



# ITEFLI

[www.itefli.com](http://www.itefli.com)



**NO ATTENDANCE!**  
**ASSIGNMENT BASED!**  
**NO EXAMS!**

# Information Brochure

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A warm welcome to the International TEFL Institute. We offer accredited online TEFL (Teaching English Language as a Foreign Language) training courses. The International TEFL Institute is committed to delivering quality TEFL courses on par with global standards. Our ongoing adherence to international principles and standards of quality assures stakeholders that their qualifications are accepted around the world.

The International TEFL Institute has been in operation for a number of years and has enjoyed global acceptance and recognition for service excellence in education.

## **Our Vision**

It is the Vision of the International TEFL Institute to be a leading education provider of TEFL Training courses globally, with an ethos that promotes knowledge and educational development.

## **Our Mission**

It is our mission to deliver an innovative, yet relevant programme while contributing with integrity and commitment to the community ideals of skills development and employability. We pride ourselves on being a provider of quality learner focused education and in exceeding expectations of quality.

## **Core Values**

- Academic commitment
- Reputable and quality service
- Innovative and relevant programme
- Skills development and employability
- Integrity
- Entrepreneurial spirit

# Accreditation

The International TEFL Institute has been awarded full institutional accreditation by the [International Accreditation Organization](#) (IAO). IAO's international accreditation ensures that the International TEFL Institute is operating according to the international principles and standards of quality. IAO provides international accreditation to education providers assuring stakeholders that the educational program, policies and procedures of the institute, university and school are up to the international standards of quality. IAO's International Accreditation represents the International TEFL Institute's commitment to delivering quality which is on a par with the global standards. It assures the stakeholders that their qualifications will have increased acceptability around the world.

IAO grants international accreditation through a unique and patented Points Profile System that is developed by organizing the best global organizational practices in one place in collaboration with regional accreditation bodies. IAO's Point Profile System works as general basis of evaluation for any organization and provides them with an international accreditation. The Points Profile System is a dynamic and evolving system that is continually updated in order to cater to new developments in the academic, business and professional quarters.

The International TEFL Institute is a proud Institutional Member of [Thailand TESOL](#) (Membership Number: TS0355).

All personal tutors have a Bachelor's degree (or higher), TEFL certification and a minimum of 5 years English Language Teaching experience.



On Graduation, you will receive an authorized TEFL Certificate under the seal of the International TEFL Institute. The certificate and Transcript will be sent to you via email – to be printed in colour by yourself on suitable high quality paper or card. The Certificate and Transcript will be signed by the Academic Registrar and will reflect your individual reference number. These electronic versions of the Certificate and Transcripts will also make it easy to forward copies of these documents to potential employers.

If you lose your Certificate or Transcript, you can email us to order a replacement.

- Replacement of a Certificate will incur no additional cost.
- Replacement of a Transcript will incur no additional cost.

We will be more than willing to confirm your enrolment with the International TEFL Institute with any potential employer if requested.

## **Hardcopy of Certificate & Transcript**

Please note that a hardcopy of the TEFL Certificate and Transcript may be requested ([admin@itefli.com](mailto:admin@itefli.com)) upon graduation for delivery via registered / sign for mail. All costs of this additional service are payable by the applicant prior to dispatch.



# Verification

Often employers may require that you provide an official verification letter from the institution from which your award was issued. The International TEFL Institute will, upon your request, issue you with a verification letter via email. This letter may then be submitted to your employer.

If your employer however requires that the verification letter comes directly from the International TEFL Institute, then we will be more than willing to oblige.



# Assignment Feedback

There will be regular assignments but no formal examinations. Each assignment makes up for the total assessment mark and is to be completed once the course readings have been covered. The overall pass mark for the Certificate, Diploma & Master Diploma Course is 50%. Once a student's assignment has been received and marked / assessed by a Tutor, you will receive an Assignment Result Form. The Assignment Feedback Form provides the student with a Grade (%), Assessment Criteria and Tutor Comment.

## Appeals Procedure

If a student wishes to appeal an assignment mark / assessment, the following procedures should be followed:

- A letter of appeal (email) must be sent to the International TEFL Institute within seven (7) days of the student having received the Assignment result, outlining the nature of the discrepancy.
- On receipt of the Appeal, the Assignment will be re-marked by an Internal or External Moderator and the result will be forwarded to the Board of Academic Advisors (B.O.A.A.) for review. The B.O.A.A. is chaired by the Principal of the College and convened by the Academic Director.
- The decision of the B.O.A.A. is final.
  - If a student's Appeal is upheld, the student will be re-issued with a revised Assignment Result Form.
  - If the student's Appeal is not upheld, the student will be advised in writing (email) and given the opportunity to re-submit a new assignment for assessment. A student may only make one Appeal and one re-submission per Course Module.
- The International TEFL Institute is committed to assisting students in the learning process and will endeavor to assist students in every possible way to meet the Module and Course requirements. The future success of our students and the quality / integrity of our Programme is dependent on fair and transparent Assessment Criteria and Appeal Procedures.

# Frequently Asked Questions (FAQ)

## ❑ Why a Self-study TEFL Award?

Cost and convenience are the advantages of a self-study TEFL Award. These TEFL Awards cost a fraction of on-site programs.

## ❑ Do I really need a TEFL certificate to teach English abroad?

Although schools in some parts of the world may require only that you be a native speaker, most institutions prefer to hire teachers with some training. And in an increasingly competitive environment, it's an absolute necessity at some schools. In any case, having a TEFL certificate on your C.V. will make the difference between you and another native English speaker, and can increase your chances of working at a better school and/or receiving a higher salary.

## ❑ Where can I teach with this certificate?

This certificate prepares you for a teaching job in any country you choose. Popular teaching destinations include Japan, Vietnam, Malaysia, Thailand, Indonesia, South Korea, Taiwan, Hong Kong, Singapore, China, the European countries, South America and much more!

## ❑ Does this certificate enable me to teach ESL / EFL in public / international schools?

As many countries are in dire need of ESL teachers, they will often hire people with a TESOL / TEFL certificate. Often, they require the teacher to have a degree or diploma. Language schools, on the other hand, will employ teachers in possession of a certificate only.

## ❑ Will your College use the words “online” or “self-study” on the certificate?

We do not use the words “online” or “self-study” on the certificates or diplomas. Your certificate or diploma will be just like any other traditional qualification.

## ❑ Can I still apply for your certificate and diploma wherever I live?

No matter where in the world you live, you can apply.

## ❑ What's the ordering process?

What's the ordering process? Ordering is a simple process. Once you have completed the online enrollment form and paid for your course, you will receive a Username & Password which will allow you to log into the Student Access Area of our website in order to access your Study Guide and course materials





# Enrolment

Payment may be made via the Plimus hosted e-Business Platform. Payment options include the following: Credit / Debit Card, e-Check, Direct Debit, Local Bank Transfers, Wire Transfers, Fax Orders, Phone Orders, PayPal and Mail Orders.

\* Please note that not all payment options may be available in your country. Payments are 100% secure, protected by 256 bit SSL encryption for your peace of mind.

On receipt of payment, you will receive a Username and Password via email in order to access your course materials.

You will also be assigned a tutor for the duration of your course.



## Who is the course for?

The Certificate in Teaching English as a Foreign Language is aimed primarily at persons who wish to gain an initial TEFL qualification. This extensive course will equip the prospective teacher with the necessary skills to enter the classroom with the necessary confidence and understanding of relevant techniques and knowledge of teaching methodologies.

## Course Aims & Objectives

### How will the course prepare you for teaching abroad?

In many ways an online TEFL course is actually more effective than a full-time course. Not only is the online course longer but it also takes a more theoretical approach to teacher training that will benefit you throughout your career. It will give you a solid foundation to build upon, adding experience and further qualifications if and when you desire.

Every module will take you through a different aspect of teaching abroad, giving you all the time you need to take the information in. While the full-time course devotes a significant portion of its study time to planning and giving lessons, the online course ensures that you fully understand TEFL methodology so that when you take up your first teaching position you can apply it in the classroom.

You may find that your first days of actual teaching are challenging but the rewards of an online course extend far beyond simply preparing you for the first week. Indeed, the in-depth content of the online course is something you will come back to again and again. Your thorough understanding of TEFL theory and methodology will be invaluable as you progress through your career and will enable you to quickly develop and excel within your new role.

What's more, the Online TEFL course will enable you to better understand the needs of your class and to assess individual members more effectively to ensure that they are receiving the help that they need. The most prominent debate surrounding Online TEFL courses is the complete absence of practical teaching experience. If you're planning to work abroad for more than a year however, your online course will be perfectly complimented by the practical teaching experience you will receive.

### Course Aims

For the Certificate in TEFL programme as a whole, the overall aim is to provide a thorough introduction to the theory and practice of teaching English as a Foreign Language. With the Online Learning course, you can enroll and begin the programme at anytime during the academic year – whenever it suits you! This course aims to provide students with new insights into language teaching, providing a deeper understanding of the principles and practice of English language teaching to foreign young learners and adults. The focus of the course is on both practical and theoretical aspects of English Language Teaching and will prepare the prospective teacher for an exciting and rewarding career in many different locations around the globe!

## Course Objectives

The general objectives of the course require each student to be able to:

- demonstrate a general understanding of, and familiarity with the world of teaching English as a Foreign Language including general terminology, the profession's qualifications, further training options and career opportunities.
- demonstrate a good grasp and a basic understanding of the communicative approach to teaching English as a Foreign Language.
- write objectives and appropriate lesson plans.

## Course Assessment

There will be regular assignments (5), but no formal examinations. Each assignment consists of multiple choice type questions (except the Lesson Plan) and is to be completed once the course readings have been covered. Your assignments must be submitted to your assigned Tutor in Word format. You will receive a percentage. The Pass Mark is 50%.

**Pass Mark**

**50%**

**Fail**

**<50%**

## Course Content

There are five (5) Modules in the Certificate Course. Each module may be completed in two weeks. This period may be extended (up to 6 months) offering you flexibility and allowing you to work at your own pace. We at The International TEFL Institute understand that life's commitments may not always make it possible to follow a rigid schedule of study.

### Module: The Teaching and Learning of English as a Foreign Language

- ➔ The English Language
- ➔ Approaches to Teaching Methodology
- ➔ Receptive Skills: Teaching Reading and Listening
- ➔ Productive Skills: Teaching Writing and Speaking
- ➔ Teaching Phonetics & Phonology
- ➔ Teaching Vocabulary (Lexis)
- ➔ Teaching Grammar (Syntax)
- ➔ Lesson Planning and use of teaching resources and materials
- ➔ Classroom Management, Options and Techniques

**Module: Grammar Awareness**

- ➔ The Nuts & Bolts of English
- ➔ English Tense Forms
- ➔ English Tense Functions
- ➔ Vocabulary and Phonology

**Module: Teaching Business English**

- ➔ Analysing and recognizing the needs of your business students
- ➔ Organising effective communication in a business classroom
- ➔ Teaching business vocabulary
- ➔ Taking into account the cultural differences of your students
- ➔ Planning a business lesson

**Module: Teaching English to Young Learners**

- ➔ The motivation of young learners
- ➔ Activities and games for the Young Learner
- ➔ Initial English lessons
- ➔ Creating and adapting your materials and lesson ideas
- ➔ Teaching methodology

**Module: Teaching English One-to-One**

- ➔ Advantages of one-to-one learning
- ➔ Discovering your student's needs
- ➔ Problems and possible solutions of one-to-one teaching
- ➔ Creating and adapting your materials and lesson ideas
- ➔ Lesson resources

## Course Requirements

### Acceptance on a course

The International TEFL Institute does not discriminate against any student for reasons of gender, sexual preference, age, nationality, political, religious or moral beliefs and suchlike. You require a good standard of English. This means that you must be able to read and write English at a higher level such as at Proficiency level. We do not test you on this and you don't have to have any previous qualifications to join our courses - we believe in making education available to as many people as possible.

Basic computer literacy is required.

### Computer and software requirements

- Internet access and a personal email address.
- Microsoft Word/ Adobe Flash Player
- You can download Adobe Acrobat Reader for free by going to [www.adobe.com](http://www.adobe.com)

## Course Duration

The course may be completed in 4 to 6 weeks. This period may be extended (up to 6 months) offering you flexibility and allowing you to work at your own pace. We at the International TEFL Institute understand that life's commitments may not always make it possible to follow a rigid schedule of study.

## Who is the course for?

The Diploma in Teaching English as a Foreign Language is aimed at persons who are seriously contemplating a career in English Language Teaching or for those who are in possession of a Certificate in Teaching English as a Foreign Language and who wish to further extend their understanding of teaching methodology and techniques or wish to further their career prospects by pursuing Management roles (Director of Studies / Academic Manager / Head of Department).

A student who has completed the Certificate course can complete the Diploma course as an add-on, by completing a further three (3) Modules: Assessment, Technology and ESP; Teacher Development and TEFL Administration and an Extended Essay.

## Course Aims & Objectives

### How will the course prepare you for teaching abroad?

In many ways an online TEFL course is actually more effective than a full-time course. Not only is the online course longer but it also takes a more theoretical approach to teacher training that will benefit you throughout your career. It will give you a solid foundation to build upon, adding experience and further qualifications if and when you desire.

Every module will take you through a different aspect of teaching abroad, giving you all the time you need to take the information in. While the full-time course devotes a significant portion of its study time to planning and giving lessons, the online course ensures that you fully understand TEFL methodology so that when you take up your first teaching position you can apply it in the classroom.

You may find that your first days of actual teaching are challenging but the rewards of an online course extend far beyond simply preparing you for the first week. Indeed, the in-depth content of the online course is something you will come back to again and again. Your thorough understanding of TEFL theory and methodology will be invaluable as you progress through your career and will enable you to quickly develop and excel within your new role.

What's more, the Online TEFL course will enable you to better understand the needs of your class and to assess individual members more effectively to ensure that they are receiving the help that they need. The most prominent debate surrounding Online TEFL courses is the complete absence of practical teaching experience. If you're planning to work abroad for more than a year however, your online course will be perfectly complimented by the practical teaching experience you will receive.

### Course Aims

For the Diploma programme as a whole, the overall aim is to provide an advanced distance training course in the theory, methodology and Management of teaching English as a Foreign Language. With the Online Learning course, you can enroll and begin the programme at anytime during the academic year –whenever it suits you! This course aims to provide students with new insights into language teaching, providing a deeper understanding of the principles and practice of English language teaching to foreign young learners and adults. The focus of the course is on both practical and theoretical aspects of English Language Teaching and will prepare the prospective teacher for an exciting and rewarding career in many different locations around the globe!

## Course Objectives

The general objectives of the course require each student to be able to:

- demonstrate a thorough grasp of the main phonological, lexical, syntactical and other aspects of modern communicative English, with particular reference to its roles as a means of communication.
- predict with reasonable accuracy the learning needs of any group of ESOL, ESL, or ESP learners and to modify and update such a needs analysis in the light of observation and testing.
- write instructional objectives and prepare appropriate lesson plans.
- teach English effectively at any level from beginners to advanced.
- discuss intelligently an extensive repertoire of lesson forms.
- monitor his or her own effectiveness as a teacher of English as a Foreign Language.
- manage other teachers, timetabling, course development, assessment, testing, recruitment, policies and procedures, development plans

## Course Assessment

There will be regular assignments (8), but no formal examinations. Each assignment consists of multiple choice type questions (except the Lesson Plan and Essay) and is to be completed once the course readings have been covered. Your assignments must be submitted to your assigned Tutor in Word format. You will receive a percentage. The Pass Mark is 50%.

<b>Pass Mark</b>	<b>50%</b>	<b>Fail</b>	<b>&lt;50%</b>
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## Course Content

There are eight (8) Modules in the Diploma Course. Each module may be completed in two weeks. This period may be extended (up to 6 months) offering you flexibility and allowing you to work at your own pace. We at The International TEFL Institute understand that life's commitments may not always make it possible to follow a rigid schedule of study.

## Module: The Teaching and Learning of English as a Foreign Language

- ➔ The English Language
- ➔ Approaches to Teaching Methodology
- ➔ Receptive Skills: Teaching Reading and Listening
- ➔ Productive Skills: Teaching Writing and Speaking
- ➔ Teaching Phonetics & Phonology
- ➔ Teaching Vocabulary (Lexis)
- ➔ Teaching Grammar (Syntax)
- ➔ Lesson Planning and use of teaching resources and materials
- ➔ Classroom Management, Options and Techniques

**Module: Grammar Awareness**

- ➔ The Nuts & Bolts of English
- ➔ English Tense Forms
- ➔ English Tense Functions
- ➔ Vocabulary and Phonology

**Module: Teaching Business English**

- ➔ Analysing and recognizing the needs of your business students
- ➔ Organising effective communication in a business classroom
- ➔ Teaching business vocabulary
- ➔ Taking into account the cultural differences of your students
- ➔ Planning a business lesson

**Module: Teaching English to Young Learners**

- ➔ The motivation of young learners
- ➔ Activities and games for the Young Learner
- ➔ Initial English lessons
- ➔ Creating and adapting your materials and lesson ideas
- ➔ Teaching methodology

**Module: Teaching English One-to-One**

- ➔ Advantages of one-to-one learning
- ➔ Discovering your student's needs
- ➔ Problems and possible solutions of one-to-one teaching
- ➔ Creating and adapting your materials and lesson ideas
- ➔ Lesson resources

**Module: Assessment, Technology & ESP**

- ➔ Assessment and testing
- ➔ Technology in the classroom
- ➔ Marking Schemes
- ➔ English for Specific Purposes (ESP)



**Module: Teacher Development and TEFL Administration**

- ➔ Describing Teachers
- ➔ Further Teacher Learning
- ➔ Observation as a Learning Tool
- ➔ Evaluating your Teaching
- ➔ The Nature of English Language Schools
- ➔ The ESL Manager
- ➔ An Overview of the ESL Programme
- ➔ Philosophy, Aims and Objectives
- ➔ Development Plans and Target Setting
- ➔ ESL Policies and Procedures
- ➔ Business Practices in Language Schools
- ➔ Student Services and Support

**Module: Extended Essay**

- ➔ Candidates are required to submit an extended essay of approximately 2500 words. A choice of titles is offered.

**Course Requirements****Acceptance on a course**

The International TEFL Institute does not discriminate against any student for reasons of gender, sexual preference, age, nationality, political, religious or moral beliefs and suchlike. You require a good standard of English. This means that you must be able to read and write English at a higher level such as at Proficiency level. We do not test you on this and you don't have to have any previous qualifications to join our courses – we believe in making education available to as many people as possible.

**Computer and software requirements**

- Internet access and a personal email address.
- Access to Microsoft Word.
- You can download Adobe Acrobat Reader for free by going to [www.adobe.com](http://www.adobe.com)

**Course Duration**

The course may be completed in 8 to 12 weeks. This period may be extended (up to 6 months) offering you flexibility and allowing you to work at your own pace. We at the International TEFL Institute understand that life's commitments may not always make it possible to follow a rigid schedule of study.

## Who is the course for?

The Master Diploma in Teaching English as a Foreign Language is ideal if you wish to extend your professional experience and accept new responsibilities as it not only demonstrates a commitment to the profession, but is also proof of your ability. You may be looking for an opportunity to increase your understanding of the principles and practice of English Language teaching to help improve your overall performance in the classroom. As part of this process, the Master Diploma Course encourages you to analyse your existing practices and beliefs. It also helps you to apply the results of your learning and reflection both to your current professional life and to contexts beyond your present and previous teaching experience.

A student who has completed the Diploma course can complete the Master Diploma course as an add-on, by completing a further four (4) Modules.

## Course Aims & Objectives

### How will the course prepare you for teaching abroad?

In many ways an online TEFL course is actually more effective than a full-time course. Not only is the online course longer but it also takes a more theoretical approach to teacher training that will benefit you throughout your career. It will give you a solid foundation to build upon, adding experience and further qualifications if and when you desire.

Every module will take you through a different aspect of teaching abroad, giving you all the time you need to take the information in. While the full-time course devotes a significant portion of its study time to planning and giving lessons, the online course ensures that you fully understand TEFL methodology so that when you take up your first teaching position you can apply it in the classroom.

You may find that your first days of actual teaching are challenging but the rewards of an online course extend far beyond simply preparing you for the first week. Indeed, the in-depth content of the online course is something you will come back to again and again. Your thorough understanding of TEFL theory and methodology will be invaluable as you progress through your career and will enable you to quickly develop and excel within your new role.

What's more, the Online TEFL course will enable you to better understand the needs of your class and to assess individual members more effectively to ensure that they are receiving the help that they need. The most prominent debate surrounding Online TEFL courses is the complete absence of practical teaching experience. If you're planning to work abroad for more than a year however, your online course will be perfectly complimented by the practical teaching experience you will receive.

### Course Aims

For the Master Diploma programme as a whole, the overall aim is to provide an advanced distance training course in the theory, methodology and Management of teaching English as a Foreign Language. With the Online Learning course, you can enroll and begin the programme at anytime during the academic year –whenever it suits you! This course aims to provide students with new insights into language teaching, providing a deeper understanding of the principles and practice of English language teaching to foreign young learners and adults. The focus of the course is on both practical and theoretical aspects of English Language Teaching and will prepare the prospective teacher for an exciting and rewarding career in many different locations around the globe!

### Course Objectives

The general objectives of the course require each student to be able to:

- demonstrate a thorough grasp of the main phonological, lexical, syntactical and other aspects of modern communicative English, with particular reference to its roles as a means of communication.
- predict with reasonable accuracy the learning needs of any group of ESOL, ESL, or ESP learners and to modify and update such a needs analysis in the light of observation and testing.
- write instructional objectives and prepare appropriate lesson plans. Teach English effectively at any level from beginners to advanced. Discuss intelligently an extensive repertoire of lesson forms.
- monitor his or her own effectiveness as a teacher of English as a Foreign Language.
- manage other teachers, timetabling, course development, assessment, testing, recruitment, policies and procedures, development plans

### Course Assessment

There will be regular assignments (12), but no formal examinations. Each assignment is to be completed once the course readings have been covered. Your assignments must be submitted to your assigned Tutor in Word format. You will receive a percentage. The Pass Mark is 50%.

**Pass Mark**

**50%**

**Fail**

**<50%**

### Course Content

There are twelve (12) Modules in the Master Diploma Course. Each module may be completed in two weeks. This period may be extended (up to 6 months) offering you flexibility and allowing you to work at your own pace. We at The International TEFL Institute understand that life's commitments may not always make it possible to follow a rigid schedule of study.

**Module: The Teaching and Learning of English as a Foreign Language**

- ➔ The English Language
- ➔ Approaches to Teaching Methodology
- ➔ Receptive Skills: Teaching Reading and Listening
- ➔ Productive Skills: Teaching Writing and Speaking
- ➔ Teaching Phonetics & Phonology
- ➔ Teaching Vocabulary (Lexis)
- ➔ Teaching Grammar (Syntax)
- ➔ Lesson Planning and use of teaching resources and materials
- ➔ Classroom Management, Options and Techniques

**Module: Grammar Awareness**

- ➔ The Nuts & Bolts of English
- ➔ English Tense Forms
- ➔ English Tense Functions
- ➔ Vocabulary and Phonology

**Module: Teaching Business English**

- ➔ Analysing and recognizing the needs of your business students
- ➔ Organising effective communication in a business classroom
- ➔ Teaching business vocabulary
- ➔ Taking into account the cultural differences of your students
- ➔ Planning a business lesson

**Module: Teaching English to Young Learners**

- ➔ The motivation of young learners
- ➔ Activities and games for the Young Learner
- ➔ Initial English lessons
- ➔ Creating and adapting your materials and lesson ideas
- ➔ Teaching methodology

**Module: Teaching English One-to-One**

- ➔ Advantages of one-to-one learning
- ➔ Discovering your student's needs
- ➔ Problems and possible solutions of one-to-one teaching
- ➔ Creating and adapting your materials and lesson ideas
- ➔ Lesson resources

**Module: Assessment, Technology & ESP**

- ➔ Assessment and testing
- ➔ Technology in the classroom
- ➔ Marking Schemes
- ➔ English for Specific Purposes (ESP)

**Module: Teacher Development and TEFL Administration**

- ➔ Describing Teachers
- ➔ Further Teacher Learning
- ➔ Observation as a Learning Tool
- ➔ Evaluating your Teaching
- ➔ The Nature of English Language Schools
- ➔ The ESL Manager
- ➔ An Overview of the ESL Programme
- ➔ Philosophy, Aims and Objectives
- ➔ Development Plans and Target Setting
- ➔ ESL Policies and Procedures
- ➔ Business Practices in Language Schools
- ➔ Student Services and Support

**Module: Teaching Observation & Lesson Presentation Practice**

- ➔ First Day Activity: Getting to know you
- ➔ A Warmer / Communication Activity
- ➔ A Listening Lesson
- ➔ Teaching a Grammatical Structure
- ➔ A Communication Lesson

**Module: Technology Assisted Language Learning**

- ➔ Application and role of technology as a language learning tool
- ➔ Hardware and devices
- ➔ Information gathering tools
- ➔ Web-based manipulation tools
- ➔ Social networking
- ➔ Virtual learning platforms

**Module: ELT in International Schools**

- ➔ The ESL Programme
- ➔ Withdrawal from the Mainstream
- ➔ Assessment & Testing
- ➔ Support Teaching in the Mainstream
- ➔ Marking Schemes & Report Writing

**Module: Extended Essay 2**

- ➔ Candidates are required to submit an extended essay of approximately 2500 words. A choice of titles is offered.

**Course Requirements****Acceptance on a course**

- The International TEFL Institute does not discriminate against any student for reasons of gender, sexual preference, age, nationality, political, religious or moral beliefs and suchlike. You require a good standard of English. This means that you must be able to read and write English at a higher level such as at Proficiency level. We do not test you on this and you don't have to have any previous qualifications to join our courses – we believe in making education available to as many people as possible.
- Basic computer literacy is required.

**Computer and software requirements**

- Internet access and a personal email address.
- Word Processor / Adobe Acrobat Reader
- You can download Adobe Acrobat Reader for free by going to [www.adobe.com](http://www.adobe.com)

**Course Duration**

The course may be completed in 8 to 16 weeks. This period may be extended (up to 6 months) offering you flexibility and allowing you to work at your own pace. We at the International TEFL Institute understand that life's commitments may not always make it possible to follow a rigid schedule of study.

# Short Courses

The Short Certificate Courses are aimed at students who have completed an Online TEFL / TESOL Certification Course. These Short Courses will enhance your current qualification by:

- Taking your certification in a specific direction
- Improving your employment opportunities and earning potential
- Giving you an edge in a competitive market
- Providing you with further skills towards your Professional Development



## Teaching Observation & Lesson Presentation Practice (20 hrs.)

This Short Course is designed for Certified TEFL / TESOL teachers. The 20 hour Teaching Observation & Lesson Presentation Practice Course has tremendous practical value. This course will provide you with an opportunity to refine your TEFL skills by answering questions on scenarios shown in each video. You'll have the chance to watch genuine in-class footage and practice your new- found TEFL skills!



## ELT in International Schools (20 hrs.)

This Short Course is designed for Certified TEFL / TESOL teachers. The 20 hour ELT in International Schools Course will provide you with an insight into teaching ESL / EFL / EAL in an International School environment. The course covers the implementation of an ESL Programme; ESL Support in the Mainstream and Testing & Assessment.



## Technology Assisted Language Learning (20 hrs.)

This Short Course is designed for Certified TEFL / TESOL teachers. The 20 hour Technology Assisted Language Learning Course will further develop your knowledge in the integration of technologies into your teaching practice. The approach of this course is to present the theory behind the use of technology (in and beyond the classroom) and also to provide you with the tools necessary to add value to your lessons.



### Teaching Practice Certificate (20 hrs.)

The Teaching Practice Certificate is aimed at TEFL trainees who are looking for the most cost effective and flexible way to acquire official in-class certification. The Teaching Practice Certificate is aimed at those who have already completed a TESOL / TEFL course or are currently studying towards a TESOL / TEFL qualification. Receive 20 hours of in-class teaching experience – organized by you or completed whilst in the employ of your new / current employer (on-the-job).





**International TEFL Institute**

In accordance with the Rules of the College

**Adam Wilkinson**

has this day been awarded the

**Certificate in Teaching English as a Foreign Language  
(120 hrs.)**

in evidence of which this certificate is issued  
under the Seal of the College



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Principal

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Academic Director

Reference Number: WIT225

**Dated this 20 September 2014**





**International TEFL Institute**  
**Transcripts for**  
**Adam Wilkinson**

The Certificate in Teaching English as a Foreign Language is awarded to candidates who have satisfactorily fulfilled all the requirements of the course. They will have shown potential development after the course, in awareness of language learning problems and of classroom techniques.

Certificate in Teaching English as a Foreign Language  
(120 hrs.)

	Mark
Module: Teaching English One-to-One	87%
Module: The Teaching and Learning of English as a Foreign Language	86%
Module: Grammar Awareness	81%
Module: Teaching Business English	87%
Module: Teaching English to Young Learners	80%

**Grade: Pass**

Module: **The Teaching and learning of English as a Foreign Language:** sources and problems of motivation at different age levels; subject matter and procedures; teaching-learning approaches, with particular emphasis on humanistic aspects and Communicative Language Teaching; receptive and productive skills, reading and listening materials; speaking and writing; integration of skills; language games; oral and written forms of practice and interaction; problem solving activities; simulation and role-play; pair work and group work; audiovisual aids. Lesson planning: instructional objectives; writing lesson plans; teacher and learner activities; classroom management and organization.

Module: **Grammar Awareness:** The Nuts & Bolts of English; English Tense Forms; English Tense Functions; Vocabulary & Phonology.

Module: **Teaching Business English:** Analysing and recognizing the needs of your business students; Organising effective communication in a business classroom; Teaching business vocabulary; Taking into account the cultural differences of your students; Planning a business lesson.

Module: **Teaching English to Young Learners:** The motivation of young learners; Activities and games for the Young Learner; Initial English lessons; Creating and adapting your materials and lesson ideas; Teaching methodology.

Module: **Teaching English One-to-One**: Advantages of one-to-one learning; Discovering your students needs; Problems and possible solutions of one-to-one teaching; Creating and adapting your materials and lesson ideas; Lesson resources.

This candidate has satisfied the course requirements to be awarded the Certificate in Teaching English as a Foreign Language.

\*\*\*\*\* End of Academic Record \*\*\*\*\*

Authorised Certifying Officer

Date issued: 20 September 2014



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**Registrar**

Jason Peter Geyser

Issued without correction or erasure

International TEFL Institute, [verify@itefli.com](mailto:verify@itefli.com).