**General lesson information**

Location:

The lessons take place at various locations. The best location is decided on in consultation with the group or individual student.

Lesson days and times:

Lesson days and times are decided on together with the group or individual student and are confirmed by mail.

Payment:

Please transfer the payment within 30 days of the invoice date to the bank account number noted on the invoice and stating the invoice number.

Materials:

Various materials are used in the lessons. I am a big fan of Raymond Murphy’s ‘Essential Grammar in Use’. It offers clear, in-depth and practical support to the grammar given in the lesson books. In the group lessons I use various levels of the ‘Life’ series - a range of combined lesson and workbooks published by Cengage/National Geographic. I also use reading books from my own extensive collection, secondary school practice texts, poems, speech exercises and lots more.

In the private lessons and extra English lessons the materials are chosen together. I have given ‘Business English’ courses, read Shakespeare, done multiple spoken and written exercises, read newspaper and magazine articles the student brought to the lessons and used and explained materials brought from school. The lessons are completely made to measure.

I often use Fros van der Maden’s ‘Nederlands nu!’ for the NT2/Basic Dutch lessons. This book offers a complete, useable and perfect self-study course book for those new to the Dutch language. I also use my own large collection of reading books for these lessons as well as extra materials where necessary.

What should you bring to the lessons:

Enthusiasm!

Lesson books will either be bought by me or the student.

Otherwise pens, pencils, your own lesson materials, paper and an A4 file of notebook are handy. You may write in your lesson book, but if you would rather not, bring enough paper or an extra notebook to write down new vocabulary.

If you have them, dictionaries are a great help for doing your homework.

Cancelling:

If you are unable to attend the lesson, please notify me on time so that I can inform the other students, in the case of group lessons. The lesson will be cancelled if there are fewer than 2 students, but may be moved to a later date in consultation with the other students. Private and extra lessons will be moved to another date or skipped completely.

Late cancellation will result in the lesson being charged.