

BECOME A CERTIFIED BUSINESS ENGLISH TEACHER

TEFL / TESOL

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
- Role-plays
- Real life scenarios
- How about during the activity
- Warm-up activities
- Case studies
- 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

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



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