



# Teaching English Online

## 50-hour CTEO Course Course Outline



International TEFL and TESOL Training®

Where the world is your classroom

# 50-hour Teaching English Online

## Online Course Outline



## Introduction



### Target group

The course is intended for participants with little or no teaching experience, or for those with some experience, but no formal TEFL qualification.

It is designed to focus on the teaching of English using an online system, though most areas of the course are transferable to standard classroom teaching.

### Overview

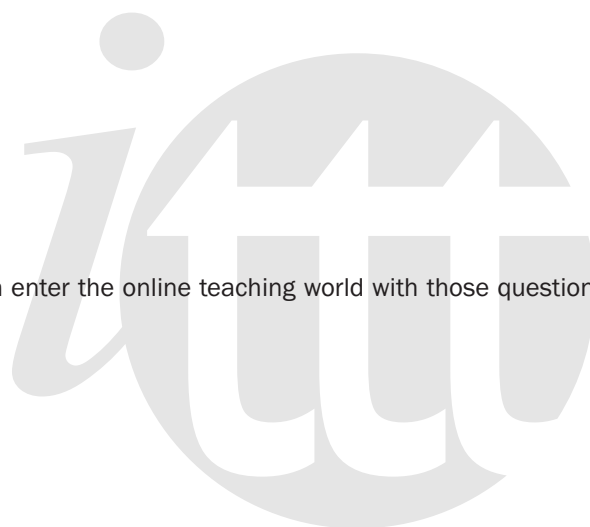
The ITTT Teaching English Online (TEO) course is a 50-hour certification, which may be used as a 'stand-alone' qualification or as a 'specialization' supplement to a standard 120-hour TEFL or TESOL certificate.

The TEO course is arranged into six discrete units which aim to give the participant a clear and concise working overview of the online teaching world.

The course will answer such fundamental questions as:

- (i) How do you teach online?
- (ii) What equipment is needed?
- (iii) How will I get paid?
- (iv) What should I teach?
- (v) Who will I teach?

By the end of the course you should be confident that you can enter the online teaching world with those questions answered.



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### TEO course content



#### Unit 1: Course introduction

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What to expect during the ITTT 50-hour TEO course.

##### Unit 2: Equipment

In this unit we cover the minimum level of equipment and material required by the online teaching companies for you to teach English with them. We cover this as it will give you a good idea of the initial layout, whether or not you decide to teach with a recognized organization or school.

The unit looks at both the hardware, actual physical equipment, such as a laptop and the software, such as interface programs like MS Word and Adobe Acrobat.

Finally we consider how you can get connected to a communication system, such as Skype or Zoom, which may also depend on your choice of teaching options which are covered in the next unit.

#### Unit 3: Working options

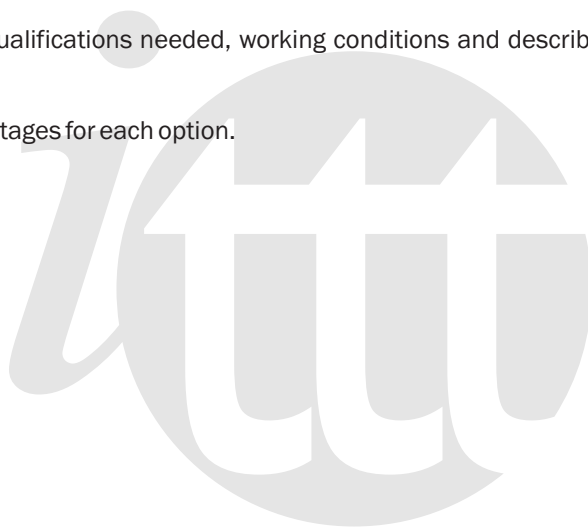
In this unit we cover the three most common types of working arrangement for teaching online.

These are:

- Working directly with a company.
- Working with a profile company.
- Running your own business.

For each option we look at what this could mean in terms of qualifications needed, working conditions and describe typical situations.

Finally we look at some of the potential advantages and disadvantages for each option.



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## Unit 4: Teaching and learning

In this unit we develop some models that could be useful for a wide variety of teaching situations. What you teach will depend on a number of factors, but two of the most important will be:

- (a) Who are you working for, in terms of the three options given in unit 3?
- (b) Who are the clients/students?

Online teaching clients can cover the whole age range, from very young to very old and so the market is enormous. A one size suits all approach will not work across this range, so techniques will have to be adapted. We investigate some of the more popular teaching methodologies, the major examination systems and look at how you can evaluate student performance and your own.

## Unit 5: Social media

In this unit we cover the major forms of social media, such as blogs, their potential reach and how they can be used. Many online companies now have their own teaching platforms and we will have a look at some independent reviews of some of those systems.

If you are thinking of working for yourself, then it is important that you have a full understanding of how social media and online platforms can best be used to find students and most importantly, to keep them. We will also consider how to use and adapt the huge body of free resources available on the internet.

## Unit 6: The online teaching world

In this unit we cover many of the 'nuts and bolts' aspects of working online. Using advice from current practising teachers we will look at some of the major advantages and disadvantages of working online.

However you decide to work, there are some important areas of knowledge you should be aware of before you start. These include topics such as contracts, pay and conditions, so we will take a look at those using actual company information.

Unit 6 also contains some additional information which you should find useful throughout your online teaching career:

- Useful websites for teaching materials
- Useful websites for blogs and groups
- Worldwide online teaching companies list
- Sample summative task
- Examination systems

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### End of unit tests and summative task



The TEO course is assessed by the use of end of unit (EoU) multiple choice tests which include a reading comprehension task and finally an overall final summative task.

The multiple choice tests have 15 questions each. Ten questions are based around the information presented in the unit and each question has four answer options. The reading comprehension task for each unit is based on the article presented within the unit and has five multiple choice comprehension questions, again each with four answer options.

The six tests are automatically graded once submitted on the online test platform and you will receive an instant result. You will also be presented with a progress chart which indicates all your tests scores and the average grade as you proceed through the course.

The passing average grade for the course is 75% and you will be able to compare your average score to that, in order to monitor your own progress.

