



**GLOBAL**  
Language Training

**GEP**  
English Exams

# BECOME A **TEFL** **CERTIFIED** **SPECIALIST** **TEACHER**

## **40 HOUR BUSINESS ENGLISH**

This course offers an in-depth look into the area of TEFL that is in highest demand around the world today. Free-trade agreements, globalization and international trade have created a huge demand for TEFL teachers with knowledge of Business English.

## **MODULES**

## MODULE 1

### COURSE INTRODUCTION & CONTENT

- Intro – Course content
- What is Business English?
- Who is the business English teacher?
- Needs analysis
- Customer care
- Communication needs
- Pedagogic needs
- Observations as a form of analysis
- Company interviews
- Class set-up
- End of module quiz
- Forum

## MODULE 2

### TEACHING ENGLISH COMMUNICATIVELY

- Setting Course and class objectives
- Creating aims and objectives
- Planning techniques
- Creating a syllabus
- Structuring the syllabus
- Student needs
- Syllabus example
- Getting feedback from students
- Materials in practice
- Language use in the classroom
- Encouraging independent learning
- Location and venue
- Acknowledging intercultural
- End of module quiz
- Forum

## MODULE 3

### LESSON PLANNING & ADAPTING MATERIALS

- Lesson planning
- Textbooks and Course materials
- Creating new materials
- How to create materials
- Structured contexts
- Producing Language activities
- Real life scenarios
- How about during the activity
- Warm-up activities
- Case studies
- End of module quiz

## MODULE 5

### LISTENING, USING VIDEO & OTHER TECHNOLOGY

- Course content
- Pros and cons
- E-learning
- Lesson plan example
- Testing students
- Example tests for students
- Students reflect on their progress
- End of module quiz
- Forum

## MODULE 4

### SPEAKING, PRONUNCIATION & DRAMA

- Speaking skills
- Have a meeting in English
- Speaking over the phone or Skype
- Writing skills
- Taking notes
- Sending an email
- Writing a report
- Creating content for a company
- End of module quiz
- Forum



# BECOME A **TEFL** **CERTIFIED** **SPECIALIST** **TEACHER**

## 40 HOUR BUSINESS ENGLISH

Internationally accredited.



**GLOBAL**  
Language Training

### NEW YORK

17 State Street , Suite 400  
New York, NY 10004. USA.  
Tel. +1 646 688 2927

 **GEP**  
English Exams

### LONDON

20-22 Wenlock Road  
London, N1 7GU, England  
Tel: +44 0203 435 6821



GlobalTEFL  
[www.globaltefl.uk.com](http://www.globaltefl.uk.com)  
Email: [info@globaltefl.uk.com](mailto:info@globaltefl.uk.com)



GEPEXams  
[www.itestenglish.com](http://www.itestenglish.com)  
Email: [info@globaltefl.uk.com](mailto:info@globaltefl.uk.com)