



Words Language Services

T.E.F.L. COURSES

Online Distance Learning

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General Details

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 materials are included in the CertTEFL CD materials.

CertTEFL - Course Structure & Materials

The course consists of a set of materials sent on enrolment (on CD or in print form) and divided as follows:

1. 9 units with notes covering course syllabus (see "Course Content", page 4)
2. Extracts & Samples from student textbooks and materials
3. Coursework consisting of 9 Assignments (one for each unit) to be worked at home and sent for correction to a tutor by email
4. 9 assessment tests (one for each unit) in multiple choice format
5. Explanation of assessment procedures
6. Background reading, textbook and materials lists
7. Interactive Grammar Course for self-study (available on CD only)
8. Information on employment opportunities with contact addresses

CertGRAM - Course Structure & Materials

The course consists of a CD sent on enrolment with interactive notes, activities and tests:

1. 9 interlinked and cross-referenced chapters with notes covering course syllabus
2. 12 sets of interactive coursework to consolidate and test knowledge
3. Sample Test and Final Test (the latter sent by email).

Please see Pages 8-9 for a full description of this course.

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 in general prospective students 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 5 & 9 for details of how to request sample materials for guidance on the educational level of the courses.



Dates and Duration

Enrolment 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).

CertTEFL - Course Content

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 supplied on the CD version.

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.



Assessment/Certification

CertTEFL students 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, students 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.

Students 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 students 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 5-10 working days of *correction* of final assignment.

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 tefl@wls.ie, supplying your name and email address, to request a copy of CertTEFL materials.



Assignment Submission and Correction

General Procedure

The **CertTEFL** course may be followed from anywhere in the world. On enrolment, each student is assigned a tutor whose contact details are forwarded together with course materials. Students may commence the course at any time after receipt of materials. The usual procedure is to submit assignments one at a time by email i.e. student completes Assignment 1 and sends it to tutor for correction and in the meantime works on Assignment 2. On receipt of corrected Assignment 1, student sends Assignment 2 and begins work on Assignment 3 and so on until course is completed.

Submitting Assignments

The materials, whether supplied on CD or in print, contain all of the 9 course assignments. As each assignment is completed, it is sent to the tutor for correction, by email. The recommended procedure is to submit assignments one at a time. This gradual completion procedure is recommended, but where students 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. (See also Page 8, *Course Duration*).

Correction Method

Tutors provide corrections and explanations directly on the work submitted, together with guidance and suggestions for action, remedial work and /or further reading in a summary report on each assignment. The correction content is completely personalised and does not adhere to any pre-set or formatted answers. Work is assessed on the basis of the specific criteria already outlined.

Tutors

All tutors are qualified and experienced English foreign language teachers, with post-graduate qualifications in TEFL and/or Applied Linguistics and relevant training experience.



Duration & Timeframe

Students have one year in which to complete the **CertTEFL** course. Within this timeframe, there is no fixed course duration and students 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 24 hours and corrected assignments returned within 3-7 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 receipt of materials) with *continuous* working and return of assignments:

Assignments submitted one by one	12 to 18 weeks
Some assignments submitted in twos	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. Students 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

The one-year timeframe for course completion may be extended to 15 months under the following conditions:

- i. at least six units have been submitted for correction 7 days prior to the anniversary of course enrolment (based on date of allocation of student number, issued approximately 1 week from receipt of enrolment form);
- ii. notification in writing of an extension request, accompanied by the appropriate extension fee (see next page), is received by our office prior to the anniversary of course enrolment.

No further extensions are given. Where the above conditions for extension are not met, enrolment lapses on the course enrolment anniversary. Students who wish to re-enrol at that point may avail of the discounted fee for a 2nd enrolment, as indicated on page 10.



The Certificate in Grammar for TEFL

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 EFL¹ 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 Parts of Speech (traditional grammatical categories given to different types of words in sentences) 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.



¹ 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”.

The Certificate in Grammar for TEFL_(continued)

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 successfully passed. This test is emailed to participants and must be completed and returned within 48 hours. A sample test with answers and assessment criteria is included in the CD.

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 enrolment. If no request is received, a test is automatically sent 6 months after a participant's enrolment is activated (on dispatch of CD) 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). An updated sample test will be provided on payment of the late fee.

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 tefl@wls.ie, supplying your name and email address, to request access to CertGRAM sample materials.



Enrolment Procedure & Fees 2010²

CertTEFL

Materials Format		Delivery Destination	Course Fees					
			€	GB£	US\$	CAN\$	AUS\$	CHF
1	On CD as a PDF ³ file	All Destinations	325	295	450	450	485	475
2	In a Print Folder	All Destinations within Europe	400	365	550	550	595	580
		All Destinations outside Europe	425	390	585	585	625	615
Fees for Extension of Timeframe (if necessary)			80	75	115	115	120	120

Group Enrolment Discount: 10% discount on total fees is available for 2 or more enrolments received together, or for re-enrolments (in the event of lapse of 1st enrolment). Group/re-enrolment discount applies to all fees, including special offers.

CertGRAM

Materials Format (CD only)		Delivery Destination	Course Fees					
			€	GB£	US\$	CAN\$	AUS\$	CHF
1	On CD in browser format ⁴	All Destinations	80	75	115	115	120	120
Fees for Late Final Test (if necessary)			25	25	35	35	40	40

Course Enrolment

Enrolment is open throughout the year and is effected by printing and completing the enrolment form on following page and sending to our office with appropriate fees or confirmation of bank transfer of fees (see *Payment Method* below). The courses may be followed from anywhere in the world.

Payment Method

Payment may be made by cheque, bank draft (cashier's check), postal/money order in any of the currencies listed above (other currencies may be acceptable – please enquire). Cheques/drafts etc should be made payable to WLS - Words Language Services. If sending a postal order, please ensure that it is one which may be lodged to a bank account. (Please note that postal giro cash transfers or similar are not acceptable payment methods).

Alternatively you can transfer funds directly into our bank account as follows:

Bank: Permanent TSB Bank, 2-4 Upper Baggot Street, Dublin 4 – Ireland

Account Name: WLS

Account Number (or IBAN for transfers from countries in Europe): IE70 IPBS 9906 2600 3545 11

Account Number (for transfers from countries outside Europe⁵): 00354511; **Branch Code:** 990626

Bank Identifier Number: (or **BIC** for Europe, **Swift** for US and elsewhere): IPBSIE2D.

Please ensure that any charges are debited to your account and not ours. Please also ask the sending bank to supply your name as a reference on the transfer order so that we can identify your payment.



² Valid from April 14th 2010 until further notice.

³ The materials files are in PDF (portable document format), which allows files to be viewed and printed in any computer platform. To open, view and print the files you will need to install Acrobat Reader, available as a free download from www.adobe.com. Once you open the files, you can work with the materials on screen or print out the text, as you prefer

⁴ You will need Internet Explorer or a similar browser to use the CD with the interactive features.

⁵ Certain countries may also use the European IBAN system. In this case, give the IBAN number as above.

Materials Dispatch

CD: course materials are *normally* dispatched within 5 *working* days of *receipt* of enrolment.

Print: course materials are *normally* dispatched within 10 *working* days of *receipt* of enrolment.

Dispatch is by express airmail or first class post (depending on destination). The times quoted are DISPATCH, not delivery times and refer to timings from *receipt* of enrolment. Both time taken to receive enrolments and time taken in delivery of materials will vary according to destination. Students are advised that delivery of large packages i.e. the print materials, may take a number of weeks to certain destinations, especially to Africa or the Far East. While processing of enrolments commences as soon as these are received, dispatch of materials is dependent on cheque clearance or payment of funds into our account.

Note: *We recommend that you purchase the CD CertTEFL materials* to take advantage of the interactive grammar component. In addition, information on a CD is more readily searchable and thus this medium is generally preferable for study purposes. You can print the materials yourself as required or, if you do not have a printer, the CD may be taken to a commercial printing establishment.



TEFL Qualifications and Finding Work

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.



Company Information

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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