



## TEACHER REFRESHER COURSE: 2011

**COURSE OBJECTIVE:** The course is designed to develop and improve teaching skills of non-native English language teachers.

### STUDY ACTIVITIES

As well as formal classroom teaching, study activities include role-play, case studies and simulations, video photography, and language laboratory self-access study, and may also include meetings with British teachers and guest lecturers or consultants from the field.

### COMMUNICATION SKILLS

The focus of the course is on practical and effective communication in:

- Meetings and discussions / videoconferencing
- Negotiations
- Personal and professional presentation skills
- Preparing CVs and resumés appropriate to national norms
- Writing letters of application and completing job application forms
- Preparing interviews and using interview language
- Interview techniques and negotiating remuneration/benefits

### SPECIFIC CONTENT MAY INCLUDE:

#### 1. Describing Language & Learning Skills

Grammar, Lexis, Phonology, Functions, Reading, Writing, Listening & Speaking

#### 2. Background to Language Learning

Motivation, Exposure & Focus on Form, The Role of Error, L1 & L2 Differences, Learner Characteristics & Needs

#### 3. Background to Teaching

Presentation Techniques, Practice Activities for Language & Skills, Assessment Types & Tasks

#### 4. Lesson Planning & Preparation

Identifying Aims, Lesson Plan Components, Planning a Sequence of Lessons, Assessment Activities

#### 5. Using Resources & Materials

Reference Resources, Selecting Course Books, Supplementary Materials & Activities, Teaching Aids

#### 6. Teacher's & Learners' Language in the Classroom

Appropriate Language for range of Activities, Functions of Learners' Language, Categorising Learners' Mistakes

#### 7. Classroom Management

Teacher Roles, Grouping Learners, Correcting Learners, Giving Feedback

#### DURATION / TIMETABLE / PROGRAMME

Course duration is normally from one to four weeks. The programme is highly intensive, normally being 32.5 hours (of 60 minutes) per week, of which 25 hours are formal classroom training and 7.5 hours are socialising over lunch with trainer and other professional trainees. There is also a programme of evening social activities.

The daily timetable operates as follows:

8:30 - 9:30	Self-study in Self-Access Centre and Language Laboratory.
9:30 - 10:45	Period 1 with Morning Tutor (1:1)
10:45 - 11:00	Morning Coffee Break
11:00 - 12:15	Period 2 with Morning Tutor (1:1)
12:15 - 1:45	Lunch with teacher/s and fellow students
1:45 - 3:00	Period 3 with Afternoon Tutor (minigroup – max 4 participants)
3:00 - 3:15	Afternoon Coffee Break
3:15 - 4:30	Period 4 with Afternoon Tutor (minigroup – max 4 participants)
4:30 - 5:30	Optional Self-Access Study
	Evening Social Activity (Optional)