

Introductory Unit

Welcome to the International TEFL Teacher Training (ITTT) online TEFL course.

The purpose of this first unit is to provide an overview of and an introduction to the course. You will find full details of the course contents as well as information on how the course is organized, how to complete it successfully and how to proceed through the course.

The ITTT course is unique for an online course as it enables graduates to receive ongoing career support and teacher development long after completion and provides an opportunity to see 'real' lessons through our video or CD-ROM.

We believe that you will find this course of great benefit as you embark upon a career in TEFL.

Thank you once again for choosing International TEFL Teacher Training.



Course aims

This course aims to provide a solid introduction to the world of TEFL. Upon completion of the course graduates should have a good working knowledge of the English grammatical and phonology systems as well as an awareness of the skills and techniques required for successful language teaching.

While the course is both theoretical and knowledge-based, we also give participants the maximum opportunity to reflect on the course content, and on the processes of learning and teaching a foreign language. We have tried to make this course as practical as possible with the help of the video, but as with most things practice makes perfect.

We recommend that while studying the course you try to arrange to observe experienced teachers at a local language school. You may even get an opportunity to act as the teacher's assistant or to give a supervised lesson yourself! Maybe you have some friends that are not native speakers of English who you could practice on. The more practice you can get at the start of your teaching career the better. Ideally, you might want to give one or two supervised lessons yourself, and receive feedback from an experienced teacher afterwards. If you are ever able to video record one of your lessons, we would be happy to look at it and give you our comments.

After you have successfully completed the course, you will also be given details of how you could attend one of our training centers where a trainer would watch you teach several lessons to local students of English, and offer constructive feedback afterwards.



Course content

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 and phonology.

This 100-hour course consists of 20 units, carefully chosen and organized to ensure a gradual build up of knowledge whilst not overloading students with too much information at any one time. These units allow you to work through the course at a pace that suits your requirements.

The course units are:

Unit 1 – Teachers and learners

Unit 2 – Introduction to English grammar and 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 – Teaching receptive skills

Unit 10 – Conditionals and reported speech

Unit 11 – Teaching productive skills

Unit 12 – Passive voice and other grammar items

Unit 13 – Teaching pronunciation

Unit 14 – Lesson planning

Unit 15 – Lessons in practice (CD ROM/video)

Unit 16 – Course books and other classroom materials

Unit 17 – Educational technology

Unit 18 – Evaluation and testing of students

Unit 19 – Teaching special groups

Unit 20 – Troubleshooting

Supplementary units: Practical teaching tips

 Finding a job

 TEFL job interview questions and answers

Completing the course

The course has been designed to allow for maximum flexibility. You can work at a pace that suits you, as long as you complete the course within six months of receiving this introduction. Should you have tutor support, the maximum number of units you can receive per day is two, so you could theoretically complete the course within two weeks, though that speed is not recommended.

In order to get the maximum benefit from the course we recommend working on one unit per day. This will allow you to complete the course in under four weeks and will also give you time to understand and digest the lesson fully before continuing. However, if you wish to work through the course more quickly, or slowly, the choice is yours.

Each unit is accompanied by a worksheet. Simply complete the tasks using as much detail as possible, without referring back to the course unit.

After successfully completing the course, you will receive your letter of recommendation and your TEFL certificate in the mail.

Your online tutor (optional)

Your online tutor is available throughout the course to answer any questions that you may have, as well as providing any help that you may require. You are welcome to contact your tutor by e-mail at any time and he or she will do his or her best to reply within one working day.

All online tutors are experienced teacher trainers and English teachers and communicate with each other regularly to discuss the progress of their course participants.

If at any stage you would like to change your online tutor, or switch to a course with tutor support, please send us a request via email and we will make the necessary arrangements.

Post course job guidance

ITTT will provide you with every reasonable assistance in finding a TEFL job after you have completed the course. This includes the following support services, which we are happy to provide throughout your teaching career:

- Resume/CV preparation
- Information on likely sources of TEFL vacancies
- Job guidance counseling
- Job search and application
- Interview preparation
- Access to online resources

Common terminology

If you have been doing any research on English language teaching, you will have probably come across a variety of acronyms that are commonly used. These are the major terms used but expect to come across many more during your teaching career! A brief explanation follows:

TEFL – Teaching English as a Foreign Language. This term is predominantly used when English is being taught in a country where it isn't the native language (for example teaching English to Spanish people in Spain).

TESL – Teaching English as a Second Language. This is where English is being taught to non-native speakers of English in a country where it is the native language (for example teaching immigrants to the UK or USA).

TESOL – Teaching English to Speakers of Other Languages. This term theoretically encompasses both of the above.

ELT – English Language Teaching. Mainly used by institutions in the UK.

EYL – English for Young Learners. A common term for teaching children.

ESP – English for Specific Purposes. This refers to teaching specialist and specific areas of English. There are many examples, such as English for International Banking and Finance, English for Nursing, for Tourism, etc.

EAP – English for Academic Purposes.

EAL – English as an Additional Language. This is a term becoming more widely used in the US and the UK, and has a similar meaning to TESL.

Recommended reading

The following books have been found useful by many teachers, during both their TEFL course and teaching careers:

Practical English Grammar, by A.J. Thomson and A.V. Martinet (OUP).

English Grammar in Use, by Raymond Murphy (CUP).

Practical English Usage, by Michael Swan (OUP).

Collins Cobuild English Dictionary (Collins).

How English Works, by Swan/Walter (OUP).

How to Teach English, by Jeremy Harmer (Longman).

More Grammar Games, by Rinvolutri and Davis (CUP).

Grammar Practice Activities, by Penny Ur (CUP).

Grammar Games and Activities, by Peter Watcyn-Jones (Penguin).

The Resourceful English Teacher, by Chandler/Stone (Delta).

1000 Pictures for Teachers to Copy, by Andrew Wright (Nelson).

It is certainly not essential to have all (or any) of the above. However, we would particularly recommend the books by Swan and Harmer.

Teacher development

We are available to give you help and assistance for the first six months of your teaching career. If you ever encounter any problems in the classroom that you don't know how to deal with, just ask! We can also provide details of further and more advanced qualifications that you may contemplate later on in your teaching career.

That's the introduction over!

Please remember that all course components must be completed within six months.

We wish you the best of luck with the rest of the course.

The ITTT Administration Team