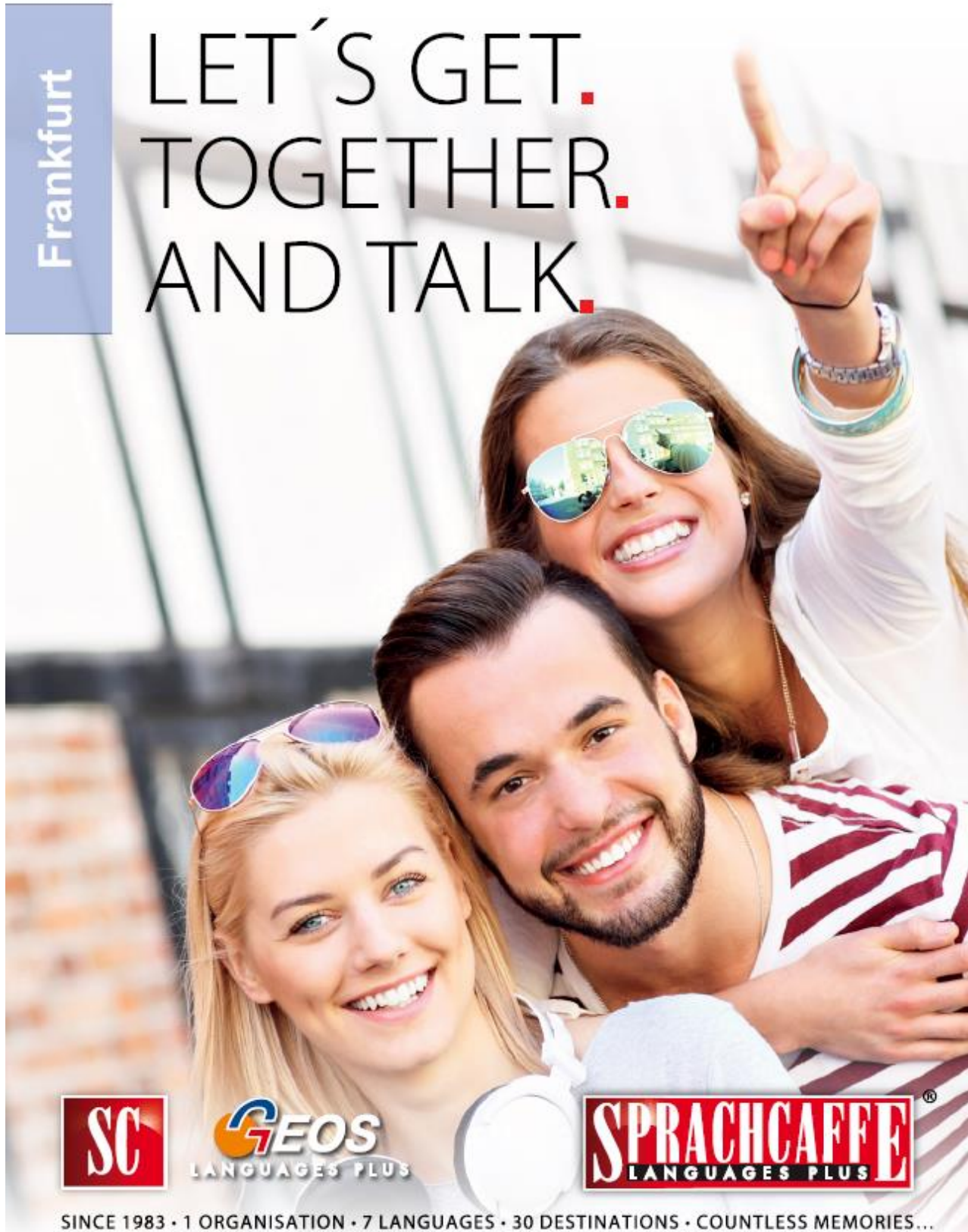


Frankfurt

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 to 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.** If you have any additional questions, we are glad to answer them from Monday to Friday 9:00am to 7:00pm on Tel.: 0049 (0) 69 6109 120, or info@sprachcaffe.com

We wish you a great holiday and lots of success

Your Sprachcaffe Team



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Preparing your arrival to Frankfurt

Please make sure to inform Sprachcaffe about your arrival details at least one week prior to your arrival. Please send your arrival details (including your flight number, the airline, the arrival time and your departure airport) to your Sprachcaffe Key account.

Frankfurt International Airport (Rhein / Main)

Frankfurt Airport is one of the world's most important air traffic hubs, ranking among the top ten in terms of passenger and cargo volumes. Every year, over 50 million passengers from around the globe pass through this city, plus more than 15 million visitors, meeters and greeters. Even though the airport is one of the biggest airports in the world, getting around is not difficult. The airport is well equipped with signs and information desks. From your gate you need to follow the signs to the luggage / baggage area, there you will find a sign which shows the flight numbers and the baggage bands where the luggage will be on. Grab your luggage and follow the exit signs. You might have to walk a bit because due to the size of the airport the walkways may be long. The airport is well connected to the public transportation system (single ticket = 4,65€). After finding the exit you have different options of how to get downtown and to the Sprachcaffe school:

- going downtown by Car

Car hire is available from Alamo, Avis, Budget, Europcar, Hertz, National and Sixt, with offices located in Terminal 1, Arrivals hall A and in Terminal 2 on level 3.

- going downtown by bus

Bus no.61 stops at Terminal 1 (Arrivals level, sector B) and at Terminal 2 (sector D). It will bring you to Frankfurt-Südbahnhof (south station). From there you can walk to the school, it takes 10-15 minutes. You can also get the U-Bahn 1, 2, 3 and 8 get off after one stop at **Schweizer Platz**. From there it is about 5 minutes by foot.

- going downtown by train

After going through customs and getting your luggage, just follow the signs to the "Regionalbahnhof". There you have to look for a ticket machine of the RMV (local train & bus organisation) where you press the button called "Einzelfahrt Frankfurt" Please note that you cannot buy a ticket inside the train and you may be charged 60,- EUR.

Take line S8 (direction Offenbach Ost) or S9 (direction Hanau Hauptbahnhof) to get to the "Hauptbahnhof" (main train station). The trip will take about 15 minutes.

From **Frankfurt Hauptbahnhof** take the "Straßenbahn" (tram) line 16, in the direction of "Offenbach Stadtgrenze". Get out at "**Schweizer- / Gartenstraße**", from there you need to keep walking along Gartenstrasse towards the river Main. The school will be on your left side.

Frankfurt Hahn

Since its establishment as a civil airport in 1993, Frankfurt-Hahn has become one of Germany's fastest growing airports. Within only ten years, Frankfurt-Hahn Airport has become one of the top-largest international airports (rank 11) and the fourth largest cargo-airport in Germany. Going to Germany with Ryan Air or some other low cost carrier you might end up at Frankfurt Hahn airport. You do not need to worry. This airport is much smaller than the Rhein Main Airport and therefore getting around is quite easy. Even though it is further away from the city, you will get to Frankfurt city quickly with a rental car or public transportation.

- going downtown by Car

Car hire is available from Alamo, Avis, Budget, Europcar, Hertz, National and Sixt, with offices located in Terminal 1, Arrivals hall A and in Terminal 2 on level 3.

- going downtown by Bus

After going through customs and getting your luggage, walk outside of the airport building. The bus station to F HBF will be in front of you. (marked with a "RYANAIR/Bohr" sign).

The trip takes about 105 minutes and costs 14,-€. From the Hauptbahnhof follow the instructions above.

You will find more information and the bus schedule under:

http://www.hahn-airport.de/default.aspx?menu=passengers_visitors&cc=en

Transfer

If you have **booked a transfer** from the airport to your accommodation, please note that our colleagues will welcome you at the airport. **Your driver will be waiting for you with Sprachcaffe sign after the exit of the baggage claim area. If you do not spot him immediately, please wait and don't go looking around.**

Make sure that Sprachcaffe is informed about your flight number and the arrival time. Should your transfer be delayed, we apologise in advance and ask for your patience. Our team will have to pick up several other students, and this might result in a slight delay.

Please be aware that Sprachcaffe cannot guarantee the transfer service if we are not informed about the exact arrival details one week prior to the departure.

If you have any problem during your arrival on Sunday or if you will be delayed, please call the following number: +49 152 214 71 842 (only reachable during arrival days)

We wish you a nice trip to Frankfurt!

Accommodation

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.

Your first address after arrival is stated in your voucher, it can be the address of your host family, your apartment, or the address of the school!

Please note:

If you have **mail** sent to Sprachcaffe, please make sure to put the address on as follows, in order to have it delivered correctly and quickly:

Student Name
 C/O Sprachcaffe Sprachschule
 Gartenstrasse 6
 D - 60594 Frankfurt

Please remember to let everyone know your new address when you leave Sprachcaffe, so mail will no longer be delivered to the school. The school staff can help you with this.

Apartment

Upon your arrival, please go directly to the school. You will be welcomed there.

Students will be asked to pay a key and security deposit of 100,-EUR upon arrival! The deposit will be given back after returning the keys on departure.

You will receive the address of your apartment with your voucher. However, all students have to **go to the school after the arrival** to pick up the key for the apartment. Your key will be handed out to you on the 5th floor.

Please note that the school is normally closed on Sunday. Therefore it is essential that we have your arrival time in order to make sure that someone will be there to welcome you and to give you the key to your apartment. After your arrival in Frankfurt, please proceed directly to your apartment.

Very important information

- Generally, a welcome can be arranged between 02:00pm and 08:00pm.
- If you plan to arrive before 02:00pm you need to have a confirmation from Sprachcaffe.
- If you arrive after 07:00pm you have to book a transfer service.
- Please note that if we are not informed about your arrival time in advance, we cannot guarantee accommodation on the first night.

On Sundays in case of emergencies - or if you will be delayed - please call +49152 214 71 842.

When choosing an apartment, you may get to experience a special kind of "shared living" for the duration of your holiday. You share the apartment (kitchen and bathroom) with other course participants who usually come from different countries. You can cook meals or exchange experiences in the fully equipped kitchen. Bed sheets will be provided, however you will have to bring your own towels.

This "apartment-sharing" is part of our concept of communicative learning and additionally gives you the opportunity to organise excursions, theatre and cinema visits with other course participants. If you have booked a double room, we will take care of finding the "right person" for you to share the room.

All apartments are available for course participants only and not for friends or relatives for matters of contract.

For additional stays, **which cannot be granted for free**, you need to have our confirmation. Therefore, we kindly ask you to contact us well in advance.

Please note that the apartments are not hotels, all course participants have to take care of the cleaning themselves.

Your fellow-lodgers would surely appreciate a clean lounge, kitchen and bath. We therefore believe that it is reasonable to ask you to wash up the daily breakfast and meal dishes.

We recommend that you and your fellow-lodgers make a plan so that the work can be shared evenly; Rubbish and empty bottles will have to be thrown out daily. Sprachcaffe only organises the basic cleaning.

You may want to invite your new friends from school to dinner. In this case, you should, however, talk to your fellow-lodgers first. You should respect their privacy and avoid unnecessary noise, especially late in the evening or at night; smoking in the apartment is prohibited!

Host family

Please travel directly to the family's home. The address is stated on your voucher.

Living together with a host family means living their life style! You will be able to practise what you have learned during the course and you will be able to shed your timidity while communicating with the family. The host family will certainly appreciate a present; by this we mean a small gift. The host family is very open-minded, helpful and welcoming to their guests.

In general, the families will introduce you to their habits on the day of your arrival, such as the handing over of the key or mealtimes. Usually, you share the bathroom with other members of the family and it is not allowed to use the kitchen for cooking. Please make sure that you always leave your room and bathroom in a clean condition and that you do not damage the furniture.

Please take this into consideration and avoid unnecessary noise, especially late in the evening and at night. We appreciate your understanding when asking you not to use the family telephone to call your family at home.

Please inform your host family beforehand if you will not be home for a meal, if you plan to go on a trip for a few days or if you are not staying at home overnight. Otherwise, your family will be worried unnecessarily!

Please note: None of our families allow the students to smoke in their rooms or in the house altogether.

Some host families have separate flats in the same building for the students!

On Sundays in case of an **emergency** - or if you will be delayed - please call +49 152 (0) 214 71 842 or call your family directly!

The school - Sprachcaffe Languages Plus

On the first day, **school starts at 8:30 am**. 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 your departure. On the first day of school you are informed of your group and the lesson will start immediately.

The school address is:

Sprachcaffe Frankfurt

Gartenstraße 6,
60594 Frankfurt

Phone: 0049 (0) 69 6109 1234

Fax: 0049 (0) 69 603 1395

Accommodation Manager: Susanne Schmid

Student Welfare: Fiona Haardt

School director: Georg Schulze – Eckel & Maximilian Münch

Opening hours: 09:00 – 20:30, from Monday to Friday, except public holidays and the Christmas break.

Emergency number: 0049 152 21471842

Languages spoken by the staff at the school: German, English, French, Italian, Japanese, Spanish, Turkish

Bistro, Snacks and Drinks: There is a coffee corner with a coffee machine and water dispenser. Apart from that, our school director makes sure that there is always a fresh pot of coffee available for students free of charge. There are several restaurants and snack bars a 5 minute walk from the school.

Internet room: You can use the student computer in the school or buy Wi-Fi for a small fee.

Study Room: A common room where students can do their homework and study is available on the ground floor.

Course material must be bought on the 5th floor when staying longer than one week. The fee is 15 Euros.

Please note:

If you have **mail** sent to Sprachcaffe, please make sure to put the address on as follows, in order to have it delivered correctly and quickly:

Student Name
C/O Sprachcaffe Sprachschule
Gartenstrasse 6
D - 60594 Frankfurt

Please remember to let everyone know your new address when you leave Sprachcaffe, so mail will no longer be delivered to the school. The school staff can help you with this.

The Lessons

All our teachers received vocational training, have a lot of experience in teaching and are well chosen by our school staff. The teachers are so-called “native speakers”, which means they teach in their mother tongue. The teachers are your advisers, competent and committed. The topics of the lessons vary. Our course teachers also incorporate current affairs into their lessons by using newspaper articles, which include socio-political topics, theatre or literature reviews. We consider communicating to be a valuable teaching method. It is, however, also necessary to teach grammar and vocabulary!

We will offer the highest quality language course during your stay with us. Our employees and teachers have vast experiences with students, especially with long- term courses preparing for examinations. However, please remember that the teachers cannot be fully responsible for your language acquisition. Only if you participate actively in the lessons and communicate in German in your free time you will truly benefit from your course.

We offer three different types of courses:

Standard course	4 lessons à 45 min
Intensive course	6 lessons à 45 min
Private lessons	2, 4 or 6 lessons per day à 45 min
Academic Term/Exam Preparation	4 lessons à 45 min

The course groups are formed by us according to the language level which means that the standard or intensive course participants are in one group each. A student may change into a lower or higher level after consulting the course teacher or following his recommendation. The maximum number of students in one group is 12 persons.

Lessons are not held on the following public holidays in 2018: 01.01.-06.01., 30.03., 02.04., 01.05., 10.05., 21.05., 31.05., 03.10., and from 25.12.2017 - 04.01.2019. Please note that lessons lost on public holidays, late arrival or early departure will not be replaced.

Generally your time table will look as follows (Mo-Fr):

Standard course:	09:00am - 10:30am & 11:00am – 12:30pm
Academic Term/Exam Preparation:	09:00am - 10:30am & 11:00am – 12:30pm (Intensive: 01:00 - 02:30pm)
Intensive course:	09:00am – 10:30am, 11:00am – 12:30pm & 01:00pm – 02:30pm

Please note!

In the unlikely event the school won't be able to create a group course due to not having enough students at the same time/level, smaller group courses or single lessons for a reduced amount will be provided instead: 20 lessons = 12 lessons, 30 lessons = 18 lessons. In the unlikely event of cancellation, all fees will be refunded. The minimum number of participants for examination preparation courses is 4 students."

Please note!

Due to organisational matters during summer, lessons might be held in the afternoon.

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 <http://shop.sprachcaffe.com/onlinetests/>. You can log in using your surname (or email address) and booking number (see our documents for the correct spelling).

The test can be done at any time up to 12:00pm (CET) on Friday before the programme 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. An unfitting class allocation.

You have 45 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!

Tips and Highlights in Frankfurt

Frankfurt has a large number of sightseeing attractions. One of its most famous museums is the **Goethehaus** (home of famous German author Goethe). Other famous attractions include: the **Jewish museum**, **Römer** (city hall), **Dom** (the cathedral), **Alte Oper** (old opera house), **Palmengarten** (tropical and botanical gardens), and **Frankfurt Zoo** (the largest zoo in Germany – and one of Europe's best). Highly recommended are also the city's many traditional Apfelwein-restaurants which can be found all over the city, mainly in Sachsenhausen close to the school. Please ask the Sprachcaffe Front Desk for more information.

Frankfurt is the fifth biggest city in Germany. Frankfurt am Main has gained enormous economic power – both within Germany and abroad – thanks to its position as a key transport hub and its status as a major venue for **international trade fairs** and other **business events**. Located in the middle of the highly productive Rhine-Main region in Germany, right at the centre of Europe, the city is the financial heart not only of Germany but also of the European Union, pumping Euros into the world economy.

Frankfurt's substantial political and cultural prestige is based on a fortunate history of decisive events. In 855, it became the election city for future monarchs. From 1562, the coronations of German emperors were held in the city's Cathedral of St Bartholomew. The Frankfurt Börse (Stock Exchange) began trading in 1585, moving to Börsenplatz, its current home, in 1879. In 1815, Frankfurt was declared a free city and part of the German Union, with the Bundestag, the Union's highest committee, located here. Frankfurt University, which took the name of the city's most famous son, Johann Wolfgang Goethe, in 1932, opened in 1914, just before the war that would forever change the face of Germany and indeed all of Europe.

If Frankfurt's political aspirations were dashed by the choice of Bonn as capital of the Federal Republic in 1949, the city has directed its post-war energies all the more wholeheartedly into its uncontested financial role. The modern skyscrapers of banks and corporations in the central business district are potent symbols of Frankfurt's economic strength and create a skyline that is more North American than European. 'Bankfurt' or 'Mainhattan' is home to some of the tallest buildings in Europe, including the 300m (984ft) Commerzbank tower, the tallest office block in Europe. These modern behemoths have replaced parts of the old city that were destroyed by Allied bombers at the end of World War II. However, examples of pre-war Frankfurt can still be experienced in the reconstructed buildings on the Römerberg, including the cathedral and the Römer – Frankfurt's city hall since 1405.

With the second busiest airport in Europe (after Heathrow) and a vital junction on the national road and rail network, Frankfurt is a focal point of international transportation and communication. Not only is the city home to the European Central Bank and many other banks but it also commands 6500 industry-related companies and oversees a burgeoning biotechnology industry, as home to the world's largest chemistry technology trade fair, AACHEM. The city also accommodates the moguls of the German publishing industry, as well as a number of companies involved in public relations, marketing, media and telecommunications. As Arthur Schopenhauer (1788-1860) commented in 1843, 'here, you see and hear what is going on in the world.'

Most of Frankfurt's visitors come for one of the numerous trade fairs, exhibitions and congresses. Among the largest on the international circuit are the **International Book Fair** (Buchmesse Frankfurt) and **AACHEM** (chemical engineering, environmental protection and biotechnology). But Frankfurt – to the surprise of many – has got another side to reveal to its focused business visitors. As the birthplace of Germany's most revered writer, Johann Wolfgang von Goethe (1749-1832), the city is at pains to impress with its cultural pedigree. Excellent museums, high-calibre performance groups and local festivals should entice the discerning guest away from the boardroom and the exhibition hall.

The city's climate is generally mild and well balanced with warm, occasionally wet, days in summer, when temperatures sometimes reach 30°C (90°F), and chilly winter days, when temperatures range between minus 10°C (14°F) and 10°C (40°F).

Feedback

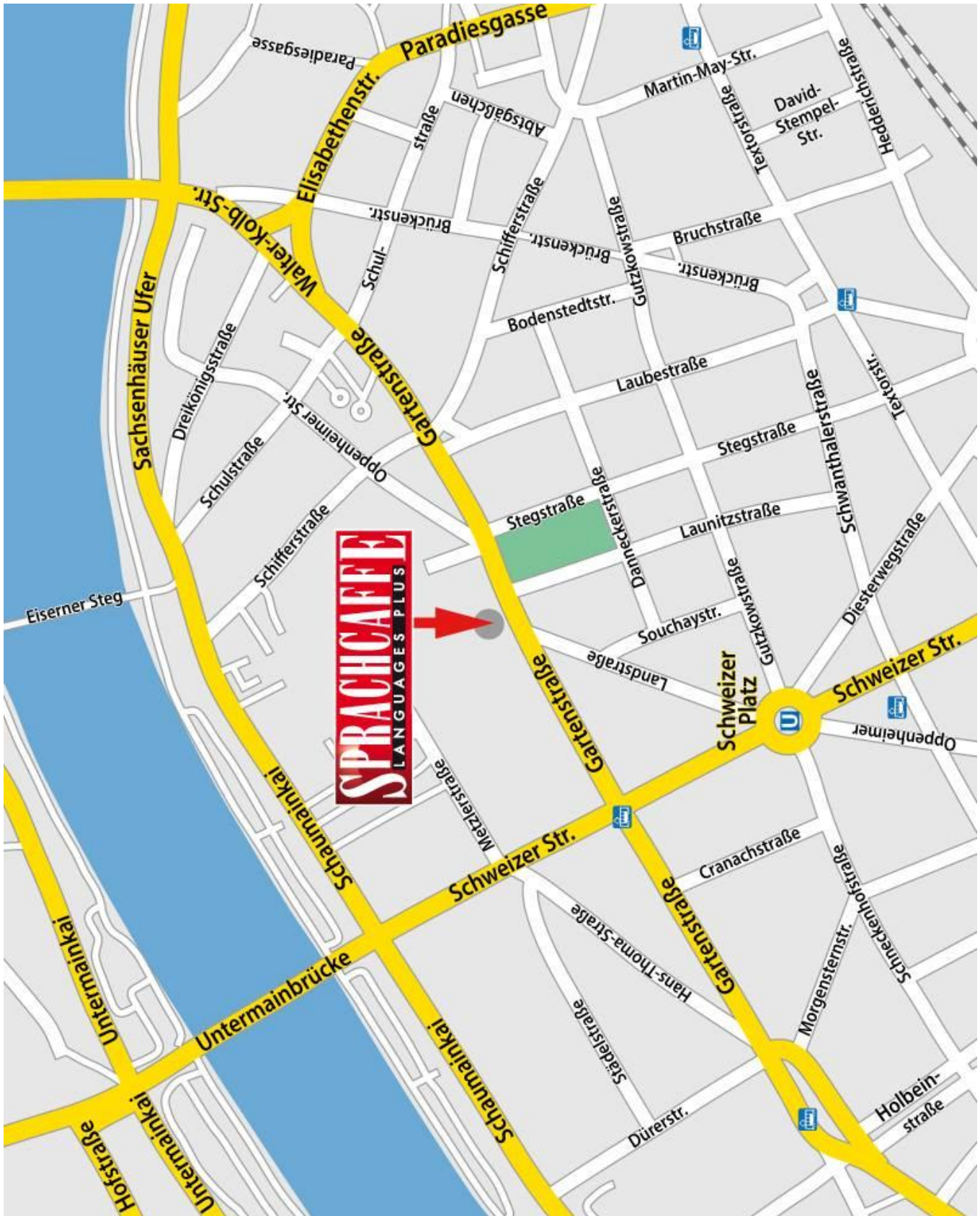
Before the everyday routine back at home sets in completely we would be very pleased if you could give us your feedback. As a participant you can tell us about your experiences. Just fill out the online form at <http://www.sprachcaffe.com/english/feedback.htm> We always welcome ideas, tips and constructive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

Address: **Sprachcaffe Languages PLUS**
Headquartes Gartenstrasse 6
D – 60594 Frankfurt/Main
Tel.: 069 (0) 6109 120
Fax: 069 (0) 603 1395
Email: info@sprachcaffe.com
www.sprachcaffe.com

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

**Your
Sprachcaffe Team**

School location



Checklist 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