

## TEFL Course Syllabus

The course syllabus consists of course training schedule. Trainee accountability and autonomy is increased incrementally in conjunction with individual teacher development over the 4-week period. The overall course objective is to train teachers to plan and teach professional and competent lessons to a range of language levels and language learners, both independently and with a view to continued development and constructive self-evaluation.

### WEEK 1

**Focus of the 1<sup>st</sup> week:** Focus is on the basics of lesson planning and basic teaching techniques

**Course aims of the 1<sup>st</sup> week:** By the end of week one, trainees can write a lesson plan with clear stages and lesson aims. Trainees will be familiar with basic classroom management techniques. Trainees can identify language parts of speech and basic grammatical forms. Trainees will be aware of the differing needs between young learners and adult learners. Trainees will be aware of possible techniques for presenting vocabulary. Trainees can plan and execute a warmer/ice-breaker activity.

- **Lesson planning** (2x90 min. sessions): an introduction to lesson planning design, lesson stages and aims
- **General introduction to classroom management and teacher language** (1x90 min. session)
- **An unknown foreign language experience** (2x90 min. sessions) + 2500 word written assignment (language depends on intakes previous experience e.g. Japanese, Czech, Farsi etc.)
- **Introduction to warmer and ice breaker activities** (1x90 min. session) + 90 min. observed and team teaching followed by 60 min. feedback
- **Specialization for teaching young learners** (1x90 min session) + 60 min. observed and team teaching followed by 60 min. feedback
- **Specialization for teaching advanced learners** (1x90 min session) + 90 min. observed and team teaching followed by 60 min. feedback
- **Language Awareness-Introduction** (1x90 min. session) + 60 min. feedback on pre-course assignment
- **Introduction to presenting vocabulary** (1x90 min. session) + 90 min. observed and team teaching followed by 60 min. feedback

### WEEK 2

**Focus of the 2<sup>nd</sup> week:** Focus on language awareness and language presentation, error correction and student needs analysis

**Course aims of the 2<sup>nd</sup> week:** By the end of week 2, trainees will be aware of several error correction techniques and will be able to correct errors appropriately and sensitively when heard.

Trainees will be able to conduct a needs analysis for new students. Trainees will be able to plan and teach a receptive skills lesson. Trainees will be aware of the basics of English phonology and phonemic script. Trainees will have had 3 hours of unknown foreign language immersion and can perform basic language functions such as greetings in that language.

- **Presenting grammar** (1x90 min. session) + 90 min. observed and team teaching followed by 60 min. feedback
- **Practicing new language** (1x90 min session) + 90 min. observed and team teaching followed by 60 min. feedback
- **Feedback and error correction** (1x90 min session) From this introduction until the end of the course this area is included in the grading criteria for all observed lessons
- **Language awareness: Tense and Aspect, Meaning, Form and Use, Future forms** (4x90 min)
- **Introduction to teaching skills sessions: Reading, Listening and Writing** (3x90 min. session) + 90 min. observed and team teaching of receptive skills followed by 60 min. feedback
- **Phonology 1: Introduction to Phonology and Phonemic Script** (1x90 min. session) + knowledge tested in language awareness test in week 4
- **Introduction to Needs Analysis and learning styles** (1x90 min. session)
- **Specialization for teaching young learners** 60 min. observed and team teaching followed by 60 min. feedback
- **Mid-course evaluation and Individual tutorials** with lead trainer 20-30 min. per trainee

### WEEK 3

**Focus of the 3<sup>rd</sup> week:** Focus on refining presentation, planning and lesson execution, teaching and modeling pronunciation and choosing appropriate lesson materials. Trainees are expected to begin to plan more autonomously from this point.

**Course aims of the 3<sup>rd</sup> week:** By the end of week 3, trainees will be able to teach an integrated skills lesson. Trainees will be aware of techniques for teaching pronunciation and word and sentence stress. Trainees will be able to choose and adapt an authentic text for classroom use. Trainees will be aware of the areas to include when teaching modality, conditionals and functional language. Trainees will have completed a mock language awareness exam and will be aware of what areas need extra preparation for the final exam.

- **Integrating skills** (1x90 min. session) + 90 min. observed and team teaching followed by 60 min. feedback
- **Phonology 2: Stress, Rhythm and Intonation** (1x90 min. session) knowledge tested in language awareness test in week 4
- **Teaching Pronunciation** (1x90 min. session)

- **Introduction to Course Planning** (1x90 min. session) + 10 lesson student course plan as part of student profile assignment due in week 4
- **Introduction to Speaking Skills** (1x90 min. session each) + 90 min. observed and team teaching of productive or integrated skills followed by 60 min. feedback
- **Language Awareness: Modality, Conditionals, Functional Language** (3x90 min. session)
- **Introduction to Materials Design and text-based lessons** (1x90 min. session) + 90 min. observed and team teaching followed by 60 min. feedback and 1500 word assignment due in week 4
- **Introduction to teaching beginners and low levels** (1x90 min. session)
- **Language Awareness Mock Exam** (1x90 min.) + 20-30 min. group feedback

#### WEEK 4

**Focus of the 4<sup>th</sup> week:** Focus is on refining language awareness, introduction to alternative teaching methods and ESP, job guidance and further teacher development, language exams and monitoring learning.

**Course aims of the 4<sup>th</sup> week:** By the end of the course, trainees will have completed 6 hours of observed practice teaching. Trainees will be able to plan, teach and provide task feedback independently. Trainees will be aware of the differences between general English lessons and ESP, business and exam preparation lessons. Trainees will be aware of techniques for teaching one to one and mixed level lessons as well as causes and influences of teacher motivation. Trainees will be able to write a TEFL CV and to prepare a demo lesson for interviewing.

- **Language Awareness Exam** (1x90 min.) + 10 min. group feedback (Passing grade is 75% or higher)
- **ESP and Business English** (1x90 min. session)
- **ELT Exams and Monitoring and Assessing Learning** (2x90 min session)
- **Alternative Teaching Methods** (1x90 min. session)
- **Teaching 1-1 and mixed levels** (1x90 min. session)
- **Learner Motivation** (1x90 min. session)
- **Professional development and job guidance and Mock interviews** (3x90 min. session)
- **2x90 min. observation and team teaching** of materials design or open choice followed by 60 min. feedback
- **Learner Profile Assignment due**
- **Materials Assignment due**
- **Teaching Practice Portfolio due:** including lesson plans, feedback and self-assessment forms for 4 weeks of teaching