



Universal Language Training Ltd.
Woking College, Rydens Way,
Woking, Surrey.
GU22 9DL

Telephone: 01483 770911

E-mail enquiry@universal-language.co.uk
Website www.universal-language.co.uk

ULT Ltd. Registered in England No. 3285075
Reg. Office: Woking College, Rydens Way, Woking, Surrey GU22 9DL

UNIVERSAL LANGUAGE TRAINING



**Teaching English
as a
Foreign
Language**

**Teacher Training
Courses**

UNIVERSAL LANGUAGE TRAINING

is a well established teacher training organisation. Since 1992 when we started running our courses we have trained more than 2,800 teachers. Selecting the best initial TEFL qualification is not always as straightforward as it may at first seem. There is a variety of important aspects to consider and the following information will enable you to make a more informed decision. There are two certificate options - the Trinity College, London, TESOL Certificate and the RSA Certificate, CELTA. They are of equal status and known by language teaching institutions in the UK and abroad. ULT offers the Trinity College TESOL Certificate.

THE COURSES

Courses are held throughout the year at our main teaching centre at Woking College in Surrey, we also run a summer course at one of Britain's leading universities and one in Zamora, Spain.

The main aim of the course is to prepare trainees for their entry into the profession of teaching English as a foreign language. The course includes both the practical and the theoretical aspects of teaching and provides a broad perspective of current classroom practice. The course covers the teaching of English not only to adult groups but also to teenagers, young learners, individual students, business and professional people and therefore equips you with the necessary skills to ensure a wide choice of career opportunities.

ENTRY REQUIREMENTS

We screen all applicants thoroughly by interview and a language awareness task. Entry requirements will be discussed with you. You must have a high standard of both spoken and written English if you are going to be a teacher. We also welcome applications from non-native speakers of English who have achieved a good command of English. In the past we have trained people of all age groups - from gap year students to people in retirement.

OUR TRAINERS

Our tutors are well qualified EFL teachers and experienced teacher trainers who are fully committed to effective teacher training and to their trainees' success. Tutors are often available during evenings and weekends to help you with any queries and problems. This support, plus the free seminar day which prepares our trainees for the course, all contributes to a consistently high pass rate.

JOB OPPORTUNITIES

Advice about job opportunities and further career development is given during the course. We have developed many useful contacts with recruitment agencies and language schools who frequently ask us to recommend teachers for employment overseas and for short term language courses in the UK.

WHAT THE COURSE COVERS

The course consists of a series of lectures, tutorials, video lessons, class observation, lesson preparation, peer group teaching and teaching practice. The following areas are selected for special assessment:

Teaching Practice

Although you can learn a lot about language teaching by discussing the theory, methodology and techniques of teaching, it is above all a practical skill. You will teach a class of foreign students for a minimum of six hours. Your teaching practice will be as varied as possible so that on completing the course we aim to have given you experience in teaching different age groups, levels and class sizes in a mono-lingual, multinational and one-to-one situation.

Language Awareness

Before starting the course you will receive a pre-course study pack which covers English grammar and phonology. Although both areas are covered during the course you will get off to a head start if you have spent some time working through these exercises beforehand.

Student Profile

You record an interview with a foreign student in order to examine in some depth the linguistic achievements and difficulties of an individual learner. After completing your analysis you devise a remedial programme and a lesson to help your student overcome selected problem areas.

Foreign Language Journal

You will have 4 hours of lessons in a foreign language. This will give you the opportunity of learning an unknown language as a complete beginner in order to experience and assess modern language teaching techniques from a foreign student's point of view. You are required to keep a journal detailing and analysing the lessons and methodology.

Materials Assignments

Towards the end of your CertTESOL course you will be asked to select two pieces of material that you will have used in your teaching practice. You will evaluate their effectiveness and write an evaluation on each one. One of these pieces of material is normally a communicative game.

Other topics covered on the course

Language Acquisition
The Methodology of Modern Language
Teaching the Four Basic Skills
Lesson Observation
Lesson Planning and Preparation
Classroom Management
Phonetics
Grammar
Teaching Young Learners
The Use of Teaching Aids
Analysis of Student Needs
Error Analysis and Correction
Course Book Evaluation

COURSE OPTIONS

Apart from an intensive 4 week course we also offer a 16 week part-time course and an 8 week fast track course. They both start with a 3 day intensive weekend and after that they run on either Tuesday evening or Friday morning. The fast track course also requires trainees to attend every Monday, three Saturdays and an odd Wednesday. The day and evening courses run concurrently so you may switch between the two to fit in with your commitments. The teaching practice for all courses generally takes place during the day. For those who want to obtain a qualification more quickly but cannot attend a full time intensive course we offer a split course whereby you attend the first two weeks of an intensive course and then join the last two weeks of the next course.

1-DAY INTRODUCTORY SEMINARS

We also offer a free 1-day introductory seminar for those thinking about a career in TEFL and who want to find out what TEFL is all about before committing themselves to the longer certificate course. It provides the opportunity to discover whether TEFL is the right career choice for you. Trainees who have attended the seminar before coming on the certificate course invariably find it very useful.

APPLICATIONS, DATES & FEES

The enclosed application form gives details of our course dates and fees, which you will find on the reverse side of the form. If you decide to apply, simply complete and return the application form with your deposit. We will then contact you to arrange an interview at our offices or, if you live too far away, by telephone.

ACCOMMODATION

Accommodation can be arranged for you with local families. Full board is available at approximately £18 per night. Some families live within walking distance of the college so there are no additional travelling expenses. For those using their own transport there is free car parking at the college.