

VADEMECUM

Contact Information

School Name: SCUOLA PORTA D'ORIENTE – Italian Language School
Address: VIA A. PRIMALDO 70 - 73028 OTRANTO (LECCE) ITALY
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Professional Associations/Affiliations

- recognized by the UNIVERSITY FOR FOREIGNERS OF SIENA AS SEAT OF CILS AND DITALS EXAMINATION
- recognized by the UNIVERSITY FOR FOREIGNERS OF PERUGIA AS SEAT OF CELI EXAMINATION
- C.S.N. in Sweden – National Council for Loans and Grants
- BILDUNSURLAUB in Germany

OVERVIEW

Minimum age (adult classes)	16
Minimum age(children classes)	4
Maximum class size (only July and August)	9/10
Medium class size	5/6
Number of levels	4
Beginners accepted	Yes
Internet for students	Yes, free
Coffee machine	No
Library for students	Yes
TV, stereo, videotapes, music tapes, CD-ROMS	Yes
Average age of the students	Between 30 and 60 years old

Of course, many of our students come from the European Community, yet many come from as far away as Australia, Japan and the United States. We have welcomed a huge variety of nationalities including Argentinean, Austrian, Belgian, Brazilian, British, Canadian, Croatian, Danish, Dutch, Egyptian, French, German, Irish, Korean, Mexican, Norwegian, Polish, Portuguese, Russian, Slovenian, Spanish, Swedish, Swiss, and Thai.

OUR USUAL TIME TABLE

08:30/9.00	Starting of the lessons
09:00 – 10:30	Reserved to Group courses lessons
10:30 – 11:50	Coffee break
11:50 – 12:40	lesson
12:40 – 15.00	Lunch break
15.00 – 18.00	One-to-one and Intensive and Culture courses

This time-table may change according to the school needs. On some occasions, group classes may be scheduled in the afternoon

THE 4-LEVEL PROGRAM

The *Formation Program* is divided into 4 levels and allows students to reach the “threshold level”, the level of communicative competence according to the Modern Language Project of the Council of Europe.

Formation:

(1 st level)	Absolute beginners or Elementary	(2 nd level)	Intermediate
(3 rd level)	Advanced	(4 th level)	Specialization

Each level last four weeks. However, completion of a particular 4-week course does not guarantee advancement to the next level. Language learning is not a mechanical endeavour. It is an academic endeavour which also

involves a personal and psychological component. Some students have elected to repeat a particular level or delay advancement by a week or two, so as to continue study and practice of particular structures. Since our program is developed by a communicative-based approach, our materials, activities and tasks are quite extensive and it is rare that the student will repeat the same activities, using the same materials. We have designed our program with this in mind.

Most of our students take full advantage of the authentic materials we use in the classroom and the communicative activities and tasks we employ, which often extend out of the classroom and into the students' free time.

OUR COURSES

- Italian language and culture courses in group (20 hours / week)
 - Conversation course or Italian for tourists (10 hours / week)
 - Intensive plus 1 course (25 hours per week: 4 + 1 hours)
 - Intensive plus 2 course (30 hours per week: 4 + 2 hours)
 - Private tuition (Students can choose the No. of lessons)
 - Two-to-one tuition (group of 2 students)
 - Courses for children
 - Courses for teachers of Italian
 - CILS course (official diploma of Italian as foreign language)
 - CELI course (official diploma of Italian as foreign language)
 - Cooking course
 - Mosaic course
 - Painting course
 - Sculpture and terracotta course
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- **Italian for special purposes.** 4 lessons of grammar/conversation per day + 1 lesson or 2 lessons of Italian for special purposes:
 - Italian literature
 - Italian art
 - Italian cinema
 - Italian for business
 - Legal Italian
 - Italian for theologians
 - Italian for computer
 - Italian for medicine

CULTURAL PROPOSALS

- Cultural guided tours in Italy (Apulia) - 1 week (2 guided tours in Salento; 1 afternoon of cooking class; seminary about the traditional music "Pizzica" and the anthropology of "Tarantismo")
- Cultural guided tours in Italy (Apulia) - 2 weeks (3 guided tours in Salento; 2 afternoons of cooking class; seminary about the traditional music "Pizzica" and the anthropology of "Tarantismo")

Minimum course length	01 week
Maximum course length	24 weeks
Lesson hour	50 minutes
Classes take place	Monday through Friday
Each level lasts	4 weeks
Entrance test	Compulsory on the first day
Final exam	On request
Absolute beginners	Must respect the starting dates scheduled

FIRST DAY OF CLASS – NEW STUDENTS (every 2 weeks)

8:30/9:00 am – Test

First, all new students take written exam (2 hours available).

13:00 am or in the afternoon - Welcome Address

This quick speech includes brief introductions, review of agenda(s) for coursework, extra-curricular activities and other programs; solicitation of feedback on all points of service and communication and review of all important points and highlights.

It is an outstanding opportunity for students to prepare themselves for the coming week(s) by understanding in detail our teaching program and methodology. Students are welcome to ask questions to fully understand the upcoming learning opportunity. It is also another excellent networking opportunity with their fellow students.

Afternoon - Guided Tour of Otranto

Hosted by Activities Coordinator, this is an opportunity for all students to get a "feel" for the town and begin to learn more about their surroundings including historical points of reference, favourite restaurants and other "hot spots", logistics, etc.

Which materials do you use in the lessons? Our text and exercise books have been developed by our school. These books are used in conjunction with the teaching material that is produced by the teachers according to their long experience. Various authentic materials have been collected and are used during the course: video-cassettes, cd roms, newspaper articles, films, songs, literary texts.

Is the teaching material included in the course price? All text books and other supplies are provided by the school, but you are expected to bring your own dictionary.

Which teaching method do you use? The service of reception and didactic orientation offered by the tutors is based on the didactic principles of the "project work": upon their arrival the students will determine with the teachers the level of their linguistic knowledge. The teachers will help the students clarify their real purposes and they will plan together the stages of "the learning-project". The teacher has a role of organizer, guide and animator of various phases of the learning-project which includes only the institutional course but also the personal activities carried out of the course. The purpose is to allow students optimum time for linguistic learning and avoid the dispersion of useful energies.

The main characteristic of the school is the personal and informal atmosphere and the helpfulness of the staff both during and outside the lessons. For this reason classes are small because we think this helps students to overcome shyness and encourages their involvement in the class.

Which is our teachers qualification? The teaching staff consists of experienced, university-trained professionals with a solid experience in the teaching of Italian as a foreign language. Some teachers have worked abroad with students of very different nationalities and levels and have acquired a particular sensitivity to the specific demands of every participant.

Which course certificates do students receive? At the end of each course, students with regular attendance receive the certificate of attendance indicating the level of proficiency attained.

The school is seat and preparation center for the CILS-certificate (officially recognized by the University of Siena) and for the CELI-certificate (officially recognized by the University of Perugia) certifications of Italian as foreign language officially recognized by the Ministry of Foreign Affairs.

THE FREE-TIME ACTIVITIES PROGRAM

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| • Movies (free at school) | • Guided visits (paid) |
| • Lectures and seminars (free at school) | • Excursions (paid) |
| • Music listening (free at school) | • Dinners (paid) |
| • Guided tour of the town (free) | |

GUIDED EXCURSIONS

Generally, our excursions will take you to places which are not included in the excursions most travel agencies offer. We prefer to take students to the truly special places, off the beaten track, the places normally only the "locals" know about, the places where normally tour buses never go. To take part to the activities the participation fee should be paid 1 day before by the Secretary of the school. Duration: 5/6 hours. Price: 35 euro.

LA GRECIA SALENTINA (THE GREEK PART OF SALENTO)

Guided tour to some of the 9 villages where old Greek is still spoken:

- Visit to the most beautiful **Greek-Byzantine Churches** (S. Stefano, S.Caterina, the second biggest church in Italy with more frescoes after the Basilica of Assisi): analysis of the Byzantine frescoes on which the painting of Giotto and Cimabue was based.
- Visit to the historical centres: analysis of the **Greek Conception of the Town and life** in this area.
- Visit to a "**Trullo**" analysis of its building and of its symbolic conception.
- Visit to Soletto, the **Town of the Witches**; Corigliano with its **beautiful Castle and the Lucchetti Arch** full of strange and old symbols of the '500;
- Visit to Sternatia, the Greek town where the Greek old traditions are still alive;

- Visit to an **underground olive oil-mill** of the XVI Century: analysis of olive-oil production (entrance 1 Euro);
- Visit to Melpignano with its old monastery and the charming square.

GUIDED TOUR OF THE SOUTH COAST

The remains of the monastery of **S. Nicola di Casole**: the 2nd biggest library of the XI century in the Mediterranean area, the first students' house in Europe, very important centre for the Greek and Byzantine cultures. Umberto Eco took the idea for his book "the Name of the Rose" from this monastery; Visit to the **fortified farm houses** of the XV century: understanding how they got the form of fortified castles to defend against Turkish invasion in 1480. Stops to admire the landscape: the cliffs are often lofty and inaccessible, yet they teem with caves and gorges that form a jagged coastline. Visit to **Porto Badisco** (charming little bay) where Eneas landed to go to found Rome; Visit to S. Cesarea Terme: Arab style town, Castro and grotto Zinzulusa, boat-tour to the **Grotta Azzura** (where the colour of the sea is deep-blue) and the Pigeon's Grotto (entrance 3 Euro).

GUIDED TOUR OF THE NORTH COAST

the beautiful beaches of the South Coast, Alimini Lakes, S. Andrea and its beautiful landscape: little bays of white sand and cliffs, S. Foca and the archeological site. The coastline is dented with narrow strips of sandy shore, once bordered with sand hillocks covered by a glory of psammophyious (sand vegetation) plants. Lying at the feet of precipitous cliffs are enchanting little beaches that change shape according to the irregular and impulsive rhythm of the waves beaten back by the cliffs.

GUIDED VISIT OF THE TOWN OF LECCE

Called the Florence of South Italy, known for its Baroque style; visit to the most beautiful churches and analysis of the Baroque conception of life; visit to the Roman amphitheatre and theatre, visit to a Papier Mâché laboratory to see how the statues are built.

OLIVE-OIL AND WINE ITINERARIES

The wine and olive oil itinerary; visit to a Winery and a modern olive-oil mill: free tasting and explanations held by the wine and olive oil making experts about the techniques of wine and olive oil production.

Weekly activities

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| - guided visit to the town of Otranto: | free |
| - Seminar about Tarantism and popular music called "pizzica": | free |
| - Italian cinema: a film will be projected: | free |
| - Italian song: listening to Italian songs: | free |
| - Course of home-made pasta: | € 20 |
- (orecchiette, pizzareddhi, sagne torte, gnocchi, tagliatelle)*

National Holidays

Our school is closed on the following national and local public holidays: Easter Monday, April 25th (National Holiday), May 1st (Labour Day), June 2nd (Republic Day), August 15th (Assumption Day, called "Ferragosto"), November 1st (All Saints). Lessons are not held, not made up and not refunded.

ACCOMMODATION

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| • Single or double room in shared apartment | • Hotels |
| • Independent apartments | • Holiday farms and residences |
| • Home-stays | • Luxury villas and "masserie" |
| • Bed and Breakfast | |

All of the accommodations available through the school have been selected for comfort not for luxury, and location. Most accommodations are within 15 minutes walking distance from the school.

Since all accommodations are privately owned and operated, there are minor differences in amenities, but all meet a standard level of quality. In matching housing needs with what is available, everyone must keep in mind the cyclical and limited nature of housing resources in Otranto especially in the high season July and August. The *sooner* you communicate housing needs, firm registration and deposit, the *better* we can respond. Accommodation in July and especially August should be reserved well in advance because of the high season.

All the apartments are near the centre (the school) and the sea at a distance of max. 15 minutes walk.

Availability

Housing reservations run from the Sunday evening before the beginning of the course to the Saturday morning (9:00 am) at the end of the course. If you need to arrive a day earlier or to stay a day longer, please contact the school for help with extra accommodation arrangements. Different arrival or departure days must be confirmed in writing.

Shared Apartments

You share the apartment with other students. Shared apartments have a common kitchen and shared bathroom(s). We recommend shared apartments as a great way to facilitate social/personal interactions with fellow students. In the fully equipped kitchen you can prepare your meals separately or together with your flatmates and fellow students.

Electricity, gas water, local costs and taxes are included in the price. There is no telephone and no washing-machine in the apartment. Italy uses a 220 Volts/AC system. Plugs may differ from those in your home country and it's possible that you need an adapter.

You and your fellow-lodgers are expected to keep your apartment clean, although every two weeks an employee will clean the common areas (bathroom and kitchen) and change the bed linen.

Please note, that we may request a deposit of 100 Euro for shared apartment accommodation. This deposit must be paid in cash at the arrival and will be refunded on your departure, less reparation costs if needed.

Be aware that if you book apartment accommodation, you will most likely have to eat out the first evening as all supermarkets are closed on Sundays.

Independent Apartments

We have a limited number of independent apartments available for those who prefer a private accommodation. They are for 2 people or a family. Frequently however, we have single students who prefer the privacy of their own apartment and these apartments are also made available to them on a first reserved, first served basis. Private apartments are more comfortable than shared apartments and therefore more expensive. Prices are available on request. Please note that the private apartments must be reserved well in advance and the prices may vary depending on the city and season.

Home-Stays

Available with single or double rooms, we have a limited number of families, couples and single adults who make available rooms in their residence. Many are available with boarding options (meals), which include breakfast only, lunch or dinner on request. Italian eating habits can be rather different from your own. Breakfast usually only consists of coffee or tea and bread, butter, marmalade. Hand-washing of clothes as well as the use of the ironing board is permitted with no extra charge. The use of the washing-machine is not included, but arrangements can be made between the landlord, the school and the student.

The minimum standard equipment in an apartment is:

KITCHEN	BATHROOM	BEDROOM
stove	sink	single or double bed
refrigerator	cup	2 pillow cases
table and chairs	commode	2 sheets per bed
6 plates	bidet	blankets
6 cups	Shower or bathtub	closet
6 sets of cutlery	cabinet	hangers
1 tea pot	1 water heater	small desk and chair
1 coffee maker		bedroom rug
pans		

- Bed linens are provided every two weeks.
- Cleaning of the common areas: every 2 weeks; cleaning of room at your departure
- Apartments are equipped with TV.
- No air conditioning or telephone/Internet line. Heating not included, on request. Towels on request.

HOW TO GET HERE:

Closest Airport (120 KM): BRINDISI

Closest Train Station (60 KM): LECCE

How far is Otranto from:

	<i>By plane</i>	<i>By train</i>	<i>By car</i>
<i>Rome</i>	1 hr	6 hrs	5 hrs
<i>Milan</i>	2 hrs	11 hrs	9 hrs
<i>Florence</i>	1.20 hrs	8 hrs	6 hrs

BY PLANE

Getting from the airport or from the train station

The nearest airport is Brindisi” (about 100 kilometres away from Otranto). There are weekly scheduled flights from many European cities and several daily flight connections from Rome, Milan, Naples Bologna, etc. In addition, there are also several “charter” flights. We suggest you get more information at your usual travel agency.

From the airport to Otranto, there are several public buses to Lecce; the bus take about 90 minutes. From Lecce you can take a bus or train to Otranto. On Sunday, only during the low season, there are no trains from Lecce to Otranto. Tickets may be purchased at the bus station and buses leave nearly every hour during the high season and obviously less during low season.

The Otranto bus and train station is a 10-minutes walk from the centre of town.

BY TAXI PICK-UP SERVICE

We offer an airport pick-up service from the Brindisi Airport and Lecce train station to Otranto. This service must be reserved at least one week in advance. All flight changes or late flights must be immediately communicated directly to the following tel. number (0039 338 4562722). This service is not cancellable within 48 hours of your arrival.

Taxi airport pick-up is available for both individuals and groups.

CAR RENTAL

Car Rental is available in Otranto or from the Brindisi airport. Rates vary slightly from one company to another.

Arrival date and time We need to be informed at least 4 days in advance of your arrival day and time. Therefore, upon receiving the accommodation address, you have to contact the school (by telephone, fax or e-mail) to communicate the date and time of arrival in order to make the waiting time for both parts as short as possible. If there is no communication, you will be expected to arrive in the evening, after 5:00 pm.




Important Payment Information We cannot accept credit card payments on these services (accommodations and extra activities).

The payment of the accommodation must be done the first day of your arrival.

ALL FINAL PAYMENTS MUST BE COMPLETED WITHIN 24 HOURS OF YOUR FIRST DAY OF CLASS.

Practical information about the town You will be given a Card; with this card you have a discount of 10% in some shops, restaurants and sport centres. In Otranto there are 6 Supermarkets, 3 banks where you can use your bancomat, 3 sport-centres (closed during the summer). There are also 3 scuba-diving schools. Endless are of course the possibilities of sea sports: sailing, water skiing, swimming, diving.

What about the climate? Otranto has a typical Mediterranean climate. Summer is quite warm, with hot weeks in July and August. Spring and first autumn are milde. In winter temperature is from 5 to 15 degrees. The best period to come is April, May-June and September, October.

Average Temperature in °C	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	12.0	12.4	13.7	16.5	20.4	24.8	27.3	27.5	24.9	20.6	16.8	13.6
	7.1	7.2	8.2	10.4	16.8	17.8	20.2	20.7	18.5	14.9	11.6	8.8
	9.6	9.9	11.0	13.5	17.1	21.3	23.8	24.2	21.7	17.8	14.2	11.2

What about public transports? Otranto is well connected by a bus and train service with Maglie, a bigger town and shopping centre and with Lecce, the main town of the area known for its artistical beauty. From June to September in Otranto there is a bus service with air conditioning that links Otranto with most famous seaside resorts on the coast. You can also rent a bike to do the tour or a scooter at a special price.

Are there restaurants in Otranto? In Otranto you can find several restaurants, pizzerias and pubs for the night-life. If you want to taste the typical cooking you can go to the “agriturismi” that with about 12 euro they will serve you a complete meal all included. For a fast snack we suggest you one of the bars called Blue Bar along Corso Garibaldi, the main street of the historical centre. Here you can find all types of snacks and appetizers at a special price because you are a student of our school.

Where can I go shopping? In Otranto there are supermarkets, groceries, bakers’ and all the main shops where you can buy local specialities like wine, cheese or ham. There are also a lot of shops that sell clothes, shoes, sunglasses etc... Shops are open from 8,30 in the morning to 13.00 and from 16,30 to 20,30. They are closed Thursday afternoon and on Sunday during the low touristical season; they are always open from June to

September. Typical of Italy are the **weekly markets**, usually offering special genuine products and clothes at cheaper prices. The market in Otranto is each Wednesday in the morning.

Is there a post office? The post office is in via Giovanni Paolo II. It is open from 8.30 to 13.30.

Is there a public telephone? Besides the public telephones in bars and the phone boxes you can use with a phone card purchasable at tobacconists' or newsagents'.

Is there an Internet point? You can use Internet at school for free. The cost to print or photocopy a page is 0,25 cents. In the centre there are several internet points where you can use internet at a price of 3 Euro per hour.

Is there a touristic office? In Otranto there are 3 Touristic Offices, one of these is in the centre.

Is there a travel agency? There are 3 Travel agencies where you can buy train and air tickets. One is in via delle Torri, the second one is near the port and third one is in the centre near the cathedral.

Is there a chemist's? The chemist's is on the "lungomare" in the centre town.

Are there thermes? In Santa Cesarea Terme in a beautiful town on the coast at 10 km from Otranto there are thermes where you can also relax for 1 or 2 days.