booked a flight with Sprachcaffe then your flight voucher will be in these travel documents. Please check your ticket once again and note that all quoted flight times are local. While packing please be aware of the weight of your luggage: on Air China and Lufthansa scheduled flights, the weight allowed is 30kg, otherwise it is generally 20kg. Only one piece of hand luggage is allowed, and this may not be heavier than the specified weight limit (it depends on the airline) and must not be any bigger than 55 x 40 x 20cm. Carrying any sort of food products is absolutely forbidden!

Please be at your airline's check-in desk in the departure hall on time, which means at least 2 hours before take off!

From Europe the journey usually takes about 9 to 10 hours. Since the time difference between China and Central European Time is 6 hours and in summer 7, we recommend you sleep as much as possible on your way there! The airport "Peking Capital International Airport" is 28km north-east of the city centre.

If you have booked a transfer with Sprachcaffe our team will have been notified of your arrival time and flight number and they will be there at the correct time to meet you in the arrival hall: please look out for a sign with your name and/or our Sprachcaffe logo (a globe) after you have gone through customs. We will then accompany you to your booked accommodation and help you to check-in. In case you fail to find our staff in the arrival hall, please wait for us in front of the KFC restaurant in the arrival hall in Terminal 2, and if your flight arrives at Terminal 3, please wait for us in front of a sculpture called "Nine-dragon Wall".

After arrival please proceed immediately to the arrival hall to meet the transfer staff. After the flight has landed the transfer will not wait longer than 1,5 hours.

If you have organised the flight yourself but have booked a transfer with Sprachcaffe, please inform us no later than a week before departure, what your arrival time in Beijing will be. Should you be arriving at an inconvenient time then we may have to wait for confirmation of the transfer from our head-office in Frankfurt.

We do ask for your understanding that Sprachcaffe cannot guarantee a seamless transfer if the flight information or changes are not given to us in time!

If you have not booked a transfer with Sprachcaffe then go straight from the airport to the hotel; the best way is to take a taxi. Please show the taxi driver the address of the hotel in Chinese (enclosed in your travel documents).

The price for a taxi from the airport to the guesthouse is about EUR 30. It is also possible to travel by metro. (I. Airport Line: Airport- Dongzhimen station/ II. Line 2: Dongzhimen station - Jianguomen station / III. Line 1: Jianguomen station-Tian'anmen East station) It costs about EUR 5. Please note that the metro does not bring you very close to the guesthouse, you will have to walk about 1500meters from the metro station.

In case of emergency, our colleague can be contacted on:

Ms Liu Da (speaks English): 0086 135 010 639 28

Accommodation / Food

It is our aim to provide the best service possible. However, if you have any issue during your stay please talk directly to the school staff.

Guesthouse

Please find your accommodation address on the enclosed voucher and on the next page. If you are accommodated in the XIHUA JADE HOTEL. If yes, please find a map with the address in Chinese at the end of this document. You need to pay a key deposit of RMB 100 (about 12€) on the arrival!

Single or double rooms with ensuite bathrooms Facilities include a bar and restaurant, laundrette, TV lounge and internet corner. Half board at the residence can be booked at additional cost; breakfast and lunch are served at the residence. Distance to supermarket: 15 minute walk. For King's Joy: 40 minutes to school and 5 - 10 minutes to small stores.

If you have booked half-board from Monday to Friday you will have breakfast in the hotel and lunch in the school canteen. In case there are less than five students who have booked board, you will receive packed lunch.

Towels are provided.

Distances:

- 550 M (5 to 10-min walk) to Wangfujing Street shopping area;
- 1 KM (15-min walk) to the Palace Musum;
- 1.5 KM (20-min walk) to Tian'anmen Square;
- 2 KM (5-min drive) to Beihai Park;
- 4.5 KM (10-min drive) to Xidan shopping center;
- 2 KM (10-min drive) to Beijing Railway Station;
- 13 KM (25-min drive) to West Railway Station;
- 29 KM (45-min drive) to Capital International Airport

The school - Sprachcaffe Languages Plus

Please be at the school at 09:00 am punctually on the first day of your course. All course participants have to do a placement test to determine the language level. We kindly ask you to do the test online at home before you departure. On the first day of school you are informed of your group and the lesson will start immediately.

The exact address of the school:

**Sprachcaffe Beijing
No.5 North Zhide Alley, Beihejiang
Street
100006 Pékin
China
Tel.: 0086 135 010 639 28**



Your Contact in Beijing

Should you have any questions or concerns about the course, please consult your language teacher. Otherwise our local colleagues will help you in any way they can.

In emergencies, outside Sprachcaffe Beijing office hours, please contact Mrs Liu Da (see picture), mobile number: 0086 1350 1063 928.

Teachers are mostly native speakers who have academic qualifications as well as years of foreign language teaching experience. They are very enthusiastic and are always willing to answer any questions you might have. The lesson plans are very varied.

On top of indispensable grammar and vocabulary learning we also put a lot of emphasis on communicative methods of learning. Role-plays and a lot of active speaking will help you to shed your fear of speaking the new language.

The teachers also bring in current affair topics such as politics, society and culture in the form of newspaper articles, radio broadcasts and TV programmes.

Our language courses only take place in Chinese, but our teachers do speak other foreign languages so that one or two words can be translated! During the first few days beginners will only be taught the aspects of speaking, listening and understanding so learning the characters is not necessary.

If you have any other questions or problems please contact our local colleagues directly who will be glad to help and advise you.

PLEASE NOTE that lessons can be held in the afternoon.

Lessons are not held on the following public holidays in 2019: 01.01., 04-08.02., 05.04., 30.04., 01.05. 07.06., 13.09., 30.09.-04.10. and 01.01.2020, 24.01.,27.01-31.01.2020 Please note that lessons lost due to public holidays, late arrival or early departure will not be replaced.

Please note!

We offer courses at all levels of fluency. However, it can also be the case that there will only be one or two students of the same level. In this case we offer the students concerned a reduced amount of (semi) private lessons, making up at least 60% of the group lessons booked. Instead of 20 group lessons there will be 12 (semi) private lessons and instead of 30 group lessons there will be 18 (semi) private lessons. This upgrade will ensure you have a course of a higher quality without any additional costs. Under the rare circumstances of being forced to cancel, all fees will be refunded. The minimum number of participants for examination preparation courses is 4 students."

It is our aim to provide the best service possible. However, if you have any issue during you stay please talk directly to the school staff.

Language test

Sprachcaffe has introduced a new online placement test. We kindly ask you to do it before you arrive at school. Doing the online exam in advance will allow you to start your lessons straight away.

To access the online test, please go to <https://booking.sprachcaffe.com/login/>

You can log in using your name booking number (see our documents for the correct spelling).

The test can be done at any time up to 12:00pm (CET) Friday before the program begins. Thereafter the test will be switched off and you will no longer be able to access it.

Please do not use a dictionary or any other aids when doing this exam as its purpose is to assess your language ability and place you in an appropriate class. It is better not to answer questions that you do not know, as guessing will affect your score and could result in your being placed in a class that is too difficult for you.

You have 60 minutes to do the exam from the moment you enter the site. Thereafter, the test will automatically shut down. If you finish before time runs out, you can click 'submit' at the bottom of the test. The test result will be forwarded automatically to Sprachcaffe. You will find out your teacher's name and classroom number on your first day at school.

Please note that you can only access the online test once!

Useful Information

Banks: There are “Banks of China” in every town. Students who are in Beijing for a longer period can, if required, open a bank account and organise bank transfers from Europe to China. Money can be changed in every bank or big hotel, and sometimes in department stores by presenting your passport.

Bicycles: For students who are staying in Beijing for a longer period of time it is worth buying a bicycle (it is still the main method of transport in China). A normal, new bicycle costs about €100. At some places you can also rent bicycles by the hour.

Buses: There are regular bus services in Beijing but they are mostly overcrowded. You buy the ticket on the bus by inserting coins in a cash box or swipe transportation card. The price depends on your destination.

Chemists: In China they are called “Yao Fang” and can be recognised by the medicinal herbs in the shop window. They have every type of medicine from medicinal herbs to tablets and bandages. Doctors also work in the big chemists and they can perform important examinations there and then.

Climate: China is a country with a continental expanse and is characterised by huge climatic differences. Beijing has the following average day-time temperatures:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-4.7	-2.3	4.4	13.2	20.2	24.2	26.0	24.6	19.5	12.5	4.0	-2.8

Clothing: In summer it is hot everywhere in China and often humid; when there are long periods of rain it can cool down significantly and that’s why you should also take some winter clothing to keep you warm as well. In winter, in Beijing as well as other places, it gets bitterly cold and warm winter clothing, including long underwear is necessary. Hard-wearing shoes should also be packed for the excursions! Nowadays the Chinese dress according to the Western fashion. Clothing that is too revealing, however, goes against the grain of public interest in China.

Free time: See “Sightseeing”.

Internet: There are numerous internet cafes in Beijing. In addition to this, language school students can use free Wifi at the school or in the hotel

Loss of Passport: In case you lose your passport, first of all, register the loss with the Local Foreigner Police. It is important to keep a copy of your passport and visa safe, and separate them from the originals.

It is also sensible to leave an additional copy of your documents at home in case your entire baggage is lost. The Foreigner Police will issue a certificate of loss and together with about two passport photos it will be then sent to the embassy of your country. From there you may then pick up your replacement document.

Mobile: D1, D2 and E-Plus users have a very large choice of suitable networks in China even with a single-band mobile, since the area is covered by GSM Standard. O2 has roaming contracts everywhere.

Money: the Chinese currency is the Renminbi (RMB), also known as the Yuan or locally as Kuai. One Yuan is made up of 10 Jiao, or 100 Fen. The exchange rate for €1 is about 7.9 RMB (Nov. 2018). You don’t have to change any money in Europe before you leave, as you can do this at the airport on arrival in Beijing. Traveller’s cheques and cash can be changed there and in all big hotels at fixed exchange rates; some hotels charge a commission though.

Credit cards: You can pay with international credit cards (Visa, Mastercard, Diner or American Express) in big hotels and shops. The EC card is only accepted in a few places in Asia. There is a fee of about 10 Euro every time you withdraw money from a cash machine in China with a credit card.

Drinks: Tea is the most common drink in China. You can also buy soft drinks such as Coca Cola, lemonade, mineral water and beer. Tap water should not be drunk. In the hotel hot water is available for drinking.

Electricity: The electricity voltage is 220 Volts in China. Since the sockets are not standardised, we recommend you to take a multi-purpose adaptor with you.

Opening Hours: Shops in China are open every day from 10.00am to 10.00pm and the evening markets until midnight. Shops are open at the weekends, too.

Post: An airmail letter from China to Europe takes between 5 and 10 days according to the city and costs about €2. To send a package abroad you will need to go to the main post office, where you have to fill out two forms, and then the contents of the parcel and the forms will be passed on to customs. The materials use to wrap your parcel up can be bought at the post office as well. The cost for parcels being sent abroad is very high, for example, an airmail package from China to Germany costs about Yuan 600 (€80) for 5 kilo.

Taxi: There are many official taxi stands, but you can stop taxis all over the city. The journey costs about € 1.6 for the first 3km, then about € 0.3 per km after that. If you cannot speak Chinese you can get your destination written down in Chinese beforehand or simply name a well-known place near to that of your destination. Make sure that the taxi driver switches on the kilometre counter and always pretend you know the way.

Telephone: From Europe to the P.R. China the code is 0086. You can make long distance calls from almost everywhere and there are also two card telephones in the hotel lobby.

Time Difference: The time difference between China and Central Europe is 6 hours in summer and 7 hours in winter. China does not have Summer Time.

Tipping: It is not usual to tip in restaurants. However, it is common to give room service and porters in hotels a small tip (about €1).

Travellers Cheques: Travellers cheques (EURO/US\$) are accepted by all big banks in Asia. The most common travellers' cheques in China are American Express and Travellers Cheques. EURO cheques are accepted as are US-Dollar cheques.

Underground: At the moment there are 19 underground lines in Beijing. The cost of one journey is 3-10 Yuan .You can buy tickets at the counter in the station and they will then be checked on the steps as you go down to the platforms.

Vaccinations/First Aid Kit: If you are not travelling through infectious areas, vaccinations against Yellow Fever, Typhoid, Cholera and Smallpox are not required. If you wish to travel onwards to the South of China Malaria prophylaxis is recommended. In any case you should check your Tetanus vaccination and if necessary have a booster. Your first aid kit should include: cold and flu medicine, stomach and intestinal infection medicine, antiseptic cream, plasters, bandages and sunscreen.

Free time/Sightseeing

Of course the language school organises excursions and activities during the week. More information about these is available on the notice-board at the school. In addition to this our local representatives offer afternoon and whole day excursions together with other language students. During these activities you have the chance to put into practice the things you have learnt and possibly to actively learn new things as well.

The Great Wall of China

The Great Wall of China is a symbol of the People's Republic of China and a must-see for everyone visiting the country. It stretches for more than 6700km from the Shanhaiguan Pass on the East Coast to the Jiayuguan Pass in the Gobi desert.

The Great Wall was started over 2000 years ago in the Qin dynasty (221-207BC) when China was united under Emperor Qin Shihuangdi. As part of the unification process the different parts of the wall which had been erected previously by different and independent kingdoms were connected to form one long wall. The Wall was a bastion to stop the plundering Nomadic tribes. Over 180 million cubic metres of pounded earth were used for the basis of the original wall. Under later dynasties the Wall was extended. The nearest section (Badaling) is about 70km north of Beijing and is also the section most visited by tourists. The section was rebuilt for tourists and has the necessary infra-structure (restaurants and hotels).

The Forbidden City

The Forbidden City is a symbol of Beijing and of the era of the Emperors. It was built during the Ming dynasty and was the Emperor's residence for 500 years as well as the political centre of China. Entrance to the Forbidden City was forbidden for regular citizens. It was the victim of destruction twice, that is to say it was plundered twice, once during the Manchus' (Qing dynasty) conquest of Beijing in 1664 and once shortly before the Communists' conquest of the city in 1949 when the Kuomintang took the Forbidden City's treasures to Taiwan.

Mao's Mausoleum

It is said that the preserved remains of Mao Zedong have been laid to rest here - a perfect example of the Mao Cult which is still prevalent in China. It is still unclear whether it is a wax figure or if it is the real corpse of the great Leader. Above all you should be prepared for long waiting times on public holidays.

Square of Heavenly Peace (Tiananmen Guangchang)

The Square of Heavenly Peace is a square which was built during Mao's reign and was often used for mass events. The Square first became famous in the West only during the Student Protests in 1989, which were violently suppressed by the Government. It is the centre of Beijing. If you go towards the Forbidden City you find the Tiananmen (Gate of Heavenly Peace) above which there is a painting of Mao.

Summer Palace (Yiheyuan)

The New Summer Palace is in the north-west of Beijing. It comprises many buildings and a big park area. You should dedicate a whole day to visiting the New Summer Palace. It was rebuilt in 1885 with money which was actually needed for the country's fleet. Today you can still see the so-called stone ship on Kunming Lake which is sometimes jokingly called the "Chinese Fleet". The ship is the clearest symbol of luxury and misinterpretation of the political situation by the then ruler, Empress Cixi. The Summer Palace was destroyed by troops during the Boxer Revolution in 1900 and then rebuilt after that.

Sanlitun – The Embassy Quarter

The embassies, important foreign hotels and trade missions are here. There are several Western-style cafes which are well frequented by foreigners belonging to the embassies. There are also many shops here which sell foreign products and food (milk, cheese and bread). Over the last few years the security measures have been stepped up because of the North Korean embassy-refugees who pay a visit to the German embassy now and again.

Feedback

Before the everyday routine back at home sets in completely we would be very pleased if you could give us your feedback. As a participant you can tell us about your experiences. Just fill out the online form at <http://www.sprachcaffe.com/english/feedback.htm> We always welcome ideas, tips and constructive criticism!

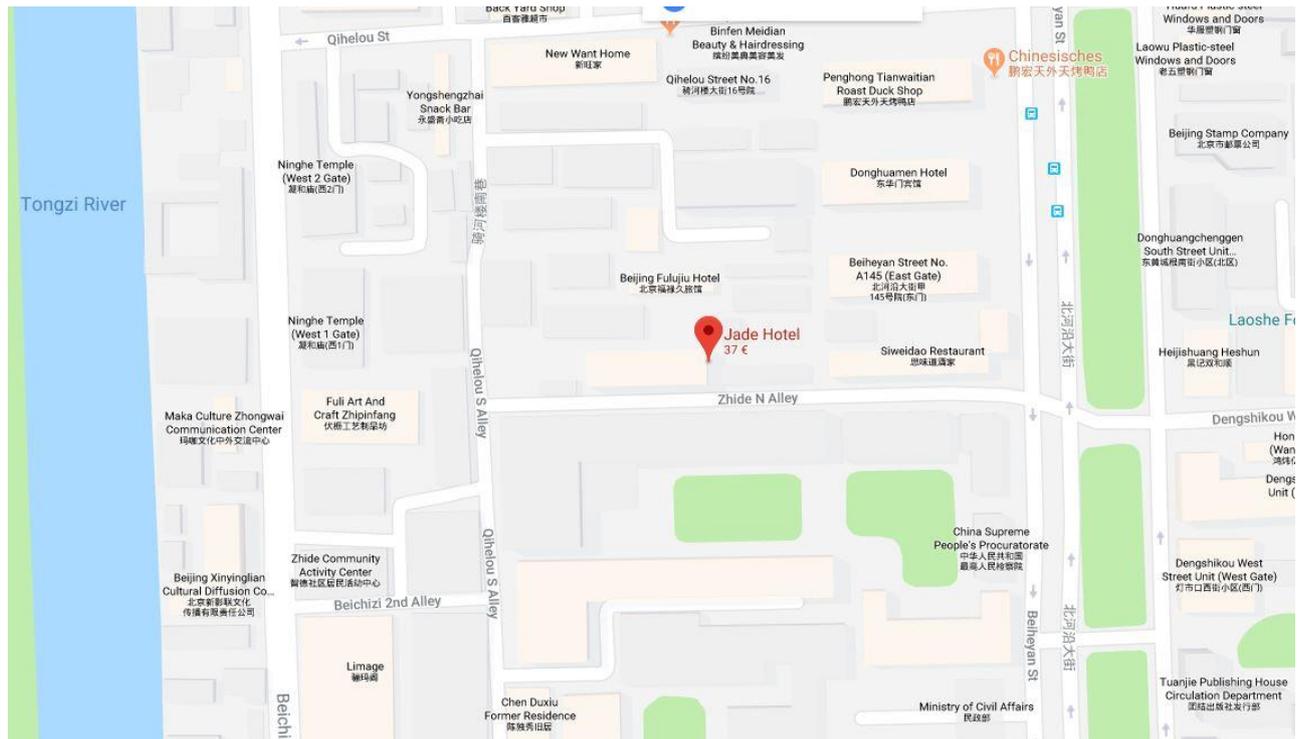
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www.sprachcaffe.com

We wish you a wonderful stay and a successful language course!

**Your
Sprachcaffe Team**

Map XIHUA JADE HOTEL

Hotel Name: 北京西华智德宾馆 Beijing JADE International Youth Hostel
 Add.: 北京东城区北河沿大街智德北巷5号。
 No. 5, Zhide Beixiang, Beiheyan Dajie, Dongcheng district, Beijing.
 Tel.: 0086-10-65259966
 Fax.: 0086-10-65226224
 E-mail: jadehostel@xihuahotel.com <http://www.xihuahotel.com>



CHECK LIST BEFORE DEPARTURE

Things you might want to think of when packing your luggage

Important travel items

- travel guide
- reading material
- dictionary
- cash, credit card
- phone number of your credit card company, in case you have to block the card
- vaccination card
- inform Sprachcaffe about arrival time
- alarm clock
- sunglasses

First-aid kit

- sunscreen
- any medicine required
- insect spray
- medicine for stomach trouble
- plasters
- after-sun lotion
- tweezers

Travel documents

- identity card
- flight or train ticket
- student ID
- Sprachcaffe travel documents

Sport/Hobby

- camera
- extra film, extra memory card
- music / radio
- batteries
- sports equipment

Insurances

- travel health insurance
- luggage insurance
- insurance card from your car insurance
- phone number of your car insurance

Checklist for returning home

- Buy souvenirs for friends and relatives at home
- Exchange addresses with people in the course, teachers and host family
- Pick up course participation certificate
- Tidy and clean up the room
- Pack and check the rooms for anything left behind