

Cambridge ESOL  
**CELTA**  
Certificate in English Language  
Teaching to Adults  
2010

**Extensive 12-week course:**

25 January – 20 April 2010  
27 September – 14 December 2010

**Intensive 4-week course:**

5 -30 July 2010

## COURSE INFORMATION

The Certificate in English Language Teaching to Adults (CELTA) is an introductory course for candidates with little or no previous experience of teaching languages, or for teachers with no formal qualifications.

It is the most widely recognised qualification for those wishing to follow a career in TEFL and provides a solid foundation on which a teacher can build.

The **CELTA** comprises:

- \* 120 contact hours for input, tutorial, feedback, support, etc
- \* 6 hours supervised teaching practice
- \* 6 hours directed observation of lessons taught by experienced ELT trainers.

The course is extremely work-intensive and trainees are required to attend 100% of the course and to teach classes of 'real students' at different levels.

**Course Dates:** 05.07.2010 – 30.07.2010 (intensive course)  
25.01.2010 – 20.04.2010 (extensive course)  
27.09.2010 – 14.12.2010 (extensive course)

**Price:** Euro 1.830,- for the course\*

**Location:** BLTC  
Oxford House  
N.Z. Voorburgwal 328e  
1012 RW AMSTERDAM  
Tel: 020 - 622 36 34  
Fax: 020 - 626 49 62

Situated in the heart of Amsterdam, the BLTC is recognised as a highly skilled organization providing language and skills training for people in education, research and business.

The BLTC has been successfully running CELTA courses for 13 years. BLTC is a thriving language centre, with more than 3000 students per year taking language courses and examinations.

BLTC is one of the Netherlands Test Centres for IELTS: the International English Language Testing System, established by the University of Cambridge Local Examinations Syndicate and the British Council.

\*Fee for CambridgeESOL is included.

## SYLLABUS AREAS

The trainees will cover the following areas of theory and methodology in the sessions:

- \* **Classroom:** teaching techniques, classroom management, lesson planning.
- \* **Materials:** evaluation and selection of course books and supplementary materials. Adaptation of resources and materials. Use of authentic resources.
- \* **Learners:** motivation, learning difficulties, cultural and individual needs.
- \* **Language:** linguistic form, function and meaning. Awareness of grammar and its terminology, lexis, pronunciation and how subject matter and contexts affect language.
- \* **The four skills:** reading, writing, listening, speaking - separate development and integration.

The input sessions of the CELTA are aimed at building up the many skills that an EFL teacher requires and applying the knowledge gained to execute a well-planned, well-staged lesson.

The teaching practice and observation tasks constitute a major part of the course. Both these elements will be prepared and discussed in tutorial groups, each comprising of 4-6 candidates. All trainees will observe the other participants in their group teaching.

## **COURSE TIMETABLE**

### **Extensive Courses 2010: 25 January – 20 April 27 September – 14 December**

The course is held on Mondays from 09.00 to 17.15 and Tuesdays from 09.00 to 12.30.

The course consists of 2 components:

- 1. methodology input sessions**
- 2. teaching practice with feedback**

In addition you will have to:

- spend 6 hours observing experienced TEFL trainers (4 hours live & 2 DVD) \*
- plan your lessons
- execute your written assignments (4 assignments in total)
- execute homework from tutors
- liaise with other trainees in your group
- read course literature

The planning for teaching practice, assignments, reading etc. will take a **minimum of 10** hours outside course hours per week

\* observation is normally scheduled on Monday and Tuesday evenings (this will be in consultation with trainees)

### **Intensive Courses 2010: 5 – 30 July**

The components of this course are the same as for the extensive course.

This highly practical course is demanding & challenging and trainees should be prepared to devote 5 days per week (including evenings) and 1 day of the weekend to course-related work. The course is held from 9:00 – 17:00 on weekdays.

## SELECTION

### Requirements

Cambridge ESOL regulations state that candidates must:

- (i) be at least twenty years old.
- (ii) have a standard of education which would allow entry to Higher Education in their own country.
- (iii) have a competence in English (both written and spoken) that enables them to follow the course and complete all the assessed elements successfully.

### Interviews

Candidates will be asked to attend a group interview and will have to:

1. Complete language assignment tasks
2. Micro teach a language point

Extensive information on the CELTA course at BLTC will also be given

### Payment

Once you are accepted on the course a **deposit of € 350,-** is required within 10 days of notification to reserve a place for you. The balance of your fees must be paid 4 weeks before the start of the course. If you have not paid your fees by that date you may lose your place.

Payment can be made in euro's by: \* Cash \* PIN \* Bank transfer.

Bank: ABN AMRO Bank Amsterdam

Account nr. 54.76.79.386

\*Please quote your name, course and course dates.

If transferring money from overseas please use:

IBAN: NL46ABNA0547679386

BIC: ABNANL2A

BLTC is not responsible for any bank charges incurred.

These must be paid at the time of transfer.

## **Terms and Conditions**

Deposits cannot be transferred, (either to another course, course dates or candidate) or refunded under any circumstances.

In the case of cancellations made later than 4 weeks before the start of the course, requests for refund can only be considered if we have been able to fill the place at short notice. All cancellations must be in writing (email or letter). The deposit and Cambridge ESOL registration fees (when applicable) are not refundable.

Please note that in the event of a candidate withdrawing from the course once it has started, for whatever reason, BLTC cannot refund fees or offer a place on a subsequent course without payment of further fees.

BLTC reserves the right to postpone or cancel any course due to insufficient student numbers or operational problems. In this event candidates will be given as much notice as possible and full refunds will be made.

## **ASSESSMENT & CERTIFICATION**

- (i)** There is no written examination. Assessment is continuous. Teaching skills are of the greatest importance but all aspects of performance and work done on the course are taken into consideration, including the candidate's written work, punctuality, professionalism, and potential as a member of staff in an EFL context.
- (ii)** Candidates are informed of their progress during the course by written commentary on their teaching practice and by tutorial. This is not usually formulated in terms of passing or failing.
- (iii)** Candidates who successfully complete the course are awarded the Cambridge ESOL Certificate. Certificates are awarded at A, B, or Pass grades. In addition, each trainee will receive a personal report on his/her teaching skills from BLTC.

### **THERE ARE 2 COMPONENTS OF ASSESSMENT:**

- 1. Teaching Practice**  
Candidates are required to teach for a total of 6 hours in an adult class, at a minimum of 2 levels.
- 2. Written Assignments** 4 in total (750 – 1000) words

### **FACILITIES AVAILABLE TO TRAINEES:**

- \* a library of TEFL course books and teachers' resource books
- \* photocopier
- \* video, DVD, television, O.H.P., computers and printer
- Free wireless internet
- \* coffee, tea and soft drinks machines are available.

## **COURSE BOOKS**

You will need to buy **Learning Teaching** (J. Scrivener – Heinemann.)

Recommended Grammar Books to buy:

**English Grammar In Use (intermediate with key)**

**R. Murphy - CUP**

**Practical English Usage**     **OR**

**M. Swan – OUP**

**Grammar for English language teachers**

**M. Parrott**

Applicants should:

- \* complete the enclosed application form
- \* complete the Pre-Interview Task sheet
- \* enclose 2 passport-size photographs

and post or email the above to:

Mrs C. O'Gorman  
British Language Training Centre  
Oxford House  
N.Z. Voorburgwal 328e  
1012 RW AMSTERDAM

Please mark the envelope TEFL.

## **CELTA APPLICATION FORM**

I wish to apply for the following **CELTA** course: 25.01.2010 – 20.04.2010 / 05.07.2010 – 30.07.2010 / 27.09.2010 – 14.12.2010

### **1. PERSONAL DETAILS**

Surname:

First Name(s):

Nationality:

Date & Place of Birth:

First Language:

Correspondence Address:

Tel home:

Mobile:

Email:

Occupation:

Work Telephone Number:

### **2. EDUCATION** (Please state where you have studied and give dates & qualifications)

Secondary School:

Qualifications:

Higher Education:

Qualifications:

Other Relevant Qualifications:

Which languages do you speak/read/write? (Please comment on your level of proficiency)

### **3. TRAINING**

Do you have any formal training as a teacher? (Please give details)

Do you have any experience of teaching?

a) English as a Foreign Language? (Please give dates, schools and details of levels, etc)

b) Other subjects?

What other work experience or professional training do you have?

### **4. REASONS FOR APPLICATION**

Please write about a) why you want to follow the course and b) why you think you would be suited to teaching English.

a)

b)

### **5. REFEREES**

Please give the name, address and telephone number of a referee who would be prepared to give relevant support to this application. Indicate in what context they know you.

How did you hear about our courses?

Signature.....Date.....

## PRE-INTERVIEW TASK CELTA

**NAME** :

**COURSE** :

Please complete this task carefully as it is one of the factors taken into consideration when selecting trainees.

Please return this task together with your application form to:

Ms C. O'Gorman  
British Language Training Centre  
Oxford House  
N.Z. Voorburgwal 328e  
1012 RW Amsterdam

Please mark the envelope TEFL.

Please write all your answers on the sheets provided.

### **PART ONE: Correcting a student's mistakes**

Each of the sentences contains a mistake.

In each case:

- a) underline the mistake
- b) write the correct version
- c) write in simple terms how you would make the correction clear to a student.

**1. Have you been to Scotland?  
Yes, I've been there last year.**

**2. How long are you living in Holland?  
Since 1994.**

3. **If I will get the job, I will be able to buy a new house.**
  
4. **How often are you wearing those shoes?**  
**Oh, about twice a month.**
  
5. **Can you come tonight?**  
**Sorry, I'll go to have dinner with my mother.**
  
6. **I am as happy as must be at the moment.**
  
7. **He was drinking coffee and left the cafe to catch his bus.**
  
8. **I am looking forward to see you next week.**
  
9. **Sorry I'm late I must post some letters.**
  
10. **By the end of this month, I will work for this firm for a year.**

## **PART TWO: Vocabulary**

Some students ask you the difference between the following pairs of words. How would you explain each pair to them?

1.     **control / check**
  
2.     **borrow / lend**
  
3.     **rise / raise**
  
4.     **job / work**
  
5.     **said / told**

## **PART THREE: Pronunciation**

Say the following words aloud and then mark the syllable that takes the main stress,

example:     potential                     photograph

**competitor                     competition                     competence**

**record (verb) record (noun)**

## **PART FOUR: Approaches to teaching & learning**

a)     Imagine you have a group of adult learners at beginner level. You wish to teach them the use of 'like' and 'would like' as in:

**I like going to the cinema.  
I'd like to go to the cinema.**

**1.** How would you approach this?

**2.** What problems might your students have?

**b)** You are teaching a class of beginner adult students who have just arrived in the UK and will be living here for 9 months. Suggest 3 language areas you would teach them in their first month and say why.

c) In 120 words give your opinion on:

**What makes a good language teacher?**