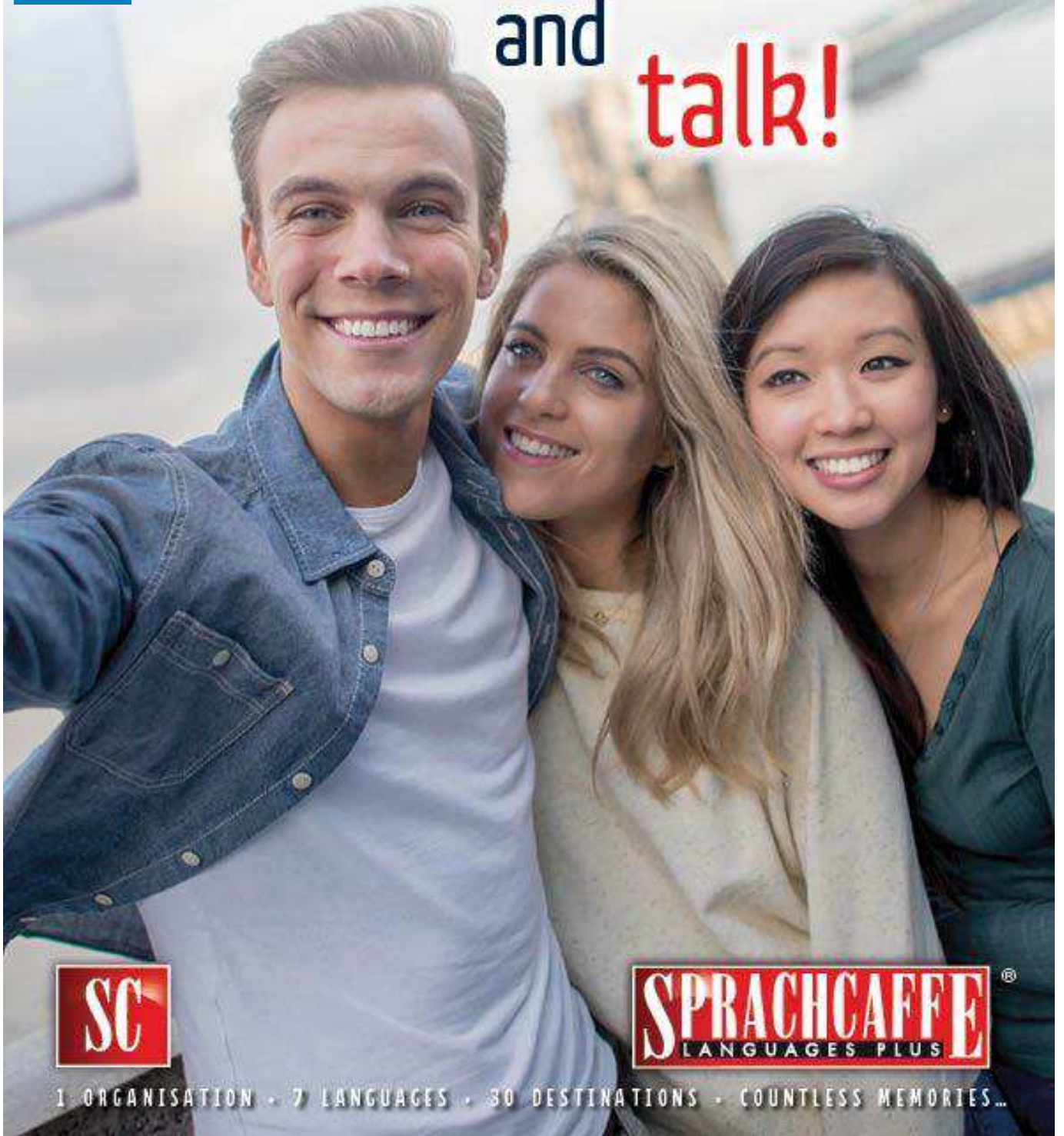


London

Let's get  
together  
and  
talk!



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**



## Content

<b>ARRIVAL</b>	<b>1</b>
TO LONDON EALING	1
FROM EALING BROADWAY STATION TO EDWARDS LANGUAGE SCHOOL	1
IF YOU HAVE BOOKED A TRANSFER	2
<b>ACCOMMODATION</b>	<b>3</b>
APARTMENTS	3
HOME STAY	3
THE SCHOOL AND ITS LOCATION	5
<b>GENERAL INFORMATION</b>	<b>7</b>
LANGUAGE TEST	7
<b>TOURIST INFORMATION</b>	<b>10</b>
LONDON	10
EALING – QUEEN OF THE SUBURBS	10
<b>FEEDBACK</b>	<b>11</b>
<b>LOCATION OF THE SCHOOL</b>	<b>12</b>
<b>CHECKLIST BEFORE DEPARTURE</b>	<b>13</b>
<b>CHECKLIST FOR RETURNING HOME</b>	<b>13</b>

## Arrival

### VISA

**Important note:** non-EU citizens should tell the immigration officers that they are visiting the country and intend to do a short language course as well during their stay (up to 30 days).

### To London Ealing

#### FROM HEATHROW AIRPORT

Take the Heathrow Connect train to Ealing Broadway station. The journey will take about 25 minutes and the single fare is currently £7.90 Please visit [www.heathrowconnect.com](http://www.heathrowconnect.com) for timetables. Alternatively, you can take the Piccadilly Line underground going towards Cockfosters and get off at Acton Town station. At Acton Town change to the District Line and continue to Ealing Broadway. This journey will take around 60 minutes and costs approximately £6. An alternative is to take a taxi direct from outside the terminal to Ealing, which should cost not more than £50.00 (this depends on the traffic).

#### FROM GATWICK AIRPORT

Take the Gatwick Express train to London Victoria station. At Victoria take the District Line underground (westbound) to Ealing Broadway station. The journey could take up to 2 hours and costs about £25-£27 altogether. A cheaper but slower alternative is to go to Victoria Station or Baker Street Station by Easy Bus.

#### FROM STANSTED AIRPORT

Take a train to Liverpool Street station. At Liverpool Street station go to the Underground station and take the Central Line to Ealing Broadway. This journey could take up to 3 hours and costs about £30.00 altogether. A cheaper, but slower, alternative is to go to Liverpool Street station by Easy Bus

#### FROM LUTON AIRPORT

There is a shuttle bus to Luton Airport Parkway station, from where you should take the First Capital Connect going to Brighton via London. Get off the train at Farringdon underground station and take the Circle Line to Paddington. Get off at Paddington and walk to the mainline railway station. From here you can take either the First Great Western or Heathrow Connect train to Ealing Broadway station. The journey will take about two hours and costs about £30 altogether. A slightly cheaper alternative is to stay on the Circle Line to Notting Hill Gate, where you can change to the Central Line for Ealing Broadway. You can also book the Easy Bus service via the internet or buy a ticket at the Easy Bus ticket point at the airport.

#### FROM VICTORIA COACH STATION

Walk (10 minutes) to Victoria underground station and take the District Line underground (westbound) to Ealing Broadway station. This journey takes about 30 minutes and costs about £5.

#### FROM St PANCRAS INTERNATIONAL STATION

Walk to King's Cross-St Pancras underground station and take the Circle Line to Paddington. Go to the mainline Paddington station and take the First Great Western or Heathrow Connect train to Ealing Broadway station, or stay on the Circle Line to Notting Hill Gate, where you can change to the Central Line for Ealing Broadway.

### **FROM EALING BROADWAY STATION to EDWARDS LANGUAGE SCHOOL**

#### Public transport

For up-to-date information on London Transport's network service, please visit <http://www.tfl.gov.uk/>. You can also use the 'Journey Planner' to plan your trip. As Ealing is one of the biggest boroughs of London, there are many railway stations with different services. Depending on where your accommodation is, you may choose the nearest station to your address by using the 'Journey Planner'. You can also find detailed maps on <http://www.streetmap.co.uk/>. Note that it is essential to obtain a London Transport 'Oyster card' as soon as you arrive, as tickets are far cheaper when paid for with this pre-payment card instead of cash: see <http://www.tfl.gov.uk/tickets/> for further information. Cash is not accepted on the bus.

On Foot

**The school is 5 minutes' walk from Ealing Broadway station.** At the exit of the station turn left, walk down to the traffic lights and turn left again – this road is called The Mall. Walk for about 5 minutes past the shops until you reach a pedestrian crossing with traffic lights. Cross the road, turn left, cross Florence Road, and you'll find Edwards on the right. Note that in Britain, **cars drive on the left**, so take extra care crossing the road.

**If you have booked a transfer**

You will be picked up at the airport and driven to your accommodation.

**If you have any problems at the airport, please call the school emergency phone number which you find below!**

**Please note that Sprachcaffe cannot be held responsible for your first overnight stay if we are not advised of your arrival dates or delays in time!**

**Students must inform Sprachcaffe about their arrival time and flight details at least 72 hours before the arrival weekend. Failure to do so may result in problems with the student's accommodation on arrival.**

**School Emergency number: +44 (0)79 13 76 44 79**

Note: The first (0) after +44 should be omitted when dialling UK telephone numbers from outside the UK or from a mobile phone with international roaming within the UK, when the international prefix +44 must be dialled first instead.

Students should also call the emergency number if there are any flight delays.

**PLEASE NOTE: The school is closed at weekends. The emergency phone should be used in cases of emergency outside working hours.**

**After your arrival please look for the driver with your name on a card. If you cannot see him please proceed immediately to the meeting point you see below and call the emergency number.**

London Heathrow:

- T1:arrival hall
- T2:arrival hall, by Heathrow Express Ticket machine
- T3:WHSmith shop
- T4:Costa Coffee
- T5:Costa Coffee

London Luton: Costa Coffee

London Stansted: Costa Coffee

London Gatwick: Costa Coffee



## 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-Accommodation Officer.**

The address of your accommodation is printed on your voucher. Please have it ready to hand over at the immigration desk at the airport of your arrival.

**Please note: The latest arrival time at the apartment is 20:00 (8.00pm)**

**Please make sure you do not arrive after this time. You will not be able to get in.**

### Apartments

Students staying at the apartments should make their way to 35 The Mall, Ealing W5 3TJ **Once in front of the apartment, students should call the School Emergency number: +44 (0)7913 764479 immediately. Please note that we do not have 24 hours reception and we do not work on weekends. After we receive your call there will be a person who will come within 10 minutes to open the door for you.**

Note: The first (0) after +44 should be omitted when dialling UK telephone numbers from outside the UK or from a mobile phone with international roaming within the UK, when the international prefix +44 must be dialled first instead.

Nearest Tube station: Ealing Broadway. At the exit of the station turn left, walk down to the traffic lights and turn left again – this road is called The Mall. Walk for 200m past the shops until you reach a pedestrian crossing with traffic lights. Cross the road, turn left, cross Florence Road, and you'll find the apartments on the right, next door to the school. Note that in Britain, **cars drive on the left**, so take extra care crossing the road. Students must inform their Sprachcaffe Key account about their arrival time and flight details at least 72 hours before arrival. Failure to do so may result in problems with the student's accommodation on arrival. Upon arrival students should call the emergency number should there be any flight delays or if no one is at the apartment. Check in time: 10:00am till 08:00pm. In case of late arrival we will ask you to pay an extra surcharge of £20.00.

Accommodation in the apartments is only available for students studying at Edwards Language School. You will be sharing the apartment and the facilities such as kitchen and bathroom with other international students. If you have booked a double room, we will try our best to find a roommate of similar age and interests.

Students staying at the apartments are expected to follow a set of rules which are displayed on notice boards. Please familiarise yourself with the rules upon arrival. The apartments are thoroughly cleaned once a week (at weekends). Please sort your rubbish and place it in the proper bins outside, following the instructions for recycling. Bed linen is provided, but students must bring their own towels and toiletries. If you would like to book an extra night because of your flight booking, you must inform us well in advance.

**Make sure that you vacate the apartment on the day your booking expires (check your voucher).** If you have booked until Saturday make sure you leave on Saturday! You are not allowed to stay until Sunday without booking an extra night, which needs to be confirmed by the school. Check out time is 1 p.m.

### Homestay

**Arrival time at the homestay accommodation is between 10am and 8pm**

**Departure time from the host family between 6.30am and 1pm (an extra 20 GBP will be asked if you arrive outside these hours)**

Home stay offers extra opportunities to practise English outside the classroom. Our homestay hosts are personally known to us and love to share their culture and home with our guests. They are very open-minded, helpful and very welcoming, with years of experience in accommodating foreign students. The host families are not always families in the traditional sense: they can sometimes be single people or elderly couples who will have a lot of time to spend with their guests and couples with or without children.

All homestays have been checked by our accommodation officer to ensure they meet our high standards. These comply with British Council standards and are monitored on a regular basis to ensure these high standards and quality of service are maintained.

On the day of your arrival, your hosts will give you a tour of the house or flat and provide you with information about keys, meal times and use of facilities such as the kitchen. They will also familiarise you with their house rules, which you must respect at all times.

Please inform your host about any allergies or health problems you may have at the beginning of your stay.

A **half board meal** plan will comprise of a continental style breakfast (often self-service): cereal/toast, fruit juice & tea /coffee; and a cooked, sit-down meal in the evening.

**Full board** will include a continental style breakfast, evening meal and a packed lunch:(small carton of juice or bottle of water, a sandwich and fruit or a packet of crisps/or chocolate bar.

**Please note** that the families do not wish their guests to use the kitchen, oven or washing machine. Please ask your family about the rules in their house.

The single bus fare from the host family to the school cost between £2.50 and £4.00.

**Please write down the telephone number of your homestay as well as giving them your number so you can contact them and they can contact you if and when necessary.** Please do not use their telephone without their permission and inform the family if you are not going to be home for a meal or are spending a night out. Friends should not be invited home without permission. Bed linen is provided by the host families, but students **must** bring their own towels and toiletries. If you don't bring your towels, the host family might lend you some for 10GBP a week, or you will need to buy some.

**While looking for the address of your host family on the internet, search the address by using the postcode. For example if the address of your host family is**

**Miss Smile**

**38 The Mall**

**Ealing,**

**London W5 3TJ**

**Open the link [www.streetmap.co.uk](http://www.streetmap.co.uk) , choose the option **Post Code** and enter W5 3TJ and press search. A map will appear on the screen with a big arrow pointing the address.**

**Please also remember that you will be charged for any damage made to family property.**

## The school - Sprachcaffe Languages Plus

For **morning classes** you should be at the school at **8:30am**. 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 given an induction to the school and local area after the lesson.

For **afternoon classes** please be at the school at **2.30pm**. The procedure is the same as for the morning classes.

### The school and its location

Our school in London is called **Edwards Language School**, which we acquired in 2004. The school has over 20 years' experience of teaching a wide range of English language courses to international students from more than 50 countries in Europe, Asia, Africa and South America.

Situated in Ealing, which is a 30 minute underground ride from central London, Edwards Language School welcomes over 900 students from all parts of the world every year. Throughout the year, we offer a wide range of courses including Cambridge Examinations Preparation and Business English. We can also arrange tailor-made courses for individuals or groups.

**Nearest Tube station: Ealing Broadway.** From Ealing Broadway Station on foot: turn left and walk down to the traffic lights. Turn left again. This road is The Mall. Walk down The Mall for 200m past the shops until you reach a pedestrian crossing with traffic lights. Cross the road and turn left. Cross Florence Road and you will find **Edwards Language School** on the right. There is a sign with the school name on it.

**The school's address is Edwards Language School – Sprachcaffe School**

38 The Mall  
Ealing, LONDON W5 3TJ  
United Kingdom  
Telephone: +44 (0)20 8566 3684  
Fax: +44 (0)20 8566 4911  
**Emergency mobile: +44 (0)7913 764479**

Note: The first zero (**0**) should be omitted when dialling UK telephone numbers from outside the UK or from a mobile phone with international roaming within the UK, when the international prefix **+44** must be dialled first instead. Within the UK all numbers begin with a zero '**0**', except the emergency services (police, fire, ambulance), which are **999** or the European standard **112**.

**Please note that on your first day you will need to pay a deposit of £30 GBP for your course book.**

There are 2 ways to get the book:

- 1) You can keep the book
- 2) You can rent the book. When you return it in good condition, we will deduct £7 GBP per week from your £30 deposit.

If you change class, you will need a new course book which you must pay for.

**Opening hours:** 9:00 to 18:15 from Monday to Friday, except Bank Holidays and the Christmas break.

**Emergency number:** 0044 7913 764479

**Languages spoken by the staff at the school:** English, Polish, Spanish, Italian, Hungarian, Romanian and Japanese.

**Cafes, Snacks and Drinks:** Students can use a coffee machine. There are several restaurants and cafes nearby.

**Internet room:** Internet corner with 3 computers and free internet access.

**Study Room:** A student lounge where students can do their homework and study is available.

**Book loan service:** The book collection is located in room Dover. Graded readers and books can be borrowed. A refundable deposit of 5 GBP is payable at the reception.

### The Lessons

The school has a team of qualified teachers who are friendly, helpful and very approachable. They enjoy sharing their ideas and are always keen to find out about the culture and lifestyle of the countries their students come from.

Edwards employs both modern and traditional teaching methods, where appropriate to optimise learning. Lessons are very learner-centred and take place in a relaxed and stress-free atmosphere.

### We offer five different types of courses:

Standard course	15 hours per week
Intensive courses	22.5 hours per week
Academic term	15 or 22.5 hours per week
Afternoon course	15 hours per week
One to one course	1, 2 or 3 hours per day

The course groups are formed by us according to the language level. A student may change into a lower or higher level group after consulting the course teacher or following his or her recommendation. The maximum number of students in one group is 15.

If there are fewer than 4 students in your class, the hours will be reduced. This is good for you because the lessons are private or semi-private and the learning is going to be faster. If this happens, the hours will be reduced as follows:

20 lessons become 12  
30 lessons become 18.

**Lessons are not held on these public holidays in 2018: 25.12.2017 - 05.01.2018., 30.03., 02.04., 07.05., 28.05., 27.08. 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.**

**In general, your timetable will look as follows:**

#### From Monday to Friday

Standard	Intensive	Academic term	Afternoon course
09:00 - 10:45	09:00 - 10:45	09:00 - 10:45	15:00 - 16:45
11:00 - 12:15	11:00 - 12:15	11:00 - 12:15	17:00 - 18:15
	13:00 - 14:30		
	or	or	
	13:00 - 14:30	15:00 - 16:45	
	15:00 - 16:45	17:00 - 18:15	

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

**Please note!** Due to organisational matters during high season lessons might be held at different times.



### 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 test in advance will allow you to start your lessons as soon as possible.

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) Friday before the programme begins. After that 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 test 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 45 minutes to do the test 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!

## General information

The United Kingdom is made up of four constituent countries: England, Scotland, Wales and Northern Ireland. It occupies all of the island of Great Britain and the northeast part of the island of Ireland, sharing a land border with the Republic of Ireland. The United Kingdom is bounded by the Atlantic Ocean, and its ancillary bodies of water, including the North Sea, the English Channel, St George's Channel, and the Irish Sea. The United Kingdom is linked to France by the Channel Tunnel.

## Geography

With an area of about 242,000 sq km (93,000 sq miles), Britain is just under 1000 km (about 600 miles) from the south coast of the island to the far north of Scotland, and just under 500 km (300 miles) across at its widest point.

## Population

The approximate population of the United Kingdom is 60.9 million (England 51.1 million, Wales 2.9 m, Scotland 5.1 m, Northern Ireland 1.8 m). The population density in England is much higher than the rest of Great Britain at 375 people per sq km.

## Language

English is the main language spoken in Britain and is also one of the most widely used languages in the world. Approximately 310 million people speak English as their first language with a similar number speaking it as a second language. The English language has spread to all corners of the globe (essentially due to the British Empire from the 18th to the early 20th centuries) and has thus become the business language of the world. Worldwide, it is taught as a second language more than any other.

Modern English derives primarily from one of the dialects of Anglo-Saxon but has also been greatly influenced by other languages, particularly French. There are many regional dialects and varieties of English.

## Cuisine

The openness of British diners to foreign cuisines has also meant that British cooking does not enjoy as high a profile as other nations' culinary traditions. More recently, a new style of cooking called Modern British has emerged that combines traditional British ingredients with foreign culinary influences. However, the Full English breakfast remains an enduring tradition for many, despite the increasing popularity of the continental-style breakfast, or no breakfast at all, for busy workers. Tea and beer are typical drinks. Cider is produced in the West Country, and the south of England has seen the small-scale reintroduction of vineyards producing high-quality white wine.

## Hotels, bars and clubs

Students under 18 may enter a public bar or public house accompanied by an adult to drink soft drinks only, at the publican's discretion. Students must be at least 18 years old to buy or drink alcohol. You may be asked to provide proof of age if you appear to be under 25. The legal age for purchasing and smoking tobacco in Britain is also 18 years old. Note that smoking is now banned in all enclosed public spaces.

## Electricity

Electrical appliances in Britain are rated at 220–240 volts, and 50 Hz. Electrical adapters may be purchased in Britain if necessary. Video recorders play PAL format tapes and the DVD coding is region 2.

## Money

The UK currency is the British Pound or £ sterling (GBP).

It is best to exchange money or cash travellers cheques at any bank (there is one in each of the large airports and several in the main street of every town), or at a large travel agency with an exchange desk. Your school will be able to advise you of the most convenient one. It is better not to change money at a small exchange bureau (usually situated in the tourist areas of the town), because they usually charge a high commission or have a bad exchange rate.

Long-term students can open an account at some banks. The school will be able to advise you of the nearest bank that you can use.

US dollars are NOT an acceptable form of payment in the UK. Like euros, the dollar is a foreign currency here, and visitors carrying dollars should exchange them for sterling at a bank or travel agent. This, of course, incurs commission charges, and it is therefore advisable to try to obtain sterling before coming to the UK, or withdraw cash from the cash dispensers ubiquitous throughout London.

VAT (Value Added Tax) of 20% is payable on most items bought in shops (with the exception of non-luxury items such as basic foodstuffs, children's clothes, books and so on) as well as things you receive bills for, such as telephone charges.

## Tourist information

Further information can be found at <http://www.londontown.com/>.

### London

London is a vibrant city full of history and culture – the ideal place to learn and study English. After your language course is finished for the day there are numerous attractions to visit in London including **Buckingham Palace**, the **Houses of Parliament**, **Big Ben**, the **London Aquarium**, the **London Dungeon**, **Madame Tussaud's**, the **London Eye**, **Westminster Abbey**, **St Paul's Cathedral**, **London Zoo**, and the **Tower of London**.

The Changing of the Guards usually takes place at **Buckingham Palace** every day. The Palace is open in August and September, when the Throne Room, Picture Gallery and State Dining Room can be visited.

The **London Eye** is the world's tallest observation wheel at 135 meters high. Located on the south bank of the River Thames, it offers unrivalled views over London. It provides a 30-minute, slow-moving 'flight' over the city with spectacular views.

**Madame Tussaud's** has a superb collection of wax figures of famous people, past and present.

**St Paul's Cathedral** is one of the world's most famous cathedrals. Built between 1675 and 1710, the cathedral was the creation of Sir Christopher Wren. Its iconic dome still dominates the London skyline and visitors can climb 530 steps (85 metres) from the cathedral floor to the Golden Gallery for breathtaking, panoramic views of the capital. The Whispering Gallery is 30 metres above the cathedral floor while there are tombs and memorials of historic figures in the elegant and spacious crypt below.

Throughout its long history, the **Tower of London** has served as royal palace and fortress, prison and place of execution, arsenal, royal mint, menagerie and jewel house. You can discover its long and eventful history, its buildings and collections including the Crown Jewels and Royal Armouries. Visitors are taken on guided tours by the 'Beefeaters' and can see Traitors' Gate, and the famous ravens.

**Westminster Abbey**, one of Britain's finest Gothic buildings, is the scene of coronations, marriages and burials of British monarchs. Visitors can see the coronation chair, royal tombs and the tomb of the unknown warrior.

**London Zoo** in Regent's Park is one of the world's most famous zoos and home to over 600 species of rare and beautiful animals, including tigers, venomous snakes, penguins and piranhas.

### EALING – Queen of the Suburbs

Ealing, known as 'Queen of the Suburbs' with its many parks and trees, is one of London's greenest boroughs.

There are excellent local amenities including the Ealing Broadway Shopping Centre, a well-stocked library, sports facilities, theatre, plenty of restaurants offering a wide range of international food, internet cafes and, of course, lots of traditional English pubs!

The world-famous Royal Botanical Gardens at Kew, the River Thames, Hampton Court and Osterley House are just a few of the interesting places in the area, whilst Windsor Castle and the city of Oxford are only an hour away by train from Ealing Broadway mainline station.

With its many underground, bus and rail links to central London and to Heathrow Airport, Ealing is an easy place to reach and a very pleasant place to stay and study.



## Feedback

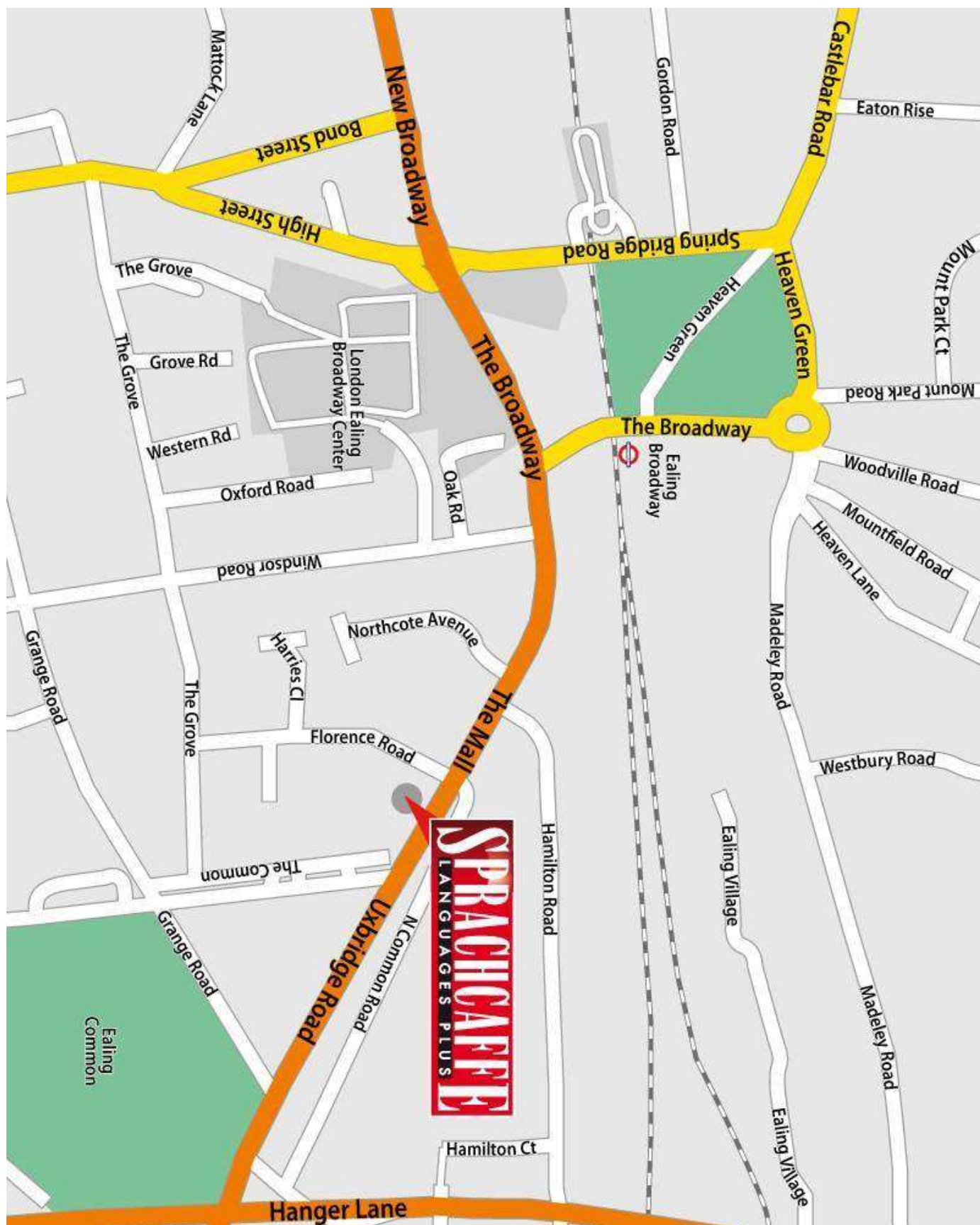
Before the everyday routine back at home sets in completely we would be very pleased if you could give us your feedback. As a participant you can tell us about your experiences. Just fill out the online form at <http://www.sprachcaffe.com/english/feedback.htm> We always welcome ideas, tips and constructive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

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

**Your Sprachcaffe Team**

## Location of the school



## 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

### Insurance

- 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