

### ABOUT US

Situated in the heart of Amsterdam, **the British Language Training Centre** is recognised as a highly skilled organisation providing language and skills training for people in education research and business. The BLTC is a thriving language centre with more than 3000 students taking language courses and examinations on an annual basis. We have been successfully running CELTA courses since 1997. The BLTC is a **Cambridge English Assessment Centre** and is the Netherlands Test Centre for **IELTS**: the International English Language Testing System, established by the **University of Cambridge** Local Examinations Syndicate, **the British Council** and **IDP**.

### ABOUT CELTA

**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/TESOL and provides a solid foundation on which a teacher can build. The CELTA can be taken part-time over 12 weeks, or in one of our full-time 4-week summer courses.

### CONTENT

The CELTA comprises:

- 120 hours for input of methodology, teaching practice & feedback, guided preparation, tutorials, assignments, language research, support, .
- 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, PRICE AND LOCATION

One intensive courses and two extensive courses are offered throughout the year:

- 22 January – 16 April 2024 (Part-time)
- 01 July - 26 July 2024 (Full-time)
- 23 September – 10 December 2024 ( part-time)

Fee for the course is € 2.105,- including fee for Cambridge

The course is held at: British Language Training Centre  
Oxford House  
N.Z. Voorburgwal 328e  
1012 RW Amsterdam  
Tel: 020-622 36 34

Email [bltc@bltc.nl](mailto:bltc@bltc.nl)

## COURSE TIMETABLE

**Part-time Courses 2024:**     **22 January – 16 April 2024 (12 weeks)**  
  **23 September – 10 December 2024 (12 weeks)**

The course is held on Mondays from 09.00 to 17.30 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 to this, you will have to:

- spend 6 hours observing experienced TEFL trainers (3 hours live & 3 hours recorded)
- 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)

### **Full time Online: to be notified**

**This online course has all the components of the face to face course and the qualification is the same.**

The course is fully online for input (methodology) and teaching practice. Input is delivered via the Cambridge learning platform and can be completed in your own time which allows for flexibility and home working. You will have access to webinars, interactive tasks, guided video observation and forum discussions online. You will need to spend a minimum of 15 hours per week doing the tasks. Teaching practice will be live sessions using zoom (virtual classroom) and you will teach real students at two different levels. Teaching will be at 13.30 – 15.30 every day (see timetable below). The timetable will include supervised preparation with your group & tutor, teaching your students, observing your peers and feedback sessions all on Zoom.

Our team of tutors are highly experienced in an online training environment and will guide and support you. The online course is convenient, flexible and allows for easy self-study and revision.

#### **Timetable live teaching**

- 13.00 – 13.30   set up for teaching/preparation
- 13.30 – 15.30   teaching practice with real students
- 15.30 – 16.00   break
- 16.00 – 17.30   Feedback and preparation

On Fridays we finish at 17.00.

**Full-time Courses 2024: 01 July – 26 July 2024**

The components of this course are the same as for the part-time 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 – 17:15 Mon-Thurs and from 9.00 – 17.00 on Fridays. Planning for TP, research, assignments, etc. will be a minimum of 20 hours per week.

### 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 4-6 candidates. All trainees will observe the other participants in their group teaching.

### ASSESSMENT AND CERTIFICATION

- 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.
- Candidates are informed of their progress during the course by written commentary on their teaching practice and by tutorial.
- Candidates who successfully complete the course are awarded the Cambridge English Certificate in Teaching to Adults. 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 assignments of 750-1000 words.

## FACILITIES AND COURSE BOOKS

The following facilities are available to trainees at the BLTC:

- A library of TEFL course books and teachers' resource books
- Photocopier, Beamers, DVD, computers, printers, free wireless access,
- Coffee/tea machine is available
- Kitchen access

### Course books

Our CELTA course is tailor-made and handouts are free but it is recommended trainees buy one grammar book for research.

Recommended Grammar Book to buy.

- **English Grammar in Use (Intermediate with Key) fifth edition R .Murphy – CUP ISBN-978-1-108-45765-1**

## SELECTION

There is a rigorous selection process that applicants must go through before they can participate in the course.

## REQUIREMENTS

Cambridge English requirements state that candidates must:

- be at least 20 years old (18 & 19 year olds will be considered on a case by case basis)
- have a standard of education which would allow entry to Higher Education in their own country.
- Have a competence in English (both written and spoken) that enables them to follow the course and complete all the assessed elements successfully. Ideally the Level C2 is required.

## INTERVIEWS

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

1. complete language assignments tasks
2. micro teach a language point.

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

Interviews are by skype /zoom and in person.

PAYMENT

Once you are accepted on the course a **deposit of € 550**, - is required within 7 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. We can arrange a payment plan of 3 instalments where necessary.

Payment can be made in euros by: Cash, PIN, Bank transfer.

Bank: ABN AMRO Bank Amsterdam

\*Please quote your name, invoice number and name of course on the transfer.

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 English registration fees (when applicable) are not refundable.

A cancellation insurance is recommended.

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 candidate numbers or operational problems. In this event candidates will be given as much notice as possible and full refunds will be made.

Applicants should:

- complete the application form
- complete the pre-interview task
- include a (digital) passport-sized photograph (if possible)

Email to: [bltc@bltc.nl](mailto:bltc@bltc.nl) subject CELTA

Post: CELTA Director  
British Language Training Centre  
Oxford House  
N.Z. Voorburgwal 328e  
1012RW Amsterdam

CELTA APPLICATION FORM

I wish to apply for the following CELTA course:

- 22 January – 16 April 2024 (part-time)
- 01 - 26 July 2024 (full-time)
- 23 September – 10 December 2024 (part-time)

PERSONAL DETAILS

Surname:

First Name(s):

Nationality:

Date & Place of Birth:

First Language:

Correspondence Address:

Tel home:

Mobile:

Email:

Zoom/ Skype:

Occupation:

Work Telephone Number:

EDUCATION

Secondary School:

Qualifications:

Higher Education:

Qualifications:

Other Relevant Qualifications:

English Language Level:

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



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? (If yes, please give dates, schools and details of levels, etc.)

b) Other subjects?

What other work experience or professional training do you have?

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)

REFEREEES

Please give the name, address and telephone number of a referee who would be prepared to give relevant support to this application if necessary . 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 write all your answers on the sheets provided.

Please return this task together with your application form to:

bltc@bltc.nl

*or*

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

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 2010.**

**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 to the cinema tonight?  
Sorry, I'll go to have dinner with my mother.
  
6. If he would arrive now, what will you do?
  
7. I am looking forward to see you next week.
  
8. Sorry I'm late John, I must post some letters.
  
9. By the end of this month, I will work for this firm for a year.
  
10. The driver drove for 6 hours when the accident happened.
  
11. Fiona wishes she did they exam years ago.
  
12. I recommend to give her a good present for all the hard work.
  
13. Unless she arrives today they don't meet her as they have to leave.
  
14. Never I have seen such an amazing hat.

## 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. **accept/except**

5. **desert/dessert**

## PART THREE: PRONUNCIATION

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



c) In 150 words, give your opinion on:

**What makes a good language teacher?**