



TEFL PRINCIPLES & PRACTICE – COURSE OVERVIEW

TEFL Principles & Practice is a 60-hour course providing candidates with practical skills and language teaching concepts they can put to immediate use in classrooms in South Africa and abroad. The course is based on the Communicative Language Teaching methodology and includes observed teaching practice. It is, in essence, a highly practical course resting firmly on modern language acquisition principles.

The course itself is presented using a communicative, interactive and participative approach and there is a high degree of trainee integration. Candidates are not lectured to; rather, we follow a philosophy of "learning by doing", a stimulating way of acquiring fundamental language teaching techniques, enabling you to implement them successfully when you find yourself at the front of the classroom later on. This concept is also closely aligned and encompasses the all important TEFL principal and 'Golden Rule', chiefly teaching talking time is aimed at 20% while student talking time is ideally aimed at 80%.

The essence of the course is also the wonderful yet practical opportunity to actually interact with a variety of our very special students representing a selection of diversified cultures, Corporate Companies and different walks of life from all over the world. You will find our incredibly warm and enthusiastic students from far and near incredibly welcoming and engaging. In addition with many representing the competitive corporate worlds who place large expectations on their progress they will be only too happy to have an additional opportunity to practice their English. In both teaching these unique students and communicating with them on a daily basis you will find your teaching skills and analysis of the language rapidly accelerating.

The course is right for you if you want to:

- learn the fundamental skills necessary to teach English or another language competently;
- Earn a certificate enabling you to teach abroad or in South Africa;
- Gain insight into the world of TEFL and the opportunities and resources available; and/or,
- Gain an understanding of the concepts associated with language acquisition in general.

CRITERIA FOR ACCEPTANCE ONTO THE COURSE

- At least 18 years of age
- Matriculated, preferably with some tertiary education or work experience
- Proficient in English
- Good language awareness

TEFL 60 HOUR COURSE DATES FOR 2011

DATE	SESSIONS
JUNE/JULY 2011 Monday, 27 June – Saturday, 2 July (48 Hours) Tuesday, 5 July (4 Hours) Saturday, 9 July (8 Hours)	Training session Observation at an English Language School Test and Closing
AUGUST 2011 Monday, 1 Aug. – Saturday, 6 Aug. (48 hours) Wednesday, 10 Aug (4 hours) Saturday, 13 Aug (8 hours)	Training session Observation at an English Language School Test and Closing
SEPTEMBER 2011 Monday, 5 Sept. to Saturday, 10 Sept. (48 hours) Tuesday, 13 Sept. (4 hours) Saturday, 17 Sept. (8 hours)	Training session Observation at an English Language School Test and Closing



COURSE CONTENT

The 12 modules for this full-time course are: *(Please note that some topics fill more than one module)*

1. Introduction to language teaching
2. Classroom Management
3. Contextualisation and getting meaning across
4. Lesson planning
5. Receptive skills procedure
6. Lesson formats
7. Teaching conversation
8. Activities and materials
9. Language awareness
10. Practical aspects
11. Opportunities
12. The art of successful and effective teaching strategies together with the application and incorporation of relevant material at all levels, namely the following;
Beginner, Elementary, Pre-Intermediate, Intermediate, Upper Intermediate, Advanced

COURSE MATERIALS

Course participants will be supplied with comprehensive handouts consolidating concepts covered on the course and are encouraged to keep their own notes during the course. Course participants are also encouraged to purchase teaching methodology and language reference books which will consolidate their learning as they gain teaching experience. A comprehensive list of recommended books is included in the course materials.

COURSE TRAINERS

Our trainers have extensive TEFL teaching and experience which they openly share with all course participants. In addition the trainers take great pleasure in including and sharing on the course tried and tested TEFL strategies together with highly engaging fun, creative activities and exercises which have worked remarkably well time and time again at every level in the EFL arena. These activities are taken from a large variety of different books thus giving the participants a good understanding and feel of the relevant and interesting material at hand in the EFL arena at every level from Beginner to Advanced.

All Course participants have the added experience of being put 'right in the very shoes of the language learner' through the enjoyment and experience of these activities as well as applying together with their trainer a thorough analysis throughout the activities as to why these activities work, how they work and what challenges can be expected around using them as well as how to overcome any of these possible challenges. Copies of such activities are given to the participants to take away, use and enjoy within their future TEFL careers.

The Trainers having taught a multitude of different nationalities and carry with them a wealth of knowledge and experiences. They delight in sharing the successes of their personal journeys. Their fascinating experiences, joys and challenges within the TEFL industry are a great learning experience for course participants venturing forth for the very first time.

COURSE PARTICIPATION

Attendance and level of course participation are recorded and assessed by the trainer.



OBSERVED TEACHING PRACTICE

The observed teaching practice takes place four times during the course;

1. Together with another peer teacher you will give a short lesson to your peer teachers or a group of EFL language learners. Feedback from the language learners or your peer teachers will be given as well as from your trainer.
2. A level of your choice of which your peer teachers are the supposed EFL students. During your observed lesson your peer teachers will incorporate and present a few of the typical challenges prominent at the level of which you are teaching. Feedback from both the trainer and peer teachers will be given.
3. A given level of which you will teach a group of EFL students. Feedback from the students, their specific class teacher and the trainer will be given
4. A given level in contrast to the level at point (3) given. Feedback from the students and trainer will be given.

Course participants who are positively assessed on all three points will receive a certificate detailing the content of the course. If a candidate does not meet the criteria for positive assessment, the course trainer will work with the candidate, allowing them to focus on areas of weakness. Should a candidate still not improve in those particular areas, we offer the candidate an opportunity to redo the modules concerned, or redo the project or teaching practice. Because the course trainer works closely with all course participants and monitors each participant's progress from the beginning, there is plenty of time to work on any areas needing improving.

COURSE PAYMENT

The course costs **R4 500**.

A R1 500.00 non-refundable deposit is payable to secure a place on the course. The balance is payable three days before the first day of the course. Payments can be made in person or directly into our bank account.

Bank Details:

Account Name: The Fundamentals Training Centre

Bank: ABSA

Account #: 4063328809

Account Type: Cheque

Branch Code: 632005

APPLICATION AND REGISTRATION

Please fill-in a Registration Form and submit to info@onlineftc.com or in person. *Please note that a minimum numbers of 4 participants are needed to run the course. Should these not be reached we will contact you to reschedule a date suited to your needs.*



TEFL PRINCIPLES & PRACTICE: FAQs

HOW LONG IS THE COURSE?

The course consists of 60 input hours during which you will be involved in discussions, receive handouts and participate in various activities.

HOW INTENSIVE IS THE COURSE?

Input hours are intensive, and a high degree of participation is required. On the course, candidates often feel that finding time to do any homework tasks and read through and consolidate what they have learnt during the day can be demanding. We try to reduce the effect, however, by using a variety of activities and avoiding a lecture-style course.

WHO SHOULD JOIN THE COURSE?

Anyone who would like to learn the essential techniques and skills necessary to teach language, whether this is to a group of learners in a traditional classroom setting, homestay students, business people or others. Although the course focuses on teaching English as a foreign language, the skills learnt can be applied to teaching other languages, too. The certificate and assessment gained on the course are ideal for those wishing to teach overseas or at language schools in South Africa.

Those considering a career change or embarking on a career for the first time who wish to know more about the world of TEFL and get a feeling for whether this is a suitable field for them will also find the course useful. Secondary school teachers who find themselves teaching ESL learners will also benefit greatly from the course.

CAN ANYONE JOIN THE COURSE?

Providing participants have an understanding of the English language and are familiar with the construction of the language they will be accepted on the course. In turn, should English be a second or foreign language a course participant's own English must be of an upper-intermediate level.

DO I HAVE TO BE A NATIVE ENGLISH SPEAKER TO JOIN THE COURSE?

No. Fluency in English is required, though, as candidates are expected to participate in discussion and debate, and if you intend to teach English abroad, fluency in English is a prerequisite.

IS THE COURSE INTERNATIONALLY RECOGNISED?

No TEFL or ELT courses other than the 120-hour courses run by organisations such as Cambridge and Trinity College are recognised internationally. The course content and focus, however, meet the requirements of many international teaching organisations for an entry-level language teaching job.

WILL I BE GUARANTEED A JOB AFTER COMPLETING THE COURSE?

No. The certificate and accompanying individual assessment by a qualified language teaching professional will enable you to apply for a wide variety of English teaching jobs around the world. The resources, networking opportunities and contacts provided on the course will also ensure that you are a prime candidate for one of the many jobs out there. Although candidates have a high rate of success in the job market, we cannot guarantee a job upon completion of the course.

No TEFL or ELT certificate can guarantee a job. Employers take various things into consideration, including ELT training, educational qualifications, work experience, ability to adapt to different cultures and, of course, English language proficiency.

HOW MANY PEOPLE WILL BE ON THE COURSE?

There is a minimum of 6 and a maximum of 15 candidates per course. This reflects the range encountered in many language teaching situations around the world.



WHAT HAPPENS IF I MISS A SESSION?

Due to the intensive nature of the input sessions, 100% attendance is required. Should a course participant have to miss a session, the situation needs to be discussed with the trainer; at the trainer's discretion an alternative arrangement for one session can be made if the course participant's circumstances sufficiently warrant it.

CAN I FAIL THE COURSE?

Being accepted on to the course does not guarantee success. Our entry requirements, however, mean that anyone accepted on the course is a suitable candidate, and with a reasonable amount of participation and effort, will meet the standard required to obtain a certificate. Course trainers monitor each course participant's participation and understanding of concepts from the very beginning. If the course trainer feels that a course participant is weak in any area, the trainer will work with the person to improve that aspect. We also offer course participants the opportunity to retake modules if necessary, and redo the teaching practice once over and resubmit the project once over if these do not meet the criteria the first time around.

IS THE COURSE VERY THEORETICAL?

Not at all! The course is highly practical, engaging and interactive. We promise you an exciting week full of extremely worthwhile and diversified activities which will hold you in good stead for your future within the EFL industry. It's action packed yet very comprehensive with a thorough analytical approach. You certainly won't be bored for a second!

Please note however, detailed theory is included to take away and read as consolidation of what is learnt and applied. Most of this theory is dealt with in the lessons and applied in a fun engaging manner.

However, language teaching is a profession, and, as with any profession, there is a large body of research and theory supporting the techniques and concepts put across. These are looked at where appropriate, and those who are interested will be directed to further reading material. Plus the concepts covered are absolutely essential for anyone wanting to teach English.

WHAT WILL I LEARN ON THE COURSE?

You will learn the fundamental skills necessary to walk into a language teaching classroom armed with a solid lesson plan, set up and run activities with confidence and provide your students with real language learning opportunities. You will learn a lot about how language works, in general, and how English works, in particular. You will gain a broader understanding of the TEFL world and the dynamics of how it works. You will understand how to enter this exciting culturally based arena knowing you have a much sound grounding and a lot more information at your fingertips upon which to draw upon.

HOW MUCH DOES THE COURSE COST?

The course costs **R4 500**. A R1 500.00 non-refundable deposit is payable to secure a place on the course. The balance is payable three days before the first day of the course.

IS THERE AN EXAM/ EVALUATION PROCESS?

Yes. This will be your final teaching observation.

There is an assessed project, continued assessment of participation during the course, and successful candidates will receive a certificate detailing the content of the course. Candidates whose final teaching practice session does not meet the required standard will have the opportunity to redo these components of the course after receiving feedback and guidance from the trainer.



REGISTRATION FORM – TEFL 60 HOUR COURSE

Email to:
info@onlineftc.com

Fax to:
021 696 5002

Bank Details: The Fundamentals Training Centre: ABSA, 4063328809, 632005

Personal Information

Name: _____ **Surname:** _____

Nationality: _____ **Identity No.:** _____

Address: _____ **Gender:** _____ (M/F)

Date of Birth: _____

Telephone No.: _____ (h) **e-mail:** _____

_____ (w or c)

Date of course: _____ **To register: Send Registration Form to details above. Pay non-refundable deposit, R1 500, with name as reference. Balance due on first day of training course.**