TEFL TESOL

Combined Course
Course Outline
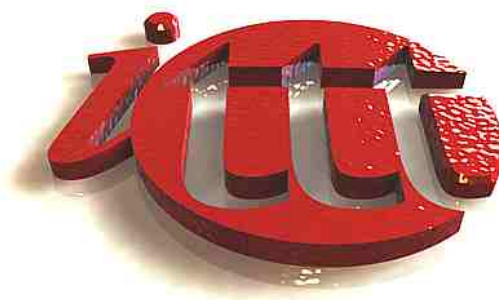
![ittt International TEFL and TESOL Training logo](Where the world is your classroom)

Course aims and content

Course aims

The ITTT Combined TEFL course aims to provide a solid introduction to the world of teaching English as a foreign language.

Upon completion of the course graduates should have a good working knowledge of the English grammatical and phonology system as well as an awareness of the skills and techniques required for successful teaching of English to speakers of other languages.

While the course is both theoretical and knowledge- based, we also give participants opportunities to reflect on the course content and on the processes of learning and teaching a foreign language, along with the lessons they teach to groups of foreign learners of English.

We also provide any assistance we can to help course graduates secure a teaching position in the location of their choice.

TEFL certification courses have traditionally been offered either as four-week, classroom based courses or as 100% online or distance learning. We understand the benefits and drawbacks to both types of study. In order to offer greater variety and flexibility for course participants, we combined the best of both methods of study and training into one unique course.

The course comprises of two elements of study: the first being online and the second being in-class study, training and teaching at one of our training centers. The course offers participants the opportunity to study the theories of teaching from the comfort of their own home or office, at their own pace, from anywhere in the world, through the online component of the course and then the opportunity to put theory into practice through further training and teaching at one of our training locations.

The online component of the course allows participants the time to absorb the theories of TEFL teaching. Attendance at one of our training centres then gives them the chance to put this theory into practice. The Combined TEFL course requires only one or two weeks' attendance at one of our locations rather than the traditional four weeks.

The online component can be completed in any period from two weeks to six months - depending on how quickly, or slowly participants are able to work through the course. The online component of the course comes with full online tutor support and accompanying videos.

Completion of both components of the combined TEFL course results in full TEFL certification. The in-class teaching practice component is available at several locations in Europe, plus Thailand and the USA.

International TEFL and TESOL Training
Where the world is your classroom

TEFL TESOL
Online Course Outline

Combined course

The online part of the course is divided into two main areas – teaching skills and language awareness. The teaching skills component provides details of the techniques and skills required by teachers in the classroom while the language awareness component gives a solid foundation course in English grammar.

The online course consists of twenty units, covering teaching skills, language awareness (grammar) and phonology, followed by a summative task. These units allow the course participant to work through the course at a pace that suits their requirements.

On completion of the online course, participants choose a date and location to attend the in-class component of the combined course. This consists of input sessions that recap the contents of the online course, plus at least six hours of observed teaching practice, with lesson planning assistance from a teacher trainer. Each lesson is followed by a feedback session with the trainer who provides the trainee with a detailed evaluation of the lesson.

The course units are:
Introductory unit
Unit 1   Teachers and learners
Unit 2   Introduction to English grammar & parts of speech
Unit 3   Teaching theories, methods and techniques
Unit 4   The present tenses
Unit 5   Classroom management
Unit 6   The past tenses
Unit 7   Teaching new language
Unit 8   The future tenses
Unit 9   Lesson planning
Unit 10   Video lessons
Unit 11   Teaching receptive skills
Unit 12   Teaching productive skills
Unit 13   Teaching pronunciation and phonology
Unit 14   Course books and lesson materials
Unit 15   Evaluation and testing of students
Unit 16   Conditionals and reported speech
Unit 17   Educational technology
Unit 18   Modals, phrasal verbs and passive voice
Unit 19   Teaching special groups
Unit 20   Troubleshooting
Summative task
In-class attendance consisting of at least six hours of observed teaching practice

International TEFL and TESOL Training
Where the world is your classroom
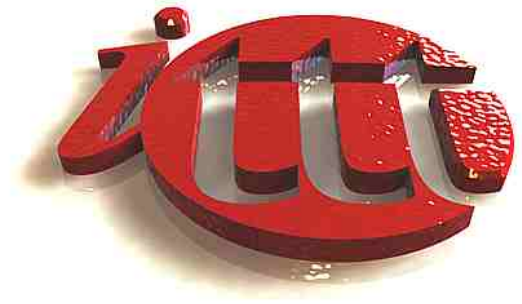
Online content

Unit 1: Teachers and learners

- What makes a good teacher?

- The role of the teacher
  - Manager or Controller
  - Organizer
  - Assessor
  - Prompter
  - Participant
  - Tutor
  - Resource or Facilitator
  - Model
  - Observer or Monitor

- Which role and when?

- What makes a good learner?
  - Age
  - Learning experience
  - Motivation
  - Nervousness
  - Language awareness
  - Behaviour problems
  - Life experience
  - Culture and first language

- Language level
  - Beginners
  - Elementary
  - Low/PreIntermediate
  - Intermediate
  - Upper intermediate
  - Advanced

- Motivation
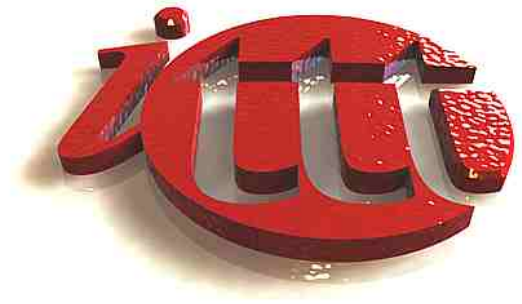
- Nouns
  - Usage
  - Main Types
  - Plurals
  - Exceptions
  - Countable nouns
  - Uncountable nouns
  - Note

- Adjectives
  - Comparisons (comparatives and superlatives)

- Adverbs
  - Common mistakes
  - Where do adverbs go in a sentence?
  - Spelling of adverbs

- Prepositions/Conjunctions

- Verbs
  - Auxiliary verbs
  - Usage

- Pronouns
  - Types
    - Personal
    - Possessive
    - Reflexive
    - Relative

- Gerunds

- Infinitives

- Articles
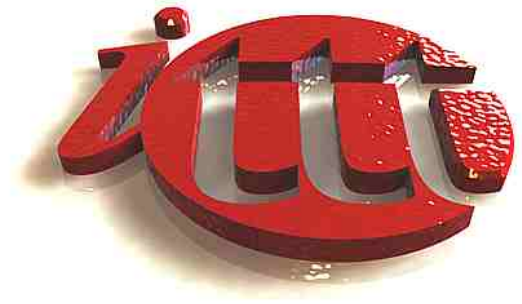 - Indefinite articles: a and an
  - Definite article: the

International TEFL and TESOL Training
Where the world is your classroom

- Methodolodies
  - Grammar/translation
  - Audio lingualism
  - Presentation, Practice and Production
  - Task-based learning
  - Communicative Language teaching
  - Community Language Learning
  - The silent way
  - Suggestopaedia
  - The lexical approach

- Which methodology is best?
  - Engage, Study and Activate
    - Engage
    - Study
    - Activate

  - Example of a 'Straight Arrow' ESA lesson
    - Engage
    - Study
    - Activate

  - Example of a 'Boomerang' ESA lesson
    - Engage
    - Activate 1
    - Study
    - Activate 2

  - Example of a 'Patchwork' ESA lesson
    - Engage
    - Activate
    - Activate
    - Study
    - Activate
    - Engage
    - Study
    - Activate

International TEFL
and TESOL Training©
Where the world is your classroom

- Which methodology is best (continued)
  - Ideas for Engage phase

  - Ideas for study phase
    - Explanation/elicitation
    - Pronunciation
    - Spelling
    - Meaning
    - Word order
    - Analysis

  - Ideas for activate phase
    - Roleplay
    - Surveys
    - Producing materials
    - Communication games
    - Debate/discussion
    - Story building

- Giving Feedback
  - Correction Techniques
  - The positive side of errors
  - Who corrects?
    - Self correction
    - Student/student correction
    - Teacher/student correction

  - What should the teacher correct?
    - Correcting writing

Unit 4: The present tenses

- Present Simple
  - Form
  - Affirmative
  - Negative
  - Question
  - How to form the third person singular
  - Usages
  - Examples
  - Typical mistakes
  - Sample activate stage teaching ideas

- Present Continuous
  - Form
  - Affirmative
  - Negative
  - Question
  - Pronunciation
  - Non-progressive verbs
  - Typical student errors
  - Teaching ideas

- Present perfect
  - Form
  - Affirmative
  - Negative
  - Question
  - Usages
  - Since or for with the present perfect
    - The rule with for or since
  - Gone or been
    - The rule with been or gone
  - Irregular past participles
  - Typical student errors
  - Sample activate teaching ideas

International TEFL
and TESOL Training©
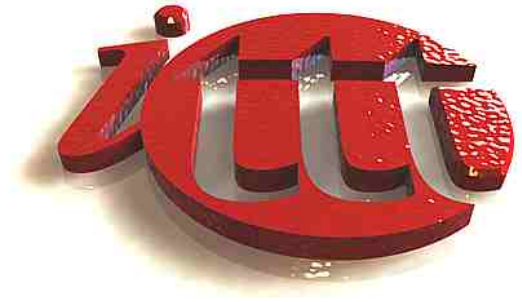Where the world is your classroom

- Present perfect continuous
  - Form
  - Affirmative
  - Negative
  - Question
  - Usages
  - Typical student errors
  - Comparison of present perfect with present perfect continuous
  - Sample activate stage teaching ideas

Unit 5: Classroom management

- Eye contact, gesture and the voice
  - How can eye contact be used in the classroom?

- Gesture

- Using students' names

- Grouping students

- Whole class grouping – pros and cons

- Students working on their own pros and cons

- Pairwork pros and cons

- Groupwork pros and cons

- Classroom arrangement

International TEFL
and TESOL Training©
Where the world is your classroom

- Classroom arrangement
    - Orderly rows
    - Circles and horseshoes

- Separate tables

- The teacher's position

- Writing on the board

- Giving individual attention

- Teacher talking time and student talking time
    - Advantages of TTT
    - Disadvantages of TTT
    - How to avoid unnecessary TTT

- Giving Instructions
    - Using simple language
    - Being consistent
    - Using visual clues
    - Checking the instructions

- Establishing rapport
    - Ways to help establish rapport with class

- Maintaining discipline
    - Reasons for problem behaviour
    - Preventing problem behaviour
    - Responding to problem behaviour

International TEFL and TESOL Training
Where the world is your classroom

Unit 6: The past tenses

- Past simple
  - Form
  - Regular verbs
  - Irregular verbs
  - Usages
  - Common mistakes
  - Sample activate teaching ideas

- Past continuous
  - Form
  - Usages
  - Typical student errors
  - Sample activate teaching ideas

- Past perfect
  - Form
  - Usage
  - Completely finished actions
  - Sample activate teaching ideas

- Past perfect continuous
  - Form
  - Usage
  - Common student mistakes
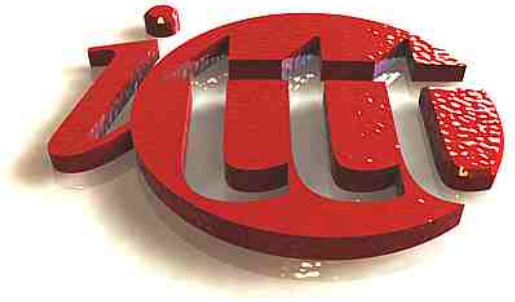
Unit 7: Teaching new language

- Teaching vocabulary

- Selecting vocabulary

- What do students need to know about a vocabulary item?

- Techniques for Vocabulary teaching
  - Engage
  - Study
  - Activate

- Introducing grammatical structures

- Techniques for presenting and practicing language structures

- Teaching language functions

Unit 8: The future tenses

- Present Simple
  - Form
  - Usages
  - Teaching ideas

- Present Continuous
  - Form
  - Usages
  - Teaching ideas

- Be going+ infinitive
  - Form
  - Usages
  - Teaching ideas

International TEFL and TESOL Training
Where the world is your classroom
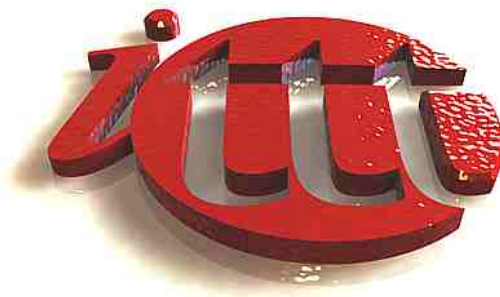
- Future simple
  - Form
  - Usages
  - Teaching ideas

- Future continuous
  - Form
  - Usages
  - Teaching ideas

- Future Perfect
  - Form
  - Usages
  - Teaching ideas

- Future perfect continuous
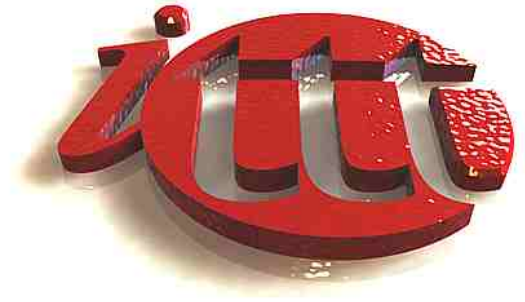 - Form
  - Usages
  - Teaching ideas

Unit 9: Lesson planning

- Should we plan lessons?

- How should a lesson plan be written down?

- What should be included in a lesson plan?

- Planning a sequence of lessons

Unit 10: Video lessons

- Critical analysis of two lessons recorded on video

International TEFL and TESOL Training
Where the world is your classroom

Unit 11: Teaching receptive skills

- Reasons for reading and listening

- How we read and listen

- Problems with listening and reading

- A typical receptive skills lesson (Patchwork)

Unit 12: Teaching productive skills

- What is the difference between accuracy and fluency activities?

- Speaking activities in the classroom

- Controlled activities

- Guided activities

- Creative communication
  - Encouraging students to speak
  - Techniques to encourage interaction

- A typical free/creative speaking activity lesson

- Writing skills

- Handwriting
  - Spelling
  - Layout and punctuation
  - Creative writing

- Games in the classroom

International TEFL
and TESOL Training
Where the world is your classroom
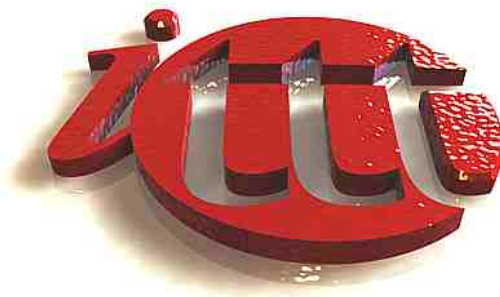
Unit 13: Teaching pronunciation & phonology

- Phonology
    - Definition
    - Stress and intonation
    - Techniques for indicating and teaching intonation

- Stress
    - Sound joining
    - Linked speech

- The phonemic alphabet
    - Phonemic symbols

- Articulation
    - Manner of articulation

- Teaching techniques for the pronunciation of individual sounds

- When to teach pronunciation

Unit 14: Course books and lesson materials

- Creating materials

- Authentic materials
    - Why use authentic materials?

- Created materials

- Published materials
    - Course books
        - Advantages of a course book
        - Disadvantages of a course book
        - How to make best use of a course book
        - Four different options for course book use
        - Analyzing a course book

International TEFL
and TESOL Training
Where the world is your classroom

TEFL TESOL
Online Course Outline

Unit 15: Evaluation and testing

- Tests

- Tutorials

- Evaluation by the students

- Placement tests

- Progress Tests

- Diagnostic tests

- Practice tests

- TOEFL

- Cambridge ESOL Examinations

- General English

- Skills-based assessment

- Business English

- Academic English

International TEFL
and TESOL Training©
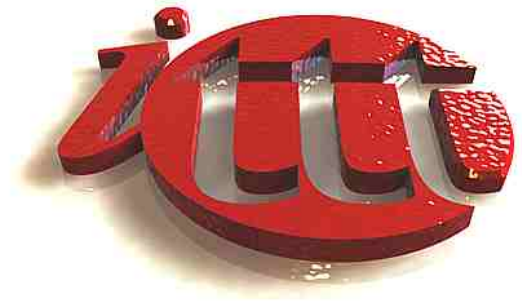Where the world is your classroom
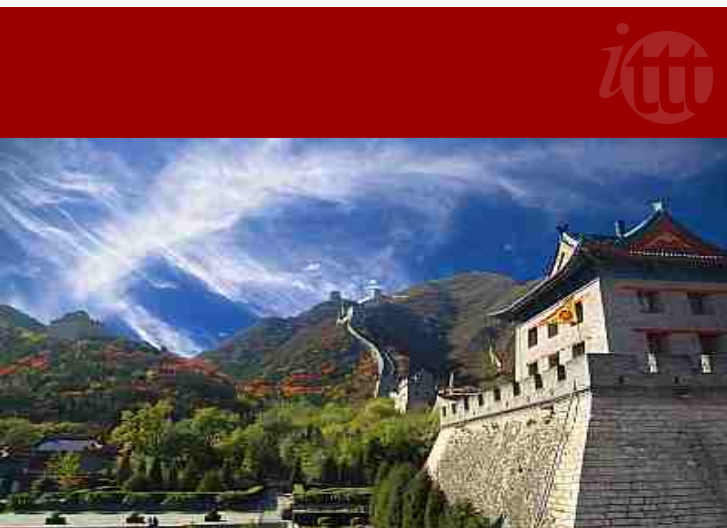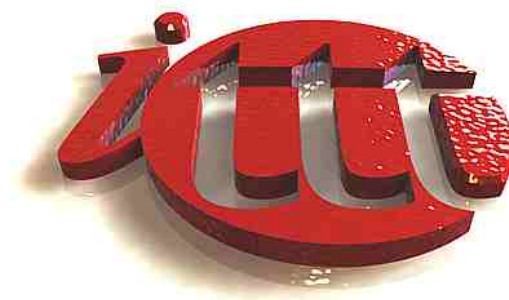
Unit 16: Conditionals and reported speech

- Conditionals
  - Form
  - Usages
  - Teaching ideas

- Reported speech
  - Form
  - Usages
  - Teaching ideas

Unit 17: Equipment and teaching aids

- The board

- Overhead projector (OHP)

- Visual Aids

- Worksheets and work cards

- Cassette recorders and CD players

- Videos and DVDs

- Video camera

- Computers

- Dictionaries

- Course books and resource books

- Photocopiers

International TEFL
and TESOL Training©
Where the world is your classroom

Unit 18: Passive voice and other items

- Modal Auxiliary verbs
  - Form
  - Usages
  - Teaching ideas

- Passive voice
  - Form
  - Usages
  - Teaching ideas

- Relative clauses
  - Form
  - Usages
  - Teaching ideas

- Phrasal verbs
  - Form
  - Usages
  - Teaching ideas

Unit 19: Teaching special groups

- Teaching beginners
- Methodology and techniques
- Possible problems
- Motivation
- Teaching individual students
- Teaching children
- Business English/ English for Specific Purposes (ESP)
- Needs analysis for a business English student
- Things to consider
- The monolingual and multilingual class

International TEFL and TESOL Training
Where the world is your classroom
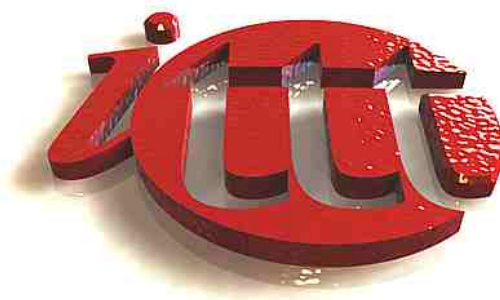
Unit 20: Troubleshooting

- First lessons

- Warmers

- Different levels

- Large classes

- Use of native language

- Reluctant students

- Difficulties with listening texts

ITTT course

Once you have completed your combined course and gained certification to teach English as a foreign language you will be eligible for TEFL/TESOL jobs in countries all over the world. With our reputation as a world leading English teacher training institute, you could be teaching English as a foreign language in the location of your choice in no time at all.

Many graduates of our courses worldwide have secured English teaching positions before completing their training program. The highly regarded training you receive during the course gives you a head start when applying for TEFL or TESOL positions worldwide.

Our teachers are required all over the world, so it's never difficult to find a job that will suit you perfectly. There is a continued growing demand for qualified English teachers across the globe, as English is rapidly becoming the world's foremost international language.

All trainees will be given expert assistance in finding that vital first teaching position, both during and after completion of the course.

Anyone holding the ITTT TEFL certificate should have little trouble in finding a teaching position. There are literally thousands of options available for public and private sector TEFL/TESOL teachers. Please visit our websites at www.tesolcourse.com or www.teflonline.net for more details and application forms, or visit our Facebook page at www.facebook.com/TESOL.TEFL.

International TEFL
and TESOL Training©
Where the world is your classroom