120 Hour Advanced International TEFL Certificate Course

Qualification Specification

Module 1: Introduction to TEFL and the English Language

Learning Outcomes	Assessment Criteria
The learner will	***The learner can***
1. Understand the origins and history of the English language and its importance in the world today	1.1 Identify the origins of the English language 1.2 Summarize the history of the English language 1.3 Outline the concept of English as a Global language 1.4 Identify the main reasons why English is a Global language 1.5 Identify factors that have consolidated English as a worldwide lingua franca
2. Understand learners' motivations to study English and their needs	2.1 Summarize different types of English language courses that learners may study to learn English 2.2 Identify the two main types of motivation when studying English

3. Understand different theories of language acquisition in English language teaching	3.1 Compare the three main theories of language acquisition: • Behaviorist • Mentalist • Humanist 3.2 Identify the traditional methods of language acquisition: • Grammar Translation • Direct Method • Audio-Lingual Method • Situational Language Teaching • PPP

	• Communicative Approach 3.3 Identify alternative methods of language acquisition: • Total Physical Response (TPR) • The Silent Way • Community Language Learning • Suggestopedia 3.4 Give examples of "multiple intelligences" 3.5 Summarize the principles of Neuro-Linguistic Programming (NLP) 3.6 Identify the modern approaches to language acquisition: • The Lexical Approach • The Natural Approach • Task-Based Learning (TBL)
4. Understand the CEFR used in English language teaching	4.1 Summarize the Common European Framework of Reference (CEFR) 4.2 Match the CEFR levels to "can-do" statements for each level

Module 1: Introduction to TEFL and the English Language

Lesson	Name	Assessment Criteria
1	Introduction to TEFL	1.1 1.2 1.3 1.4 1.5
2	Learner Motivation & Needs	2.1 2.2
3	Language Acquisition	3.1
4	Traditional Methods of Language Acquisition	3.2
5	Alternative Methodologies	
6	Modern Approaches	
7	Learner Levels	

Module 2: The Role of the Teacher

Learning Outcomes	Assessment Criteria
The learner will	***The learner can***
1. Understand the role of the teacher in English language teaching	1.1 Identify issues with conventional teaching 1.2 Summarize the four steps involved in experiential learning 1.3 Give examples of the roles of the teacher in the English language classroom
2. Understand classroom management	2.1 Summarize classroom management in English language teaching 2.2 Outline aspects that are important to classroom management: ● Confidence ● Rapport ● Physical presence ● Classroom rules ● Routine ● Voice & sound ● Seating arrangements ● Interaction patterns 2.3 Summarize what is meant by teacher talking time (TTT) 2.4 Select ways to reduce teacher talking time (TTT) in the classroom
3. Understand various teaching techniques that can be used in the English classroom	3.1 Summarize teaching techniques that can be used to teach English: ● Gestures ● Whiteboard ● Instructions ● Eliciting

4. Understand errors and error correction	4.1 State the difference between a mistake and an error 4.2 Suggest possible reasons that learners might make errors 4.3 Identify different types of errors 4.4 Identify suitable error correction techniques for errors
5. Understand common issues in the English language classroom	5.1 Identify common issues in the following types of classes: ● Large groups ● Mixed-ability groups ● Monolingual groups ● Multilingual groups
6. Understand learners' needs and learning styles	6.1 Identify factors that make a "good" student 6.2 Select aspects that are useful to include in a needs analysis 6.3 Describe reasons for setting and monitoring objectives 6.4 Summarize the three types of learning styles 6.5 Suggest ways of adapting the method of teaching for the three main learning styles

Module 2: The Role of the Teacher

- Lesson 1: The Role of the Teacher
- Lesson 1: Classroom Management 1
- Lesson 1: Classroom Management 2
- Lesson 1: Teaching Techniques
- Lesson 1: Error Correction
- Lesson 1: Common Issues
- Lesson 1: Learner Needs

Module 3: Teaching Grammar

Learning Outcomes	Assessment Criteria
The learner will	***The learner can***
1. Understand the basics of teaching grammar	1.1 Identify common features of grammar: • Syntax • Morphology • Phonology 1.2 Describe the advantages and disadvantages of teaching grammar 1.3 Identify the meaning, form, and use of grammar 1.4 Summarize the usefulness and frequency of grammar as part of a syllabus 1.5 Identify aspects of grading grammar: • Teachability • Learnability • Complexity
2. Understand the core components of grammar	2.1 Summarize principles of teaching Grammar 2.2 Identify word classes in grammar: • Nouns • Verbs • Adjectives • Adverbs • Pronouns • Prepositions • Determiners • Conjunctions 2.3 Describe the four sentence types in grammar: • Simple • Compound • Complex • Compound-complex

3. Understand tense and aspect	3.1 Summarize the principles of verb forms 3.2 Identify tense and aspect 3.3 Recognize past, present, and future tenses
4. Understand further grammar features	4.1 Summarize active and passive voice 4.2 Identify modal verbs 4.3 Implement modal verb grammar rules 4.4 Discuss "will/going to" future grammar 4.5 Summarize the main hypothetic conditionals: ● Zero ● First ● Second ● Third
5. Understand methodologies for teaching grammar	5.1 Summarize common grammar teaching methodologies: ● Grammar-translation ● Direct method ● Audio-lingual ● Communicative 5.2 Explain the main features of the deductive teaching methodology 5.3 Explain the main features of the inductive teaching methodology
6. Understand classroom practices for teaching grammar	6.1 Explain the main features of "analyzing" grammar: ● Meaning ● Form ● Function 6.2 Explain the need for "context" when teaching grammar 6.3 Summarize the use of timelines when teaching grammar 6.4 Establish the use of concept-checking questions 6.5 Summarize the use of drilling when teaching grammar 6.6 Discuss the accuracy and fluency-based grammar activities

Module 3: Teaching Grammar

- Lesson 1: Introduction to Grammar

- Lesson 2: Principles of Teaching Grammar
- Lesson 3: Verbs, Tense, Aspect
- Lesson 4: Further Grammar
- Lesson 5: Approaches to Grammar
- Lesson 6: Grammar in the Classroom

Module 4: Teaching Vocabulary

Learning Outcomes	**Assessment Criteria**
The learner will	***The learner can***
1. Understand the features of vocabulary	1.1 Discuss the importance of vocabulary 1.2 Identify "how much" vocabulary learners should know 1.3 Summarize what it means to "know" a word 1.4 Identify the style and register of vocabulary 1.5 Summarize the connotation of lexis
2. Understand language acquisition	2.1 Outline first and second language acquisition 2.2 Summarize the term "mental lexicon" 2.3 Identify what is meant by "malapropisms" 2.4 Identify cognates and false cognates 2.5 Describe the three stages of "memory"
3. Understand words and word families	3.1 Identify the two categories of words: • Content words • Grammatical/ Function words 3.2 Summarize affixes, including: • Inflexions • Derivatives • Prefixes • Suffixes 3.3 Summarize the concept of word families 3.4 Identify synonyms and antonyms 3.5 Identify lexical sets

4. Understand common word classes	4.1 Identify various types of nouns 4.2 Identify various types of verbs 4.3 Recognize the correct adjective order 4.4 Outline the five types of adverbs 4.5 Summarize the two types of prepositions 4.6 Identify collocations
5. Understand concepts of teaching vocabulary	5.1 Identify the different aspects of "learning a word" 5.2 Discuss the practical considerations of teaching vocabulary 5.3 Give examples of how to illustrate meaning when teaching vocabulary 5.4 Give examples of methods to teach lexical chunks
6. Understand tools, materials, and tasks for teaching vocabulary	6.1 Summarize useful decision-making tasks when teaching vocabulary 6.2 Identify the two types of production activities 6.3 Summarize the use of dictionaries when teaching vocabulary 6.4 Identify ways of recording new vocabulary 6.5 Give examples of ways to recycle vocabulary

Module 4: Teaching Vocabulary

- Lesson 1: Understanding Vocabulary
- Lesson 2: Language Acquisition
- Lesson 3: Grouping Vocabulary
- Lesson 4: Vocabulary Elements
- Lesson 5: Teaching Vocabulary
- Lesson 6: Vocabulary Activities

Module 5: Teaching Receptive Skills

Learning Outcomes	Assessment Criteria
The learner will	***The learner can***
1. Understand the key features of receptive skills	1.1 Summarize "receptive skills" 1.2 Identify "schemata" 1.3 Explain the advantages and disadvantages of graded materials 1.4 Describe authentic materials
2. Understand the key features of reading	2.1 Summarize the importance of teaching reading in class 2.2 Identify top-down and bottom-up predictions in reading 2.3 Summarize skimming and scanning 2.4 Summarize extensive reading
3. Understand types of reading materials and activities	3.1 Identify the practical considerations when choosing reading materials 3.2 Explain a range of reading activities 3.3 Describe how reading activities support other skills
4. Understand the key features of listening	4.1 Discuss the importance of listening skills 4.2 Identify challenges involved in teaching listening 4.3 Summarize "gist" and "detail" listening 4.4 Summarize extensive listening
5. Understand types of listening materials and activities	5.1 Identify possible listening materials 5.2 Discuss a range of listening activities
6. Understand how to stage a receptive skills lesson	6.1 Identify the general order of a receptive skills lesson 6.2 Summarize the key features of the three main stages of a receptive skills lesson: ● Pre ● While ● Post

Module 5: Teaching Receptive Skills

- Lesson 1: Receptive Skills

- Lesson 2: Reading
- Lesson 3: Reading Activities
- Lesson 4: Listening
- Lesson 5: Listening Activities
- Lesson 6: Lesson Plans

Module 6: Teaching Productive Skills

Learning Outcomes	**Assessment Criteria**
The learner will	***The learner can***
1. Understand the key features of productive skills	1.1 Summarize "productive skills" 1.2 Identify the differences between speaking and writing 1.3 Summarize "effective communication"
2. Understand the key features of writing	2.1 Discuss reasons for teaching writing 2.2 Identify types of written text 2.3 Discuss the three approaches of writing 2.4 Identify ways to correct written errors
3. Understand types of writing activities and skills	3.1 Explain a range of writing activities 3.2 Summarize "writing" for exam preparation 3.3 Discuss how improving writing skills also improves other skills
4. Understand the key features of speaking	4.1 Identify reasons for teaching speaking 4.2 Comment on teacher talking time (TTT) and student talking time (STT) in speaking 4.3 Identify a range of speaking functions 4.4 Summarize the staging of a speaking lesson
5. Understand types of speaking activities	5.1 Discuss a range of speaking activities

Module 6: Teaching Productive Skills

- Lesson 1: Productive Skills
- Lesson 2: Writing
- Lesson 3: Writing Activities
- Lesson 4: Speaking
- Lesson 5: Speaking Activities

Module 7: Teaching Pronunciation & Phonology

Learning Outcomes	**Assessment Criteria**
The learner will	***The learner can***
1. Understand the core concepts of pronunciation	1.1 Summarize the features of pronunciation 1.2 Summarize the importance of pronunciation 1.3 Identify common pronunciation challenges 1.4 Explain accents and variations
2. Understand the core concepts of phonology	2.1 Identify various places of articulation 2.2 Identify various manners of articulation 2.3 Summarize the production of vowel sounds 2.4 Explain voiced and unvoiced consonant sounds
3. Understand sounds in the phonetic chart	3.1 Identify how many sounds are used in English 3.2 Identify the three main sections of the phonemic chart 3.3 Explain the three types of sounds in English
4. Understand word stress	4.1 Summarize types of "stress" in English phonology: • Word stress • Schwa • Tonic syllables • Intonation and tone
5. Understand features of word stress	5.1 Explain what is meant by "connected speech" 5.2 Describe features of connected speech: • Assimilation • Elision • Linking

Learning Outcomes	Assessment Criteria
The learner will	*The learner can*
	• Contractions

6. Understand advanced pronunciation and phonology concepts	6.1 Summarize how to integrate pronunciation and phonology with other skills in the classroom 6.2 Identify various difficult pronunciation sounds and how "patterns" can help students learn them 6.3 Explain a range of tools and materials for learning pronunciation and phonology 6.4 Identify activities for learning pronunciation and phonology

Module 7: Teaching Pronunciation & Phonology

- Lesson 1: Teaching Pronunciation
- Lesson 2: Articulation
- Lesson 3: Phonetics
- Lesson 4: Stress
- Lesson 5: Connected Speech
- Lesson 6: Pronunciation in the Classroom

Module 8: Lesson Planning

Learning Outcomes	Assessment Criteria
The learner will	*The learner can*
1. Understand the basics of lesson planning	1.1 Identify facts about lesson planning 1.2 Summarize considerations of lesson planning 1.3 Identify features of formal lesson plans 1.4 Identify features of informal lesson plans
2. Understand aims and context in lesson planning	2.1 Summarize the three types of aims 2.2 Explain how to set aims 2.3 Describe personal aims

Learning Outcomes	Assessment Criteria
The learner will	*The learner can*
	2.4 Summarize how context is useful when planning lessons
3. Understand information required to plan lessons	3.1 Summarize target language when planning lessons 3.2 Identify materials and equipment that are useful for carrying out lessons 3.3 Summarize types of anticipated problems that must be considered when planning lessons 3.4 Explain how to use a class profile to help plan lessons
4. Understand timings, procedures, and tasks for lesson planning	4.1 Describe timing considerations when planning lessons 4.2 Identify various procedures that can be used in lessons 4.3 Summarize types of warmers, fillers, and coolers
5. Understand common lesson planning approaches	5.1 Summarize the PPP lesson approach 5.2 Summarize the TTT lesson approach 5.3 Summarize the ESA lesson approach
6. Understand syllabi	6.1 Summarize types of course syllabi 6.2 Identify reasons for using a syllabus 6.3 Discuss using the coursebook as a syllabus 6.4 Summarize the use and importance of timetables
7. Understand how to use coursebooks, materials, and supplementary resources	7.1 Identify the disadvantages of using a coursebook as a syllabus 7.2 Explain how to adapt coursebooks for lessons 7.3 Identify useful supplementary resources 7.4 Summarize how students can benefit from using authentic materials 7.5 Summarize the use of technology in the classroom 7.6 Explain what is meant by "blended learning"

Module 8: Lesson Planning

- Lesson 1: Lesson Planning Theory
- Lesson 2: Elements of Planning 1
- Lesson 3: Elements of Planning 2
- Lesson 4: Elements of Planning 3
- Lesson 5: Lesson Plan Models
- Lesson 6: Long-Term Planning
- Lesson 7: Resources

Module 9: Teaching Young Learners, Testing, Exams, and Business English

Learning Outcomes	**Assessment Criteria**
The learner will	***The learner can***
1. Understand teaching young learners	1.1 Summarize age profiles of young learners 1.2 Describe TPR 1.3 Explain important factors of teaching very young learners 1.4 Identify useful activities for young learners 1.5 Explain important factors of teaching teens
2. Understand English language testing	2.1 Identify reasons for testing 2.2 Summarize principles of testing 2.3 Explain considerations when testing 2.4 Define objective and subjective marking 2.5 Identify CEFR levels
3. Understand teaching English for exams	3.1 Identify differences in teaching exam classes 3.2 Identify various materials that are required for teaching exam classes 3.3 Summarize common English language examinations: • IELTS • Cambridge

Learning Outcomes	Assessment Criteria
The learner will	*The learner can*
4. Understand teaching Business English	4.1 Summarize the role of a teacher's expertise in teaching Business English 4.2 Summarize the use of a needs analysis 4.3 Describe the role of motivation 4.4 Identify common Business English functions 4.5 Summarize teaching English for Specific Purposes

Module 9: Teaching Young Learners, Testing, Exams, and Business English

- Lesson 1: Young Learners
- Lesson 2: Testing
- Lesson 3: English for Exams

- Lesson 4: Business English

Module 10: From Course to Classroom

Learning Outcomes	Assessment Criteria
The learner will	*The learner can*
1. Understand how to write a TEFL resume	1.1 Summarize aspects to include in a standard resume 1.2 Identify "dos and don'ts" of writing a resume
2. Understand how to search for TEFL jobs	2.1 Identify useful websites to search for TEFL jobs 2.2 Identify ways to gain teaching experience 2.3 Describe how to prepare for an interview 2.4 Identify typical interview questions
3. Understand useful TEFL resources and materials	3.1 Identify typical reference materials for teaching 3.2 Identify useful online resources for teaching 3.3 Summarize the importance of visual aids and authentic materials
4. Understand continuous professional development	4.1 Summarize the importance of continuous professional development 4.2 Identify useful online resources for continuous professional development 4.3 Identify useful in-person training options for continuous professional development 4.4 Summarize the importance of feedback and observation

Module 10: From Course to Classroom

- Lesson 1: Writing a Resume
- Lesson 2: TEFL Jobs
- Lesson 3: Resources
- Lesson 4: Professional Development