

London Teacher Training College Preparatory Course for Diploma in TESOL Course Information

1. Introduction

Course Name: Preparatory Course for Diploma in Teaching English to Speakers of Other Languages (TESOL)

Award: **Diploma in Teaching English to Speakers of Other Languages (Diploma in TESOL)**

Origin of the Award and Developer of the Course:

London Teacher Training College (LTTTC), Dalton House, 60 Windsor Avenue, Wimbledon, London SW19 2RR, United Kingdom
www.teachenglish.co.uk lttc@teachenglish.co.uk

2. Target Participants

The LTTTC Diploma in TESOL is an internationally recognised qualification for those interested in teaching English as a second or foreign language (TESOL/TEFL) and for those already teaching who wish to upgrade their teaching skills and knowledge. The Diploma is a valuable addition to any qualification portfolio, giving more assurance of employment in uncertain economic times.

3. Entry Requirements

1. At least five passes in GCE O Level to include a pass in English; **OR** equivalent qualification in own country; **OR** other qualification in English, e.g. IELTS Band 6.5 / TOEFL 600.
2. Good level of English for the environment in which the candidate will teach.
3. Age - Young adults to retirees welcome. Min. 21 years (please enquire if younger).

If you do not meet these requirements, please contact us and we will forward your details to London Teacher Training College. LTTTC tries to include those who do not quite meet the entry requirements but have the ability to manage with the course content and who have a keen passion to teach.

4. Course Objectives

Upon completion of the course, the trainee teacher will be able to:

1. Understand how language is acquired
2. Understand what constitutes error in language acquisition
3. Know the principles on which language teaching is based
4. Understand phonetics and phonology
5. Know which methodologies can be used to teach English
6. Know how to use materials and aids to teach English in the class
7. Know how to organise the class

8. Know how to design lesson plans

5. TESOL Trainers

Dr. Alan Richardson

Dr. Richardson obtained his Bachelor Degree and Ph.D at the University of Bradford, UK. He worked in education and research (Senior Research Fellow, University of Leeds) and became a registered teacher in the UK state school system. In 1993, he moved from the UK to be a senior lecturer at Singapore Polytechnic. He obtained a Certificate in Teaching (University of Sheffield, UK in collaboration with Singapore Polytechnic). Since 1998, he has worked at institutions such as MDIS as Academic Director and has taught English at the National University of Singapore (Extension), APMI KAPLAN and other schools. He has been teaching on the LTTC Diploma in TESOL in Singapore, Malaysia and Myanmar since 2005. He created British Education Centre to specialise in teacher training in 2007.

Dr. Peter Hardstone

Dr. Hardstone obtained his Bachelor Degree and Ph.D. from Queen's University Belfast, UK. He came to Singapore in 1975 and has since been teaching in management areas and in English as a Second Language, for example on the English language programmes of the British Council, National University of Singapore (Extension), APMI KAPLAN and James Cooke University (Singapore Campus). He obtained a Certificate in TESOL in 2004 and since then has been training in TESOL in Singapore.

Ms. Marven Harkness

Ms. Harkness has a Trained Teachers Certificate from Christchurch Teachers College, New Zealand and a Certificate in Teaching English as a Second Language to Adults from the Royal Society of Arts (UK). Her Bachelor of Education is from her study at Edith Cowan University, Australia and this portfolio of qualifications is completed with a Diploma in the Teaching of English as a Second Language from the Royal Society of Arts (UK). Ms Harkness has been teaching English to foreign students at the National University of Singapore (Extension). In addition to teaching English in Asia since 1989, Ms. Harkness has been involved in TESOL teacher training since 2008.

Mr. H. Alexander Ivey

Mr. Ivey gained his Bachelor Degree from Auburn University, pursued graduate studies at the University of Nevada and his obtained his Masters from Texas A&M University. He also has a Diploma in TESOL and is teaching English to foreign students in Singapore. He has been teaching English and Public speaking in Singapore for the past six years in private colleges and public and private secondary schools and is working with us to help produce a new generation of English teachers.

6. Delivery

There are four modules and a practicum. The course is taught with a combination of lecture delivery, discussion groups, role-play, workshop and teaching practice. The trainer allotted to a module is shown in the timetables. The average trainer:student ratio is 1:8.

7. Course Structure and Delivery

1. Module 1: Language Theory.

The needs and motivation of learners, nature and varieties of language, acquiring language and the approaches, methods and principles of language teaching.

- Needs of learners
- Nature of language and varieties – historical, geographical and social
- Appropriateness of English language
- Language acquisition in young learners

- Methodologies and principles of ESOL language teaching
 - Teaching development, practicum preparation and trial presentations
2. Module 2: Language Teaching Methodology
The application of approaches, methods, principles and techniques. Uses of a range of teaching materials and teaching aids are covered.
- Applying methods for effective learning - teaching the four skills
 - Questioning in class
 - Teaching materials and aids - rhyme and song, pictures, flashcards and wordcards, role play, drama, games and puzzles, realia, effective use of the whiteboard and electronic teaching aids.
 - Teaching development, practicum preparation and trial presentations
3. Module 3: Classroom Planning and Organisation
Arriving at lesson delivery, starting with the syllabus and going on to aims for the lesson and creation of the lesson plan. We also cover effective classroom management.
- Course aims and syllabus
 - Evaluating textbooks
 - Forms of classroom interaction,
 - Classroom management and classroom layout
 - Scheme of work and timetabling activities
 - Lesson planning - aims, assumptions, materials, activities, interaction, timing, anticipating problems and developing solutions, production of lesson plans
 - Teaching development, practicum preparation and trial presentations
4. Module 4: Linguistics and Language Teaching
Phonetic, phonological, lexical and syntactic features of contemporary English.
- Phonetics – production of individual sounds
 - Phonology – phonological features in words and longer elements of speech
 - Morphology of words
 - Vocabulary and semantics
 - Grammar, structures and error
 - Teaching development, practicum development and trial presentations
5. Practicum
During the course, you will build a lesson plan and teaching materials for the practicum with the help of your tutor and you will gain confidence by delivering trial presentations to classmates in teaching development sessions. Your practicum is taken when all four modules have been completed and you will then be ready to deliver the 45-minute practicum lesson to a class of foreign students. After the practicum lesson, the assessor will discuss your teaching and assessment with you in a positive and constructive way.

The four modules are independent. You may start at

Choose from three options:

Daytime Classes

Our daytime morning course classes are on Mondays, Tuesdays, Thursdays and Fridays. Classes are 10.00am to 1.00pm. The course duration is two months.

OR

Evening Classes

Our evening course classes are on Mondays and Thursdays, 6.45pm to 9.45pm. The course duration is four months. It may be difficult to arrive by 6.45pm after leaving work and taking a meal, so we start gently at 6.45pm and allow for you reaching us a little late, 7.0pm plus.

OR

Four-Week Intensive Classes

This is a four-week version of the course with the above morning classes and a combination of afternoon and evening classes. Entry is on any Monday when a daytime morning class module starts. If you are from overseas, you may study in Singapore on this option on a short-term visit pass and without a student pass, under a ruling of the Singapore Immigration and Checkpoints Authority (ICA), first introduced in June 2004. Singapore nationals and residents are also very welcome to study on this option.

You may choose to complete your morning or evening course over a longer time, having breaks between modules. You may switch between morning and evening classes, taking some modules in the morning and some in the evening. This can also shorten the duration if you combine certain morning and evening module classes.

Module examinations are held on Saturday mornings. You may be able to sit at other times by agreement of the school if you require more revision time or have work commitments on Saturdays.

The LTTC Diploma in TESOL course specifications give 180 hours of total course effort. We provide 125 total classroom/assessment/practicum and supervised teaching development hours and we expect a minimum of 55 hours of private study to bring the total course effort to 180 hours:

Module 1 classroom work (7 x 3-hour classes)	21 hours
Module 2 classroom work (8 x 3-hour classes)	24
Module 3 classroom work (7 x 3-hour classes)	21
Module 4 classroom work (8 x 3-hour classes)	24
4 x 3-hour open-book module examinations	12
Supervised practicum development	<u>23</u>
Total study/assessment/teaching development:	125
Private study minimum	<u>55</u>
Total course effort	180

Note:

Classes are timetabled not to fall on public holidays. The full classroom hours are always taught. Minor redistribution of hours between modules may occur where a public holiday prevents a class being timetabled.

8. Assessment and Grading

Assessment is by a three-hour, open-book written examination for each of the four modules, plus the assessed practicum. You must pass the four modules and the practicum to pass the course. There are no assessed assignments.

Examinations are marked by LTTC in London and LTTC grades your Diploma from these results.. The practicum assessor scores your practicum and then the practicum score and comments are sent to LTTC. LTTC includes the practicum grade separately on your Diploma transcript. LTTC aims to send your Diploma scroll within six weeks of receipt of your final successful assessment, i.e. receipt of the practicum assessment documents.

Grades

Grade A, Pass with Distinction

The trainee teacher has demonstrated considerable further reading, an ability to

12. Maximum Completion Time

Maximum completion time, taking all four examinations and the practicum, is one year from the date of the enrolment (date of both parties signing the School-Student Contract). The School may grant an extra period up to six months for special circumstances.

13. Fees Refund Policy

Students apply for a refund by completing a Fee Refund Application Form, obtainable at the School Administration Desk. An approved refund will be made to the Student within five working days of receipt of the completed form. The student will be required to sign a receipt of refund.

1. 100% refund of any paid \$662.50 module course fee plus any further module course fees paid, are refundable up to the end of the first class of the course if the student changes their mind about taking the course. This refund is subject to the student returning the text book, course handbook and any course handouts received up to that point.

2. 100% refund of any paid \$662.50 module course fee if the School fails to commence that module for the Student on the commencement date enrolled for. The School reserves its right to cancel a module delivery if the number enrolled is less than three and its right to split a class or cease enrolment for a class if the number wishing to enrol is more than ten.

The student may choose to forgo this refund and take the module at a different date.

3. 100% refund of any paid \$662.50 module fee if the School fails to complete delivery of that module paid and enrolled for and commenced by the Student.

4. 100% refund of any paid \$662.50 module fee, plus any other course fees paid plus the \$50 registration fee if the School fails to offer the modules up to a maximum of one year from the enrolment date (signing of the School-Student Contract), such that the Student is not able to complete the Diploma in TESOL course, subject to the School reserving the right to cancel a module if the number enrolled is less than three and the right to split a class or cease enrolment for a module if the number wishing to enrol is more than ten. There is no such refund if the cause of non-completion is due to any action by the Student.

5. 100% refund of the \$662.50 module course fee, plus any further course fees already paid plus the \$50 registration fee if the School is in material breach of its obligations under the School-Student Contract.

6. There is no refund for no-show by the student, defined as not taking any classes of the module. It is at the discretion of the School to offer an alternative commencement date for the module.

7. If the student does not attend classes within a module for any reason given by the student, there is no refund or fee offset, or obligation by the School to provide make-up classes.

8. If the Student decides not to take all the modules of the course, there is no obligation for the student to pay course fees for those modules which will not be taken.

14. Late Payment Policy

There is no fee for late payment. However, please pay at the first class of a module, when fees are due - we do reserve the right to de-register a student if payment is not made on the due date.

Finally, join us for a great TESOL experience!

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