

TEFL INSTITUTE OF IRELAND

10 HOUR DAY COURSE



COURSE OVERVIEW



ARRIVAL 9:30AM - DEPARTURE 7:00PM

Objectives

- To give hints, strategies, resources and ideas for effective communication when teaching English.
- To learn fun and interactive methodologies for teaching English.
- To give you confidence to teach English.

Learning by doing

This day is activity based. This means you learn the underlying principals of teaching English by taking part and doing them. All the activities you do in the training can be used with your own students. This is why it is important to reflect on what you do during the training.

Your trainer will ask you questions such as:

- Why did we do this activity?
- What made this activity successful?
- How can we adapt these activities to different levels?
- At what point in the lesson would we do these activities?
- How was the activity organised?

MODULE 1

- Welcome. Trainer's background.
- Course objectives.
- Ice breaker.

Task: Ball game for everyone to get acquainted with each other.

- Reflection

MATERIALS

- Course manual

MODULE 2

- TESOL Vs TEFL student profile.
- Need Analysis: Wants, Language level, Interests. Task: Brainstorm questions to ask
- Initial Assessment: Literacy ESOL V TEFL
 - Task:** Brainstorm ideas for literacy assessment.
- Spiky profiles
- Speaking and Writing samples from students at different proficiency levels.
 - Task:** Listen to and read student work and try to determine levels from CEFR. Reflection.

MATERIALS

- CEFR
- Needs Analysis Wants and Interests.
- Needs Analysis Interview Questions.
- Literacy ESOL Initial Assessment.
- TEFL Initial Assessment.
- Sample speaking from students
- Sample writing from students

MODULE 3

- Class contract.

Task: Design a sample class contract.

- Explain methodologies pair work, group work.
- Cultural expectations of a teacher's role.
- System for board work.
- System for giving instruction.
- System for getting attention.
- System for discipline.

Task: Brainstorm the above systems
Reflection.

MATERIALS

- Sample class contract.
- Handout on classroom management systems.

MODULE 4

- How to grade your language.
- How to explain meaning: Pictures.
Task: Use questions and pictures to lead into your topic.
- Use realia to explain prepositions of place.
Task: Work with a partner and use classroom realia to practice in, at, on.
- Use mime/gesture to explain meaning.
Task: In small groups use mime to explain about what you did on your holiday.
- Reflection.

MATERIALS

- Identifying the Pitfalls of English.
- Selection of pictures
- Realia from classroom.

MODULE 5

- The stages of a lesson using the PPP Method.
- The Target Language.
- What to do at each stage.
- Teacher Talking Time and Student Talking Time.

Task: Look back at activities done so far and say which part of the lesson they would be suitable for.

- Reflection.

MATERIALS

- Handout with stages of a lesson.

MODULE 6

- Interactive communication games to promote fluency.

Task: Find Someone Who...

Task: Post It game to practice giving advice.

- Reflection.

MATERIALS

- Find Someone Who... handout.
- Post Its.

ACTIVITIES & BREAKS



Pair work activities for the Practice Stage of the lesson 10:45 -11:15



Coffee Break 11:15 - 11:30

MODULE 7

- Introduction to the 13 tenses of the English language.

Task: Match the sentences to the name of the tense.

Task: Competition. Two groups listen to the teacher who says a name of a tense and a member of the group has to write it on the board.

- Reflection.

MATERIALS

- Handout with all 13 tenses.
- Jumbled sentences and tense names.

MODULE 8

- Students are in the shoes of foreign language learners as they experience a foreign language lesson using the PPP method.

Task: Participate in a foreign language lesson.

- Reflection.

MATERIALS

- Handouts for pair work and group work.

MODULE 9

- How to teach a reading lesson step by step.

Task: In pairs find answers to the questions.


Task: Have a group discussion.

- Reflection.

MATERIALS

- Handout: A country girl from Doff Teach English.
- Realia: Egg box, milk carton.

ACTIVITIES & BREAKS

 Grammar Awareness 12:30 – 13:00



Lunch 13:00 – 13:30

MODULE 10

- How to teach Stress, sounds, intonation.

Task: Students will part take in pair work practicing sounds and intonation.

- Reflection.

MATERIALS

- Handout from Ship or Sheep.

MODULE 11

- Overview of IELTS, TOEFL and TOEIC.
- Overview of Cambridge Exams KET, PET, FCE, CAE and CPE.



[CLICK TO VIEW](#) 

MATERIALS

- Handout with brief overview of each exam.

MODULE 12

- Overview of IELTS, TOEFL and TOEIC.
- Overview of Cambridge Exams KET, PET, FCE, CAE and CPE.

MATERIALS

- Handout for lesson preparation using PPP.

TEACHING PRACTICE



Lesson Topics and organisation of pairs 14:30 -14:45



Resources making and lesson planning in pairs 14:45 – 15:45



Coffee Break 15:45 - 16:00

MODULE 13

- Abbreviations used in jobs ads. TEFL, EFL, ELT, ESOL, TESOL, etc.

Task: Brainstorm some ways of sourcing a job in TEFL.

- TEFL Job Websites.
- Language Schools.
- Recruitment Companies.
- Government Sponsored Programmes JET, EPIK.
- Religious Organisations.
- Volunteer/Garda Vetting.
- The Interview.
- Skype or phone.
- The contract.
- Reflection.

MATERIALS

- Handout with abbreviations.
- Handout with list of TEFL Job websites.
- Handouts with Religious Organisations addresses.
- Handouts with information on
- Government Sponsored Programmes JET, EPIK
- Handout on interview tips. CV, questions you could be asked- levels, adults/children, materials,
- Handout on contracts: salary, working hours, contract length and issues involving early termination of your contract.

MODULE 14

Task: Brainstorm on teaching English online.

• **The Essential Toolkit:** You, Headset, webcam, microphone, Skype, Online Whiteboard, IDroo, where you and the student can interact at the same time.

• **What are you going to teach?** Reading, Writing, Listening, Speaking, Vocabulary, Pronunciation, Grammar, Business English, Tourism English?

1. Decide what you are going to teach THEN
2. Find a student.

• Many online teachers offer:
General English: for shopping, travelling etc.
Conversational English: to improve fluency.

• **Niche English: Medical, Sports, etc.**

• **Highly lucrative Exam Prep and Business English.**

• HOW TO FIND STUDENTS

- Use your own networks, Facebook, etc.
- Social Media Marketing.
- Online marketplaces Italki.com.

• Verbalplanet.com.

• Online Schools.

• HOW TO USE SOCIAL MEDIA TO ATTRACT STUDENTS.

• WHAT SHOULD I CHARGE?

• PAYMENT METHODS

Paypal, Western Union. Bank account

• WHERE CAN I TEACH FROM?

• **Countries with low cost of living plus nice lifestyle.**

• Thailand, Cambodia, The Philippines, Vietnam, Indonesia, Costa Rica, Bolivia and Columbia, Eastern European small towns and Budapest.

• Countries that pay high rates for English fees are:

Russia, Japan, South Korea, Hong Kong, Taiwan, United Arab Emirates and Saudi Arabia.

• Website **numbeo** compares the cost of living all over the world.

• CONVERSATION LESSONS

MODULE 14

- Get your student to email you the topic each week,

- Role plays with structure.

• **READING**

- Breakingnewsenglish.com at various levels. Lots of activities.

- Simple English Wikipedia.

• **WRITING**

- Have to focus on grammar, vocabulary, punctuation, spelling and meaning.

- Formal and Informal writing.

- Academic writing is in demand.

- Planning, Writing, Feedback, Rewriting.

- Student can share their writing on Google docs and edit it there too.

• **TEACHING VOCABULARY**

- Google Images, flash cards, Realia.

- Match words to pictures, Fill in the blank.

• **HOW TO TEACH EXAM PREPARATION**

- Materials and sample exam papers all available online. Try the exam yourself. The test dictates the lesson.

- Give them timed practice.

- Know the exam date.

• **WHERE TO FIND EXAM STUDENTS?**

- IELTS Facebook groups,

- Quora...a site where people ask questions.

- Youtube.

- Forum The IELTS Network.

- You don't need to do the lessons live as they can email you the writing and speaking.

- Reflection

MODULE 14

MATERIALS

Detailed handouts on:

- The Essential Tool kit.
- What are you going to teach?
- General English and Niche English.
- Exam Prep and Business English.
- How to find students.
- How to use social media to attract students.
- Charging and payment methods.
- Where can I teach from?
- Conversation lessons.
- Reading lessons.
- Writing lessons.
- Vocabulary lessons.
- Exam Prep lessons.
- Where to find exam students.

APPENDIX



- Suggested resources and websites for lesson plans and class materials.
- Handout with list of popular course books, reference books and websites for free materials and lesson plans.

SUGGESTED ONLINE COURSES



[CLICK TO VIEW](#) 