

# CERTIFICATE

in

Teaching English as a Foreign Language (TEFL)  
Teaching English to Speakers of Other Languages (TESOL)

This is to certify that

**RACHEL RICHARDS**

has successfully completed and passed the following course

## **120-hour Premier TEFL course**

Incorporating 50-hr TEFL, 30-hr Grammar & Language Awareness, 20-hr Video and Observation, 10-hr Telephone Teaching and 10-hr Teaching Large Classes Courses

Course Director



Jennifer Mackenzie

This TEFL/TESOL certificate is presented to candidates who have satisfactorily completed the requirements of the course. They have learnt and practised the skills of English language teaching and have shown that they have the ability to progress as an English language teacher.

#### **30-hour Online Grammar**

1. Gaining an understanding of the main English grammar features and rules
2. Professional grammatical terminology
3. Explanation and analysis of English grammar
4. Correction of common grammatical errors in English
5. Searching for grammar solutions

#### **50-hour Online TEFL course**

1. The role of a teacher in the classroom
2. Assessment and needs analysis of students
3. Effective lesson planning and preparation with and without the aid of a coursebook
4. Methodology of teaching skills-based lessons
5. Methodology of teaching functional and grammar-based lessons
6. Introduction to English phonetics
7. Lesson activity types and their use in the ESL/EFL classroom
8. Increase student participation
9. Manage and motivate students
10. Communicate with speakers of other languages
11. Display the ability to gain insight from peer feedback
12. Teaching pedagogy

#### **20-hour Online Video**

1. Analyse real-life lesson plans
2. Provide structural critique for lessons to develop and improve your own teaching skills
3. Compare your teaching skills with a seasoned TEFL teacher
4. Learn how to make your lessons more dynamic and interactive

#### **10-hour Telephone Teaching course**

1. Level assessment and needs analysis
2. Setting goals
3. Effective lesson planning and preparation of telephone classes

#### **10-hour Teaching Large Classes course**

1. Effective lesson planning and preparation of large classes
2. Organising and creating community in the large classroom
3. Dealing with issues that large classes present

#### **About TEFL Org UK**

TEFL Org UK is part of TEFL Scotland Ltd. TEFL Org UK is accredited by the British Accreditation Council (BAC), Open and Distance Learning Quality Council (ODLQC), Investors in People (IiP), Investors in Young People (IiYP) and a Scottish Qualifications Authority (SQA) Approved Centre. For up to date information on our accreditation visit [www.tefl.org.uk](http://www.tefl.org.uk).

Employers may contact us regarding this candidate or qualification at:

TEFL Org UK, 18 Alexander Place, Inverness, IV3 5BX  
T: +44 (0) 1349 800 600 E: [info@tefl.org.uk](mailto:info@tefl.org.uk)

#### **Verifying this certificate**

This certificate can be validated at [www.tefl.org.uk/certificate-verification](http://www.tefl.org.uk/certificate-verification) by entering the ID shown on the front of the certificate.