



Words Language Services

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## T.E.F.L. COURSES

# Online Distance Learning

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## General Details

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### Courses Available

Distance learning preparation by email is offered for two qualifications: the WLS *Certificate in TEFL* (CertTEFL) and the WLS *Certificate in English Grammar* (CertGRAM). The CertTEFL is a **complete** TEFL/TESL training programme, comprising in line with international standards, approximately 100 hours' tuition, coursework and assessment. The CertGRAM is a fully interactive course in all areas of English grammar, specifically designed for self-study. The CertGRAM interactive material is made available to CertTEFL participants.

### CertTEFL - Course Structure & Materials

The course consists of a set of materials downloadable from or accessible on our website as follows:

1. TEFL Manual (+250 pages) covering:
  - the course syllabus in 9 Units as outlined on next page (4)
  - 9 Assignments with coursework for each unit
  - 9 assessment tests (one for each unit) in multiple choice format
  - Miscellaneous information on course procedures, assessment, job opportunities
2. Samples (+ 60 pages) of EFL teaching materials and aids, including textbook extracts
3. Interactive online Grammar Course for self-study

### CertGRAM - Course Structure & Materials

The course consists of interactive notes, activities and tests:

1. 9 interlinked and cross-referenced chapters on English grammar, as outlined on page 8.
2. 12 sets of interactive coursework to consolidate and test knowledge
3. Sample Test and Final Test (the latter sent by email).

### Recommended Entry Requirements

*There are no formal entry requirements and both courses are open to all interested adults regardless of age. However, we recommend that prospective participants should:*

- be native speakers of English or have native-level competence
- have a good standard of literacy in spoken and written English
- have good communication ability, patience and awareness of learning process
- have a good general standard of education, minimum High School Graduation, Leaving Certificate, A-Levels, or equivalent

*Note: The minimum recommended educational requirement is not so important for mature students who have work experience and/or have completed other types of vocational training. See page 13 for further comment on TEFL qualifications and finding work. See pages 4 & 9 for details of how to request sample materials for guidance on the educational level of the courses.*

### Dates and Duration

Registration is open on a continuous basis. Completion times for individual assignments in the CertTEFL are not fixed but the course must be completed within one year. Average durations vary from 8 to 18 weeks. (See "Duration & Timeframe" page 7).

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## CertTEFL - Course Content

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The WLS *Certificate in TEFL* course is based on a syllabus of 9 subject areas as outlined below. Each subject area forms the basis for one course unit, consisting of notes, examples of TEFL materials, **coursework assignment** and test. The course notes and materials contain all the information necessary to successfully complete the course. However, a list of reading materials for optional additional study is also supplied. The interactive version of the grammar component (Unit 3) is also made available to CertTEFL participants.

### Course Syllabus

The nine syllabus areas, which form the basis of each course unit, are as follows:

1. Introduction and Background Information
2. The English Language: Evolution, Characteristics and Regional/National Varieties
3. English Grammar relevant to EFL teaching (see also pages 8/9)
4. Language Teaching Methods and Levels; the Four Language Skills
5. Textbooks, Materials, Teaching Aids, Role of Teacher and Classroom Management for different levels, age-groups and class size
6. Lesson Planning for Beginner and Intermediate Levels using published textbooks; planning grammar-based lessons for all levels
7. Grammatical Error Analysis and Correction
8. Lesson Planning for Advanced level using published textbooks; planning skills-based lessons (e.g. reading, writing) for all levels
9. Phonetics and its application in EFL teaching

### Coursework and Assignments

The coursework is designed with a practical focus and varies according to the subject matter in each unit. Assignments may include the following type of exercise as appropriate:

- Explanation of grammar points and vocabulary
- Designing or choosing suitable practice exercises
- Presentation of listening and reading texts
- Preparation of lesson plans for different levels
- Evaluation of aids, materials or textbooks for specific teaching situations
- Analysis and suggested remedies for grammatical errors
- Essays, short answer and multiple choice questions on a variety of theoretical points, grammar and phonetics.

### Course Tutors

On registration, each participant is assigned a personal tutor whose contact details are made available once a registration is activated. All tutors are qualified and experienced English foreign language teachers, with post-graduate qualifications in TEFL and/or Applied Linguistics and relevant training experience.

### Sample Materials

A file of sample course materials, with extracts from the various units and examples of coursework assignments and tests, is available free of charge by email. Please contact [courseadmin@wls.ie](mailto:courseadmin@wls.ie), supplying your name and email address, to request a copy of CertTEFL materials.

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## Assessment/Certification

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**CertTEFL** participants are assessed on a continuous basis by their tutor as they complete each unit assignment, consisting of coursework and test. A rating system, based on satisfying certain criteria, is used to assess the coursework, while marks are awarded for the tests.

### Assessment System

- **Unit Coursework** is rated: “Acceptable” or “Not Acceptable” according to specified criteria which are fully outlined and explained in the course notes.
- **Unit Tests**, consisting of 6 multiple choice questions, are marked out of 12. 8 marks are necessary to pass each test.

To successfully complete the course and be awarded a certificate, participants must:

- complete the 9 assignments with an “acceptable” rating for coursework in at least 7 units, one of which must be an assignment related to lesson planning, *and* achieve a minimum total of 72 marks in the 9 tests  
*or*
- achieve an “acceptable” rating in all 9 coursework assignments and a minimum of 64 marks in the 9 tests.

Participants who fail to achieve the required total number of ratings and marks under the continuous assessment system may re-submit the necessary number of assignments to reach the required standard.

### Certification

All successful participants are awarded the WLS **Certificate in TEFL**, a recognised qualification for international teaching of English as a foreign language to adults and teenagers. The certificate states the number of course hours (100) and outlines the course syllabus. Certificates, which are not graded, are normally sent out within 5 to 10 working days of *correction* of final assignment. In the event of an unsuccessful outcome, participants may opt to take a Certification Test or receive a Confirmation of Course Completion.

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## Course Registration and Procedure

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### Course Registration

Registration is open throughout the year and is effected by completing the form on page 12 and sending to our office by email (scanned, if necessary) or by fax. We will then contact you by email, usually on the next *business day*, to confirm acceptance on the course, the fee payment due, and payment instructions. (Please see *Payment Methods on page 11*).

The **CertTEFL** course may be followed from anywhere in the world.

### Activation of Registration

Registration is activated between 1 and 5 *business days* of *receipt* of fee (subject to cheque clearance, if applicable). When a registration is activated, the participant receives, by email, a combined Receipt/Confirmation of Registration with all necessary information to access the course materials and tutor e.g. web addresses, username, password etc. The Receipt page of the document gives the participant's name and postal address, course enrolled in, course activation and expiry dates and fees paid. The full course - *all* materials and assignments - is made available at this time.

### Course Commencement and Procedure

Participants may commence work on the first assignment and submit it to the tutor at any time after their registration is activated, but before the notified course expiry date. **Submission of assignments is done via email.** The usual procedure is to submit assignments one at a time i.e. participant prepares and completes Assignment 1 and sends it to tutor for feedback/correction and in the meantime works on Assignment 2. On receipt of corrected Assignment 1, participant sends Assignment 2 and begins work on Assignment 3 and so on until course is completed. It is important to review the feedback before submitting further assignments. However, where participants wish to complete the course in a tight timeframe, arrangements may be made, in consultation with tutor, to submit two assignments at a time, at least for certain parts of the course.

### Tutor Contact and Feedback Method

Tutors provide feedback and explanations directly on the work submitted, together with guidance and suggestions for action, remedial work and /or further reading. The feedback content is completely personalised and does not adhere to any pre-set or formatted answers. Work is assessed on the basis outlined on previous page. Participants can also submit questions to the tutor on an ongoing basis before and after assignment submission.



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## Duration & Timeframe

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Participants have one year in which to complete the **CertTEFL** course. Within this timeframe, there is no fixed course duration and participants have complete flexibility with the timing of assignment submission. Tutors are available for corrections throughout the year but *may* be unavailable for short periods due to illness, holiday, work pressure etc. Queries to tutors are usually answered within 48 hours and corrected assignments returned within 7 days. For the reasons stated above, however, there may be times when this return schedule cannot be met. The following table gives an *indication of approximate* durations (from activation of registration) with *continuous* working and return of assignments:

<b>Assignments submitted one by one</b>	12 to 18 weeks
<b>Some assignments submitted in twos</b>	8 to 12 weeks

### Coursework Hours

The course content is based on approximately 100 classroom hours, including delivery, attendance and study time. For the distance learning student, the number of coursework hours may be greater or fewer depending on a range of factors such as assimilation ability, reading speed, amount of background reading undertaken etc. However, 4 to 8 hours per assignment could be considered average. Participants should give due consideration to the time required for reading and preparation of each assignment when calculating the timeframe in which they wish to complete the course.

### Extension of Timeframe

4-month extensions to the one-year timeframe for course completion may be applied for no earlier than 7 days prior to the Course Expiry Date and at any time after that date. The granting of any extension is at the discretion of WLS management and subject to the following conditions:

- i. at time of application, the course is still being offered in substantively the same form;
- ii. at least five units have been completed prior to the notified Course Expiry Date;
- iii. there is tutor availability to continue the instruction for the participant in question;
- iv. the applicable fee is paid.

An extension application form is provided in the Course Manual. Fees charged will be those published in the Course Brochure at time of application.

*N.B. Where fewer than 5 units have been completed by Course Expiry date, the registration will lapse on that date and the participant will need to re-register for the full course in order to complete it. In this case, a 20% discount on the current course fee will apply.*

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## The Certificate in Grammar for TEFL

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The **CertGRAM** course is an extended and *interactive* version of the original grammar component in the CertTEFL course, specifically designed for self-study. The course, unlike many interactive programmes, retains the extensive informational content of traditional grammar books, but presents it in an interlinked user-friendly manner, cross-referenced with hyperlinks and pop-ups. Typical interactive features such as radio buttons, answer-boxes and pop-ups are then used for self-testing and revision of content. The course covers all areas of grammar relevant for EFL<sup>1</sup> teaching at all linguistic levels, highlighting differences in British and American usage where applicable. Its interactive and easily searchable design makes it an invaluable reference to quickly find answers and explanations for tricky grammatical points. A very useful and confidence-building tool for both practising teachers and TEFL trainees.

### Course Syllabus

The syllabus is organised in 9 chapters based on Grammatical Categories such as verbs, nouns etc (Parts of Speech), highlighting typical learner difficulties in each category where relevant:

1. Parts of Speech (definition and explanation of terminology)
2. Nouns (case, types, use of apostrophe, unusual plural spellings)
3. Pronouns (definition, types, role in relative clauses)
4. Adjectives (comparative/superlative, quantity, possessive)
5. Articles (definite/indefinite -learner use & misuse)
6. Verbs (very extensive chapter divided into 4 units including modals/auxiliaries/tense /voice/conditionals/gerunds/reported speech/typical learner problems with syntax, structure and tense misuse)
7. Adverbs (manner, degree, frequency)
8. Prepositions (definition, function, placement, comparison with adverbs, specific learner difficulties)
9. Conjunctions (definition, function, conjunction v conjunct, typical learner problems)

### Coursework

Each chapter or unit within a chapter finishes with a number of interactive activities to reinforce and test knowledge of subject matter covered. The activities may take the form of typing answers into answer-boxes, selecting from a list using radio buttons or clicking on relevant words etc. In each case, pop-ups immediately confirm whether an individual answer or choice is correct, explaining why or why not, or providing other feedback, as may be applicable. You are never just given a score or overall result after a series of questions. A reset button is provided so that the activities may be practised a number of times.

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<sup>1</sup> EFL = English as a Foreign Language. TEFL = Teaching English as a Foreign Language. The teaching of English grammar to a foreign language learner has a different focus than grammar taught to mother tongue English speakers. Much of the grammar that a foreign learner needs to know is used intuitively by mother tongue speakers who are frequently unable to explain why their usage is correct. This is why the course leads to a certificate in “Grammar for TEFL” rather than one in “English Grammar”.



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## **The Certificate in Grammar for TEFL** (continued)

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### **Assessment**

The interactive activities described above allow you to assess your own progress as you work through the course. For certification purposes, a Final Test, with similar-type questions to those posed in the coursework, must be passed. This test is emailed to participants and must be completed and returned within 48 hours.

### **Duration & Certification**

The WLS *Certificate in Grammar for TEFL* is awarded to all participants who successfully complete the Final Test. This test may be requested at any time within 6 months after course registration. If no request is received, a test is sent 6 months after a participant's Registration Activation Date which must then be returned within 48 hours. After 6 months, participants must pay a late fee in order to take the Final Test (see Page 10).

### **Target Participants**

- Practising teachers of EFL who may not have completed a TEFL course or who have completed a course with insufficient grammar input.
- Prospective teachers of EFL who cannot complete or are not required to complete a full TEFL course.
- Those considering taking a TEFL course whether classroom-taught or by distance. The CertGRAM provides a "taster" of the type of content the EFL teacher has to deal with as well as a comprehensive, easy to search resource for future coursework or teaching.

### **Sample Materials**

Access to sample course materials, with extracts from certain chapters and examples of interactive coursework is available free of charge. Please contact [courseadmin@wls.ie](mailto:courseadmin@wls.ie), supplying your name and email address, to request access to CertGRAM sample materials.

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# Current Fees <sup>2</sup>

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## CertTEFL

	€	GB£	US\$	CAN\$	AUS\$	CHF
<i>Fees for CertTEFL course</i>	225	195	270	350	350	265
<i>Fees for Extension of Timeframe (if necessary)</i>	50	45	65	80	85	65
<i>Fees for Certification Test<sup>3</sup> (if necessary)</i>	50	45	65	80	85	65

**Group Registration Discount:** 10% discount on total fees is available for 2 or more registrations received together  
**Re-registration Discount:** 20% discount for re-registrations (in the event of lapse of 1<sup>st</sup> registration).

## CertGRAM

	€	GB£	US\$	CAN\$	AUS\$	CHF
<i>Fees for CertGRAM course</i>	50	45	65	80	85	65
<i>Fees for Late Final Test (if necessary)</i>	15	14	20	25	25	20

## Other fees

	€	GB£	US\$	CAN\$	AUS\$	CHF
<i>Fees for re-issue of Certificates (if lost etc.)</i>	25	23	33	40	43	33

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<sup>2</sup> Valid from August 26th, 2018 until further notice.

<sup>3</sup> These tests apply optionally only in a small number of cases where a participant completes the course with insufficient ratings/marks for award of the CertTEFL. Such participants are then offered the opportunity to take the Test or receive a Confirmation of Course Completion at that point. Two attempts are allowed for the Test. If the result is still unsuccessful, a Confirmation of Course Completion will then issue.

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# Payment Methods

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Fee payment is accepted in any of the currencies listed on previous page. Full instructions on how to proceed in the payment method you indicate on your course registration form, e.g. bank account details for a bank transfer, will be contained in the email confirming your acceptance on the course. The 3 payment methods are as follows:

(1) Direct bank to bank transfer.

(2) Online payment agencies, Paypal ([www.paypal.com](http://www.paypal.com)) and Skrill ([www.skrill.com](http://www.skrill.com)), in which case credit or debit cards may be used, if required. Please note:

- Paypal levies a commission on commercial receivers of funds. Thus, in the case of a Paypal payment, 3% of the course fees payable will be added to the total fee amount to cover the commission charged to us to receive money.
- Skrill does not charge the receiver of funds, but may charge the sender a commission, usually in the order of 1%. Therefore, the amount requested from you will be the relevant course fee, to which Skrill may add a commission.

(3) Cheque, bank draft or postal order in Euro or GB£ only. Please note:

- we can only accept Euro cheques and drafts drawn on banks in the Republic of Ireland. Therefore we cannot accept e.g. a personal cheque in Euros drawn on a bank in France. Payments from Eurozone countries outside of Ireland should be made through bank transfer or through Paypal or Skrill.

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**Please note that the above are the only payment methods available.**  
**We regret that we cannot accept direct credit or debit card payments e.g. by telephone.**

**Note 1:** Fees are quoted in various currencies in accordance with average exchange rates and other factors prevailing from time to time. Thus, fee amounts quoted may not necessarily coincide with exchange rates at a given bank or place on a given date. In all cases, the amount quoted on this brochure as the fee in a given currency must be the amount paid to us in that currency – regardless of payment method chosen.

**Note 2:** If paying by bank transfer please check that any charges levied by the bank are debited from your account and not ours.

**Note 3:** If paying by Paypal or Skrill, please ensure that the email address you supply on the registration form is valid for Paypal or Skrill communications, so that we can request the fee payment from you through the relevant agency.

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# Registration Form (from August 26th, 2018)

Registration is open throughout the year. **To register:** please complete this form and send to our office, following the instructions on page 6.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (day) \_\_\_\_\_ (eve). Email \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Mother Tongue: \_\_\_\_\_

If mother tongue is not English, please outline qualifications, studies, length of time in English-speaking countries etc.

\_\_\_\_\_  
\_\_\_\_\_

Educational Qualifications: \_\_\_\_\_

Teaching Experience (if any) \_\_\_\_\_

How did you hear about this course? \_\_\_\_\_

Course Required (please tick) :

**CertTEFL**

**CertGRAM**

**Fee Payment Method:** transfer to bank  
via Paypal

cheque enclosed  
via Skrill

**Fee Amount:** \_\_\_\_\_

**Fee Amount:** \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Conditions of Registration

Acceptance on any course is subject to payment of full fee, which becomes due once course acceptance is confirmed. No refunds or credits are given in respect of courses not commenced or completed.

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## TEFL Qualifications and Finding Work

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While a TEFL qualification may not always be required for TEFL teaching, most employers nowadays do require TEFL training or give preference to holders of TEFL certificates. TEFL qualifications based on a full TEFL course (one of approximately 100 hours' duration as opposed to a short introductory course) are the most widely recognised internationally. In some cases, a university degree or teaching qualification may also be required. However, English language teaching takes place in very widely-ranged and diverse circumstances: language schools, companies, organisations, voluntary bodies, private homes, and the mainstream education system at all levels. Thus, employer requirements vary considerably according to teaching circumstances, country, age and background of students etc. Lack of graduate status will not necessarily be an impediment for many types of employment if the job-seeker holds a full TEFL certificate. Other factors such as previous work experience and age (mature teachers are often sought by employers) will also influence employment prospects. In any case, demand for teachers often exceeds supply. Full details about job opportunities in various countries are contained in the course materials.



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## Company Information

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WLS - Words Language Services is an independent organisation established in 1988 to provide language training for adults and a professional translating and interpreting service for companies and individuals.

The company now operates on a national and international basis, providing language services and training to a large number of public and private enterprises, Government agencies and individuals.

### Language Training Activities

- English and Foreign languages for general purposes
- English and Foreign languages for professional purposes
- TEFL Certificate Course
- Grammar for TEFL Certificate Course
- Translation Diploma Course
- Translation Certificate Course
- In-Company Courses
- Fully qualified native teaching staff
- Internationally recognised examinations

### Translation Activities

- Translation of all document types
- Provision of interpreters
- Software localisation
- Website translation



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