



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 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).

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 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, supplying your name and email address, to request a copy of CertTEFL materials.

Assessment/Certification

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.

Course Registration and Procedure

Course Registration

Registration is open throughout the year and is effected by printing and completing the form on page 12 and sending to our office, **by email scan, fax or post** with appropriate fees or confirmation of bank transfer of fees (see *Payment Methods on page 11*).

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

Activation of Registration

Registration is activated between 2 and 5 *business days of receipt* of registration form and 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 i.e. *all* materials and assignments are 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.



Duration & Timeframe

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:

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. 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.

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 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.

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 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, supplying your name and email address, to request access to CertGRAM sample materials.

Current Fees ²

CertTEFL

	€	GB£	US\$	CAN\$	AUS\$	CHF
<i>Fees for CertTEFL course</i>	225	185	250	325	325	250
<i>Fees for Extension of Timeframe (if necessary)</i>	50	40	60	75	75	60
<i>Fees for Certification Test³ (if necessary)</i>	50	40	60	75	75	60

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 1st registration).

CertGRAM

	€	GB£	US\$	CAN\$	AUS\$	CHF
<i>Fees for CertGRAM course</i>	50	40	60	75	75	60
<i>Fees for Late Final Test (if necessary)</i>	15	13	20	25	25	20

Other fees

	€	GB£	US\$	CAN\$	AUS\$	CHF
<i>Fees for re-issue of Certificates (if lost etc.)</i>	25	20	30	38	38	30

² Valid from March 6th, 2017 until further notice.

³ 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.

Payment Methods

Fee payment may be made by:

(1) Direct transfer into our bank account, in any of the 6 currencies listed on page 10, as follows:

Bank: Permanent TSB Bank (Irish Life & Permanent PLC), 2-4 Upper Baggot Street, Dublin 4 – Ireland

Account Name: W.L.S.

Account Number: 00354511, **Branch Number:** 990626

IBAN Number: IE70 IPBS 9906 2600 3545 11

BIC (Swift/ABA) Number: IPBSIE2D (See **Note 1** - below).

Please ask the sending bank to supply your name as a reference on the transfer order so that we can identify your payment.

Please ensure that any bank charges for the transfer are debited to your account and not ours, so that we receive the full fee amount, as stated on previous page (see **Note 2** – below)

(2) Online payment agencies, Paypal (www.paypal.com) and Skrill (www.skrill.com), in which case **credit or debit cards may be used**, if required. If you wish to use this payment method, please first of all submit your registration form, and we will then request payment from you, through either Paypal or Skrill, as specified on your registration form, at the email address you supply.

- 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 (see also **Note 2** – below).
- 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 (cashier's check), postal order in Euro or GB£ only. Cheques/drafts/postal orders should be made payable to W.L.S. - Words Language Services. If sending a postal order, please ensure that it is one which may be lodged to a bank account.

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

Note 1: The BIC (or Swift/ABA) number is required for international bank transfers. It is used either in conjunction with the bank account/bank branch numbers, or in conjunction with the IBAN number. The BIC (Bank Identifier Number) identifies the bank head office and country in which the bank is based. Unlike some Swift/ABA numbers, our BIC number does not identify the bank branch holding the account – for this reason the Branch Number must be given, in addition to the Account Number, for all transfers from abroad where the IBAN is not used.

Note 2: International Bank Transfers between European countries are usually inexpensive (under €). Outside of Europe, such transfers may incur higher bank fees and payment through Paypal/Skrill may often be less expensive, with the only additional cost being a maximum of 3% of course fee, as outlined at (3) above, in respect of commission.



Registration Form (from March 6th, 2017)

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 • cheque enclosed • **Fee Amount:** _____

via Paypal • via Skrill • **Fee Amount:** _____

Signed: _____ Date: _____

Conditions of Registration

Fees or confirmation of fee payment must accompany registration form and are refundable only if places are not available for immediate commencement or an applicant is considered unsuitable for the course. No refunds or credits are given in respect of courses or portions of courses not commenced or completed.

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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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