



EBC International TEFL Certificate

Accredited online and residential training courses



EBC International TEFL Certificate

British Council compliant training that
includes lifetime job placement



Residential
accredited
TEFL course
prospectus





EBC International TEFL Certificate

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EBC International TEFL Certificate Prospectus

Your passport to living and working abroad as an English teacher

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Welcome to EBC

Your passport to living and working abroad as an English teacher

Four fun weeks with us is your ticket to living your dreams abroad, in exciting locations all over the world. EBC has been running a highly successful TEFL certificate course since 2002 and has placed hundreds of its graduates in well paying teaching positions around the world.

You will receive two certificates by attending our course: an EBC International TEFL Certificate and an EBC International Certificate in TESOL that (like CELTA and Trinity) meets British Council requirements for teachers in its accredited schools. The EBC International Certificate in TESOL is awarded by Ascentis, a British government and British Council acknowledged TESOL awarding body.

“I would recommend EBC without reservation to any student looking for a challenging, supportive and personally attentive TEFL training program.”

Katie Entigar, New York, New York, USA



Expert Trainers

EBC is extremely proud of its team of highly experienced TEFL trainers. They are professionals with many years of classroom and international corporate teaching experience. Our EBC trainers bring to our EBC International TEFL Certificate course not only their advanced degrees in TEFL but also their years of EFL teaching experience gained from all over the world.

The EBC TEFL course is a very practical and thorough course designed for candidates that have no previous experience in English teaching. It is also suitable for candidates that have some experience but no formal training in the TEFL field. During the 4 week course you will become familiar with the principles of successful EFL teaching and start developing the practical skills that you will need to teach effectively. The training programme includes 16 hours of teaching practice, 8 hours observing experienced teachers and the completion of 10 highly relevant written assignments.

“The EBC TEFL course is a very thorough and intensive course which delivers on all it’s objectives and promises. The end result is knowledgeable teachers with great technical skills. I definitely recommend this course for anyone serious about teaching and/or travel.”

Christopher Metcalfe, Patea, New Zealand

If you want to work as soon as you’ve finished the course, we will have you interviewing and working within about a week of graduating.

Our trainers attend EFL courses and seminars to reinforce their existing knowledge and introduce them to new ideas in EFL teaching. Although they all possess advanced EFL degrees, EBC supports and encourages further TEFL studies and practical work.



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World-wide jobs

At EBC our belief is that if you train with us you should get a job with us. For example: our sister company in Madrid is EBC y Asociados Idiomas. If you study in Madrid there is a good chance that you will get hired (subject to availability) as soon as you graduate and get to work for some of its high-powered clientele.

The same is true of our other training centres. EBC has sister language schools in all of its course locations, so once you finish the course, there's a chance that you'll get hired by our sister language school (subject to job availability).

On the last day of the course, EBC sends your professionally formatted CV/resume to the best language schools in your course location along with an official, PERSONALISED letter of introduction from EBC stating that you are now an



EBC graduate. You will receive phone calls or emails from language schools asking you to come in for interviews which will result in jobs. You will also get access to our Student Zone database of almost 2,000 schools around the world allowing you to apply for jobs from any internet terminal in the world. Your job help continues after the course too. If you need advice or assistance, you just need to contact EBC and we will help. We'll advise on other countries and send your CV to the cities of your choice whenever you ask.

Lifetime job support

You will never be a number to EBC. Once you've joined one of our courses, you've joined the ever-growing family of satisfied and highly employable EBC graduates. EBC will provide you with job support wherever and whenever you need it !

EBC has a unique international job placement assistance network dedicated to helping you, our course graduates. EBC believes you should not have to knock on doors looking for jobs. Let EBC open the doors for you.

All EBC graduates have got work after finishing the course!



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The EBC International TEFL Certificate course

Course overview

The EBC International TEFL Certificate course will qualify you to teach English as a foreign language and give you the hands on experience you need to get quality TEFL jobs throughout the world. The course comprises 150 hours, a significant part spent on supervised group teaching practice, peer group and individual teaching sessions.

The basis for the EBC International TEFL Certificate course is Communicative Language Teaching (CLT). CLT is a comprehensive, communicative approach that values fluency, keeping learners productively using English in the classroom, and enabling them to take responsibility for their own learning.

The main asset for anyone wishing to teach abroad is their knowledge of English, and those with TEFL qualifications are in constant demand. Qualified TEFL teachers can find a ready market for their skills in most business corporations and educational institutions.



Read appendix A for a full list of what you'll learn on the course.

Aims and objectives

To provide a TEFL training programme that:

- * Exceeds internationally accepted TEFL guidelines;
- * Prepares students for entry into the TEFL profession;
- * Gives students both theoretical knowledge and hands-on teaching experience.

Upon graduation you will:

- * Be a fully qualified TEFL professional capable of getting EFL teaching jobs anywhere in the world;
- * Understand language use and analysis;
- * Be knowledgeable of teaching theory and its practical application;
- * Know how to manage an EFL class;
- * Be able to identify student learning difficulties and develop remedial action plans;
- * Know how to plan, design and develop effective lessons.



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Aims and objectives

The objective of our TEFL course is to provide you with:

- * A good understanding of how English works;
- * An introduction to different learning cycles, approaches and teaching models;
- * The ability to plan, create and deliver: structured, coherent, related lessons;
- * Skills enabling you to effectively present: new learning material, instructions and explanations;
- * Skills for Engaging (presenting), Studying (analysing) and Activating (practising) English usage;
- * Teaching models and examples of how to teach reading, writing, listening, speaking, grammar and vocabulary;
- * How to construct tests, administer tests and provide feedback;
- * Effective classroom management skills for controlling disruptive behaviour;
- * An understanding of different types of motivation models plus examples of how to motivate;
- * An understanding of how adults learn English, what motivates them and the roles of teacher and learner;
- * Knowledge of how you must behave within the classroom and what your students expect from you;
- * Familiarity with teaching resources and materials;
- * An introduction to the age factor and its effect on language learning;
- * An overview of planning a syllabus;
- * Knowledge of different types of English for Special Purposes (ESP), commonly referred to as Business English.

Read appendix B for a full list of what you will know by the end of the course.

Key course areas

The EBC International TEFL Certificate course concentrates on the following key areas in order to make you an efficient, knowledgeable and valuable EFL teacher:

- * **Language development:** Use of English, ESP (English for Special purposes)/Business English;
- * **Methodology:** Concentrating on grammar, phonetics, learning theories and their practical application in the classroom, ESP methodology and vocabulary;
- * **Teaching practice:** supervised group teaching, peer group and individual teaching, classroom management and lesson planning.



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What you can expect

Our EBC International TEFL Certificate course is an intensive, challenging and rewarding course. There is a lot to learn in 4 weeks, new skills that you have to put to immediate use in real life teaching situations.

Your teaching practice classes will contain working people and/or people that need to learn English in order to help them find a job. We monitor the language level, age range and skill sets of these people to ensure your teaching practice is as real as possible.

In our challenging, demanding and highly rewarding course, you will make new friends, graduate with an internationally recognised TEFL qualification and experience life in a non-English speaking country.

Once you graduate, you won't just have another qualification, you will have joined a unique body of professionals wanting to teach and be taught by traveling and experiencing different cultures. As well as graduating as a TEFL certified teacher, you will also learn how to quickly adapt and survive in a new cultural environment. The EBC course mirrors real life as a new teacher in a foreign country so when you have graduated you will be truly ready to teach anywhere.

Read appendix C to see the course schedule.



As well as studying and learning how to teach you should also expect to make new friends and have some fun.



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How do you learn?

Your work programme is divided into two main sections:

- * classroom based training;
- * teaching practice.
- * Classroom based training

You will be taught language analysis and usage, theory and practical application, classroom management and lesson planning/evaluation through the following:

- Seminars and lectures;
- Trainer demonstrations;
- Group role-playing exercises.
- Teaching practice

Your teaching practice is composed of the following:

- Supervised group teaching practice;
- Individual teaching practice sessions;
- Peer group teaching;
- Feedback.

How are you assessed?

The course is continually assessed on three main themes:

- * Teaching practice performance;
- * Successfully completed assignments and lesson plans;
- * Professional development.
- * How is the assessment performed?

EBC's success in getting graduates employed quickly is due to the quality of the teachers that we train so we are very careful about maintaining our teaching standards.



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How are you assessed?

You will be assessed by

- Your course tutor;
- John Magne-Erlandsen, BA English and German, MA Pedagogical Studies, MA Didactics of Teaching Languages. Head of TEFL training, EBC Servicios Lingüísticos;
- Tita Ashton, BA Communications, MA TESOL, MBA Training and Education. Managing Director of EBC y Asociados Idiomas;
- And last but not least, feed-back from your teaching practice students!

Individual student performance metrics will be gathered in the following key areas:

- Teaching practice;
- Practical teaching assessment including lesson planning, execution and the ability to give constructive lesson feedback;
- Written work that demonstrates practical knowledge of:
 - The English language system;
 - TEFL theories and methodologies;
 - Understanding of learners, their needs and their capacities;
 - Evaluation, monitoring and assessment;
 - Materials preparation and lesson planning;
- Written work must meet acceptable content, style and presentation standards for a teacher of English.
- Professional attitude to everyone associated with the course.

Course written work

You must deliver:

- 8 complete lesson plans including post-lesson notes;
- An essay on a TEFL related topic;
- A one to one assignment showing a study plan designed to meet the specific learning needs of a non-English speaker.

The one to one assignment requires special mention as it will give you a solid framework for teaching English for Specific Purposes (aka Business English).



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Course materials

You will receive:

A 174 page TEFL course manual covering all aspects of how to teach English as a foreign language.

A 160 page grammar reference manual covering basic English language grammatical structures, a brief explanation of how they work and examples of their usage.

An Introduction to TEFL e-book that explains what TEFL is and the types of things you'll need to master in order to become a great teacher.

The Practical Guide to Teaching Business English e-book, essential for those that want to go on to teach Business English and fully complementary to the Business English modules covered in our course.

An English Grammar distance learning course. This is a self-study course that is must for all prospective teachers. It explains and tests you on all of the major English language grammar structures. Don't leave home without this one!

Entry requirements

You don't need previous experience in teaching English to join the EBC International TEFL Certificate + EBC International Certificate in TESOL programme.

EBC's minimum entry requirements are possibly the highest for any 4 week intensive TEFL course in the world. They are certainly higher than both Celta and Trinity course minimum entry requirements.

Why? simply because we want to attract you, the best qualified people to receive top-quality training and then help you get the best jobs.

Mandatory requirements

You must be 21 years old by the course start date;

You must have a high level of competence in all aspects of English (*);

You must have a degree or a recognised professional qualification (**).

(*) Non-native English speakers are eligible if they have passed one of the tests mentioned in the Non-native English Speakers section shown below.

(**) You may also apply if you have at least 5 years of relevant professional work experience. In this case you will be asked to pro-



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Entry requirements

Optional TEFL course acceptance enhancers

If you have experience in any of the following areas please include it on your TEFL course application.

- Lived, worked or traveled abroad;
- Knowledge of a second language;
- Work experience;
- Recent additional studies;
- Experience in dealing with groups of people;
- Volunteer work;
- Mentoring, tutoring or teaching;
- Teaching experience.



You must also show serious intent to use your teacher training in a realistic way for your career development.

Non-native English speakers

If you are a non-native English speaker you can apply for the course but you must have a highly advanced level in all aspects of the English language. This must be demonstrated by having one of the following:

- A degree from a university in one of the following countries: Australia, Canada, Ireland, New Zealand, United Kingdom or the United States of America;
- Cambridge CPE (Certificate of Proficiency in English);
- IELTS level 6;
- TOEFL (scores 520 [written test] 80 [computer test]).

In all our course locations,
there's no shortage of new things
to do and see.





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Fee

You can choose the currency for your course fee. You may send your fee in US Dollars, British Pounds or Euros. See our web site for more details.

The fee is payable in 2 parts.

1. To reserve your place, send a non-refundable deposit. This guarantees your place on the course.
2. Your final fee payment is due one month before your course starts.

What's included in the fee

- An accredited course taught by expert tutors with an average of 15 years EFL teaching and training experience
- All moderation and accreditation fees
- An EBC International TEFL certificate
- A British Council compliant EBC International Certificate in TESOL
- Guaranteed: Personalised JOB introductions to hundreds of reputable language schools
- Guaranteed: Lifetime world-wide JOB placement assistance
- FREE English Grammar distance learning course

This is a self-study course that is must for all prospective teachers. It explains and tests you on all of the major English language grammar structures. Don't leave home without this one!

- FREE E-Book: Introduction to TEFL - explains what TEFL is and the types of things you'll need to master in order to become a great teacher
- FREE E-Book: Practical Guide to Teaching Business English - essential for those that want to go on to teach Business English and fully complementary to the Business English modules covered in our course
- FREE course work printing
- FREE 100 pages of photocopying
- FREE WIFI internet access if you bring your own WIFI ready laptop
- 174 page course manual that covers all the main aspects of teaching English as a foreign language
- 160 page English grammar reference manual containing key elements of English grammar with examples



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What's included in the fee

- A welcome pack containing: city and metro maps, restaurant, museum and activity guide etc.
- Advice about finding short and long term housing, mobile phone rental, short term storage and other convenience services
- Job counseling workshop
- Job interview preparation workshop
- EBC initiated and managed CV/Resume distribution to ESL schools
- Priority access to teaching jobs with our sister language companies (subject to availability)
- A web based CV/resume formatting and storage service
- A web based list of over 786 different language schools around the world so you can apply for jobs wherever you are using your stored CV/resume
- Organised parties and activities (refer to your preferred course location for more details)
- ON REQUEST: Referral to an immigration lawyer (legal fees are not included in the course fee)

Student Tuition Easy Payment Plan

The Student Tuition Easy Payment Plan is an optional payment programme offered by EBC. The Easy Payment Plan makes budgeting for your residential course fee more flexible because it lets you pay in interest free installments. You can make payments via our Secure Payment System.

How the plan works

- The Easy Payment Plan is interest free
- No deposit is necessary
- You decide when you want to make an installment payment
- Pay as little as 100 USD per installment
- There is no limit on how long you take to pay but you must be fully paid before your chosen residential course start date
- Your residential course place is held when your first payment has been processed



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About EBC

EBC's history

Based on many years experience in teaching business English (ESP) and general language training and translation from San Francisco, New York, Paris, London, Oslo, Toronto, Mexico City, Johannesburg, Bilbao and Madrid, the partners at EBC were convinced of the need for an affordable TEFL certificate program that answered both academic and real world demands.

After many years of being an EFL training company in Madrid, EBC has grown into a successful and well known language training centre with a client list to be proud of. EBC is now sharing its wealth of knowledge and practical experience with people like you who would like to enter the TEFL profession by offering the EBC International TEFL Certificate course.

As an employer of EFL teachers, EBC knows what the TEFL job market requires and therefore the EBC International TEFL Certificate has been designed and developed to be an intensive, practical and hands-on programme for training effective EFL teaching professionals.

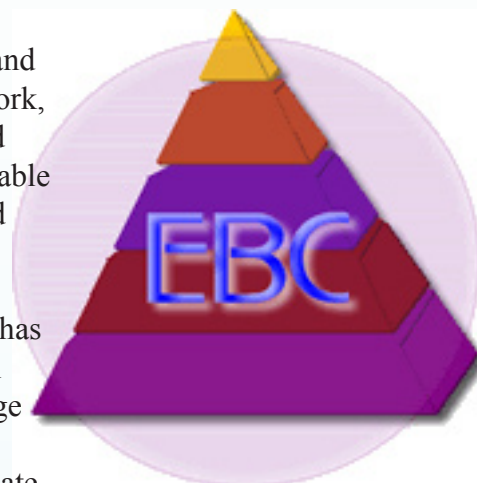
The EBC TEFL course is taught by trainers who not only have advanced degrees in TEFL but also years of EFL teaching experience gained from all over the world.

Top quality trainers

As you are the best, we believe that you should be taught by people who are experts in TEFL. Our trainers each have, on average, 10 to 15 years experience teaching English as a foreign language. In addition to TEFL experience, our EBC TEFL trainers hold BAs and Masters degrees in just about every language related area you can think of.

Our trainers also give external lectures on teacher training, organise UNICEF English summer camps and have authored TEFL text books and audio tapes. These people know their subject and even more importantly, they know how to teach it effectively.

By comparison, other courses insist on 5 years or even less TEFL experience and in some cases don't even insist that the prospective trainer has a degree.





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Top quality trainers

We are extremely proud of our team of highly experienced TEFL trainers. They are professionals with years of classroom and international corporate teaching experience.

Our EBC trainers bring to our EBC International TEFL Certificate course not only their advanced degrees in TEFL but also their years of EFL teaching experience gained from all over the world. At EBC we believe in continuous training therefore our EBC trainers attend EFL courses and seminars to reinforce their existing knowledge and introduce them to new ideas in EFL teaching. Although they all possess advanced EFL degrees, EBC supports and encourages further TEFL studies and practical work.

EBC's management, staff, and trainers hold memberships in various professional organisations such as: IATEFL (International Association of Teaching English as a Foreign Language), TESOL (Teachers of English to Speakers of Other Languages) etc.

You'll never be a number or just "another" student to EBC. Once you've studied with us you're a new EBC family member.

Friendly staff

We want you to feel comfortable from day one. Our centres are in countries where English is not the local language but if you don't speak the local language, don't worry! You will find that all of our TEFL trainers, support staff and management can speak the local language so if you need help with anything in that you don't understand you can ask anyone.

In addition, if you have any other questions relating to life in general in your chosen course location, how you're getting on, study problems, you name it - you will find us there for you. If you have any problems, great or small, let us know and we will be happy to help you resolve it.



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Student teacher interaction

We believe very strongly in giving you as much feed-back as possible regarding your course progress. There are times planned into our 4 week schedule when you will have private tutorial sessions with your course tutor in order to discuss your progress. The tutorials are two-way so you'll get the opportunity to be frank with your tutor and ask questions you possibly would not like to ask in class.

All criticism will be given in a positive manner. It should also be taken positively and acted upon accordingly. Teacher/student interaction is there because we want to help you pass the course. We take teacher/student interaction very seriously and we do follow up to make sure that you've taken it on board.

Giving back to our community

In addition to providing education services to corporate clients, we practice philanthropy by helping our own community. EBC strives to develop the tradition of philanthropy with our employees, and we set the standard by being a good corporate citizen. Giving back is more than feeling obligated to donate time or money once a year. It's a change in attitude that results from becoming more attuned to the needs of others.

EBC does not charge for the teaching practice you give during the course. Some TEFL training companies charge reduced rates for people attending classes given by trainee teachers.

English is a vital skill required for finding a job in our course centre countries so the teaching practice you give is invaluable in helping people looking for work.

In our small way, EBC wants to give something back to our community through education.

Lifetime career support

Our job placement assistance scheme is unrivalled. We do not know of any other training company that goes to the same lengths that we do in order to help you get working as quickly as possible after finishing the course.

Lifetime assistance

EBC's belief is that if you come to us to study, we try our hardest to help get you working as quickly as possible after finishing the course. We can assure you that we will be here if you need us and we will always be happy to answer questions and help you look for work in other areas if you want us to.



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Lifetime career support

It's all part of the job placement assistance service, whether you want it or not, once you study with EBC you become part of our ever-growing family of globetrotting teachers.

Our job placement assistance scheme is only for EBC graduates. Many people who have taken other courses (usually CELTA and Trinity) write us asking for help to get jobs. Unfortunately for them we have to turn them away. Here's an example sent in by someone called Linda:

"I have just recently become Cambridge CELTA certified (Eastleigh College, UK) & would like to secure a TEFL position in Spain to improve my Spanish. In hind-sight I now realise that it would have been more productive to enrol for my TEFL course with an Organisation like yours :-) Oh well, I guess that's life!"

There are many people like Linda who write to us. If you study with EBC you won't share their lack of job problems.

EBC believes you should not have to knock on doors looking for jobs

At EBC our belief is that if you train with us you should get a job with us or one of our sister language schools in our training centre locations. This means that (unlike other TEFL certificate training companies) there is a good chance that you will get hired (subject to availability) as soon as you graduate. Isn't this better than having to go around knocking on doors like a vacuum cleaner salesman using a list of schools you've been given?

As with all good companies we have contingency measures should EBC y Asociados not have work immediately available. We are also a supplier of TEFL Certified teachers to many EFL teaching organisations in and around Buenos Aires. The list includes internationally recognised companies.

Our procedure is to send your applications including your CV to these organisations along with a cover letter from us stating that you (subject to passing the course) will be an EBC International TEFL Certificate graduate. The cover letter has been requested by the EFL companies so that they know your application comes from us and that you trained with us. It helps them sort out the "street" applications from serious job placement applications.



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Lifetime career support

We manage the process on your behalf so you don't have to waste shoe leather pounding the streets knocking on doors. As you can see, we go that extra mile to open the doors to jobs for you. After that the rest is up to you at the interview. You aren't left entirely on your own regarding interviews as our job workshop training explains what you should and should not do when interviewing for TEFL positions in EFL companies.

Your EBC International TEFL Certificate plus working with internationally recognised companies will give you a powerful CV/Resume. The prospective employers you meet when you begin your professional career favour candidates with international work experience. Should you at some point choose to change careers, the experience you have gained through teaching, working and living in different countries will always be one of your strongest assets.

EBC believes in helping you get a job regardless of where you are

In addition to a real job placement programme in your course centre location, as an EBC graduate you will also get access to our web based list of TEFL schools around the world so you can instantly apply for jobs anywhere.

EBC believes that getting a TEFL job is not a matter of knocking on doors or using shot-gun CV/resume mailing strategies hoping that someone will hire you. We want to really help you, our future graduates, get a job. We are in the process of establishing relationships with ESL schools around the world. Our relationship management is ongoing and aims to establish relationships with ESL schools in most non-English speaking countries that require good EFL teachers.

The objective of establishing relationships is to help your application get to the top of the list.



**Job worries? Think again! All of our graduates that wanted to stay on and work have done so.
Our graduates GET PREFERRED HIRING STATUS from language schools.**



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About EBC

Accreditation

EBC is a recognised centre of Ascentis, a British examination board.



The EBC International TEFL Certificate course has been accredited as being at NQF level 4 by Ascentis (OCNW) a National Awarding Body. CELTA is also an NQF level 4 course.

Ascentis (OCNW) is a National Awarding Body, approved by the Qualifications and Curriculum Authority (QCA) and is licensed by the Quality Assurance Agency for Higher Education (QAA).

- The QCA and QAA are both British Government organisations
- The QCA oversees the National Awarding Bodies
- The QAA ensures that higher education qualifications are of a sound standard

Ascentis is listed by the British Council as a recognised examination board.

Why is accreditation important to you?

For a TESOL TEFL course to truly have international acceptance it must be validated and accredited by an acknowledged educational institution like Ascentis.

Our accredited status means that the quality of our course is independently checked regarding: the syllabus we use, our course manuals, the qualifications and experience of our tutors, the quality of our training centre and the content of our web site.

It also means that many more doors will be open to you regarding jobs. The British Council is a case in point. You can only work for them if you have a qualification, like the EBC International Certificate in TESOL, that meets their minimum teaching qualification requirements.

EBC's Ascentis Details

Centre Number 684

More information about our accreditation is available on the EBC web site.



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Professional affiliations

EBC is a proud member of the following professional organisations.



EBC is a recognised Ascentis Centre.

Centre number: 684



EBC is an institutional member of IATEFL.



EBC is an institutional member of TESOL Spain.



EBC is a member of the Madrid Chamber of Commerce.



EBC is a member of the Buenos Aires Chamber of Commerce.



EBC is a member of the Manhattan Chamber of Commerce.



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Course application procedure

How the application procedure works

- Read the pre-application checklist shown below
- Fill out and send your application form. The forms are available in the Apply Now section on the web site
- Within two working days, EBC will review your application and inform you of your acceptance status.
- Upon acceptance, you may confirm your attendance by sending a non-refundable deposit or the full fee payment to EBC.
- EBC confirms your deposit/full payment has been received and your place is guaranteed.
- You make travel arrangements.
- If you paid a deposit, you send your final payment to EBC one month before your course start date.
- Two weeks prior to your course start date, EBC emails you your arrival instructions and pre-course activities.

Pre-application check-list

Correspondence requirement

In order to be able to correspond in writing with EBC, you must have access to an email account that you can use regularly. If you have a spam filter, you must set up your email so that it allows you to accept emails that end with @ebc-tefl-course.com

Entry requirements

Make sure you read the course entry requirements shown in the EBC International TEFL Certificate Course Section before you apply.

Service agreement

By applying for a course you acknowledge your acceptance of the EBC Service Agreement. Please read through the service agreement before submitting your application.



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Course application procedure

Pre-application check-list

Surface mail delivery time

If you are going to surface mail your application from outside Spain, you must allow between 7 and 10 working days for your correspondence to be delivered to our office.

If you are going to surface mail your application from Spain, you must allow between 3 and 5 working days for your correspondence to be delivered to our office.

Fee payment options

FOR YOUR PROTECTION, EBC WILL NOT ACCEPT ANY FEE PAYMENTS UNTIL YOU HAVE APPLIED FOR A COURSE AND BEEN ACCEPTED!

Once you have been accepted onto a course you will be sent instructions about using our **SECURE PAYMENT** system.

How the payment schedule works

Your course fee is paid in 2 parts:

1. A non-refundable deposit to reserve your course place.
2. The remaining balance is paid one month before the course starts.

The deposit can be paid at any time after you have been accepted. Sending your deposit is the only way to guarantee your place!

What are my **SECURE PAYMENT** options?

For your convenience the EBC **SECURE PAYMENT** system has 3 easy to use options:

1. Secure Credit Card payments (VISA, Mastercard, PayPal)
2. Bank transfers
3. Financing for Spanish residents

To repeat, for your protection you will only be given access to the EBC **SECURE PAYMENT** system **AFTER** you have **APPLIED** for a course and been **ACCEPTED**.



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Contact EBC

Contact numbers

Residents of Australia, Canada, Ireland, New Zealand, the UK and the USA can use our toll free numbers:

Australia: 1 800 265 223
Canada: 1-888-393-4015
Ireland: 1 800 550 402
New Zealand: 0800 446 278
UK: 0800 8456 719
US: 1-888-393-4015

Residents of other countries can use our direct dial numbers:

Central enquiries phone: (+34) 915 553 975
Central enquiries fax: (+34) 917 702 112

You can also email us using:

info@ebc-tefl-course.com

Office hours

Our office hours are 10:00 to 17:00 Monday to Friday.

All our toll free numbers route through to central enquiries in Madrid.

Madrid's time zone is GMT +1 so please bear this in mind when you phone.

If you call and get the answering service you will hear an introductory message in Spanish and English followed by the beep. When you hear the beep please leave:

- Your Name;
- Your phone number (including country and area code);
- Your time zone;
- The best time to call you.

and we'll get back to you as soon as possible.



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Office hours

Please check the following time zone list to determine whether our Madrid central office will be open when you call.

Your time

Our office hours in your local time

Hawaii

11 p.m. to 6 a.m.

Pacific

1 a.m. to 8 a.m.

Mountain

2 a.m. to 9 a.m.

Central

3 a.m. to 10 a.m.

Eastern

4 a.m. to 11 a.m.

UK

9 a.m. to 4 p.m.

Australia (West coast)

6:30 p.m. to 1:30 a.m.

Australia (East coast)

7 p.m. to 2 a.m.

New Zealand

9 p.m. to 4 a.m.

Example: You live in Los Angeles and local time is 7:30 a.m. The time in Madrid is 4:30 p.m.



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Appendices

Appendix A - What you learn

Introduction to TEFL

- Language analysis and usage
- EFL teaching theory and practical application
- Classroom management
- Lesson planning and evaluation

Learning versus teaching

- What's the difference?
- The learning cycle
- Types of students
- What teaching models have influenced current teaching practice?

The lesson structure

- How to present material
- How to present key points
- How to present explanations and instructions
- Guidelines on effectively presenting explanations and instructions

What do we know about language learning?

- What elements are necessary for language learning in a classroom?
- How to effectively use: engage, study and activate techniques in lesson sequences

Planning lessons and didactic material usage

- What are the aims of a plan?
- What should be in a plan?
- How to plan effective lessons
- Different lesson components explained
- How to select and order lesson components
- Lesson planning and management tips
- Sample lesson plans
- Effective use of didactic materials



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What are the best kinds of lesson?

- How to evaluate lesson effectiveness
- How to define evaluation criteria

Classroom interaction

- Interaction, meaning and concepts
- Patterns of classroom interaction
- Social aspects of classroom interaction
- Initiation – response – feedback
- How to implement and use interactive teaching strategies

Asking questions

- Reasons for questioning
- How to construct effective questions
- How to successfully elicit answers
- How to concept check
- Feedback

What is feedback?

- Approaches to the nature and function of feedback
- How to correct mistakes
- How to tactfully deliver feedback
- Testing and assessment

Why test?

- The value of assessment and correction for learning
- How to construct successful and meaningful tests
- How to administer tests
- How to establish assessment reference criteria
- How to establish assessment grades



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Classroom discipline, what to do if students:

- Keep using their own language
- Are uncooperative
- Don't want to talk
- Sometimes don't understand what they are listening to
- Groups finish before everybody else?

Teaching vocabulary

- How to present and explain new vocabulary
- Classroom activities that stimulate vocabulary use

How to teach grammar?

- Understanding grammar in general
- Understanding grammatical structures
- Understanding grammatical meaning
- How to present and explain new grammatical structures
- Classroom activities that stimulate grammar use

How to teach reading

- What is reading?
- How do we read?
- How to teaching reading
- What do reading activities look like?
- Classroom activities that stimulate reading

How to teach writing

- Why do we write?
- Differences between written and spoken text
- How to teaching writing
- What do writing activities look like?
- Classroom activities that stimulate writing



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How to teach speaking

- How to practice oral fluency
- How and when to correct errors during fluency exercises
- How to resolve common speaking activities problems
- How to use role play and related techniques
- What do speaking activities look like?
- Classroom activities that stimulate speaking

How to teach listening

- What is really involved in real-life listening?
- Common attributes of real-life listening situations
- How to simulate real-life listening in the classroom
- What do listening activities look like?
- Classroom activities that stimulate listening

Student motivation and interest

- The importance of motivation
- Characteristics of motivated students
- Different kinds of motivation
- Fluctuations in student interest
- How to effectively use motivational techniques

How to teach pronunciation

- Long and short vowel sounds
- Diphthongs
- Different qualities of and pronunciation of vowels
- Plosive consonants
- Difficult sounds e.g. W, G, J, CH etc.
- Intonation and its effect on phrase/sentence meaning
- How stressed and unstressed syllables vary the rhythm of words and phrases



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The teacher's behaviour, role and responsibility

- The characteristics of a good teacher
- How to communicate success and its rewards
- How to communicate failure and its penalties
- How to make authoritative demands
- How to structure teacher language
- How to manage teacher talking time (TTT) versus student talking time (STT)
- How to perform concept checking

What is concept checking?

- Vehicles for concept checking
- How to concept check vocabulary
- How to concept check grammar
- What difference does age make to language learning?

Is age a factor?

- Do children learn more quickly than adults?
- Basic ideas behind teaching children
- Basic ideas behind teaching adolescents
- Basic ideas behind teaching adults
- Planning a syllabus

What is a syllabus?

- Things to think about when planning a syllabus
- What does a student need to learn?
- Common characteristics of a syllabus
- Types of syllabuses
- Using the syllabus

ESP/Business English

- Defining ESP areas of specialisation
- Analysing needs
- English language teaching tree
- ESP teaching techniques



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Appendices

Appendix B - What you will know by the end of the course

- How to analyse, use and present the English language
- How to practically apply EFL teaching theory in the classroom
- How to manage a classroom
- How to plan effective lessons
- How to analyse the needs of your students
- How to behave in the classroom and interact with your students
- How to teach: grammar, listening, reading, writing and speaking
- How to motivate your students
- How to respond to student questions
- How to find and effectively use learning materials
- How to check that your students are learning
- How to evaluate lesson effectiveness
- How to analyse your success as a teacher
- How to survive as an English teacher in a foreign country
- How to adapt to a different culture
- How to behave as an EFL teaching professional
- How to succeed in an EFL teaching job interview



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Appendices

Appendix C - Course schedule

Day 1

- Introductions and administration details;
- Presentation and explanation of the course manual;
- The difficulties of learning a language;
- Explanation of the teaching process;
- How to manage teaching and learning;

Day 2

- Teaching vocabulary;
- How to teach listening;
- How to teach speaking;
- Effective lesson planning;
- Effective use of classroom materials:
- Course books;
- Supplementary materials;
- Worksheet and work cards;
- Information Technology in EFL teaching;
- Briefing for micro-teaching sessions (peer group teaching) – am/pm groups;
- Briefing for Individual Teaching Practice (non-English speaking students) – am/pm groups;
- Lesson planning workshop;

Day 3

- Effective feedback transmission;
- How to correct students;
- Correcting errors in oral work;
- Giving written feedback;
- How to teach reading;
- How to teach writing;
- Teaching demonstration;
- Briefing for essay assignment;
- Feedback and critique workshop on teaching demonstration;
- Lesson planning workshop.



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Day 4

- Micro-teaching (peer group teaching) session 1 – am/pm groups;
- Individual Teaching (non-English speaking students) Practice 1– am/pm groups;
- Trainer and peer feedback.

Day 5

- Micro-teaching (peer group teaching) session 2 – am/pm groups;
- Individual Teaching (non-English speaking students) Practice 2– am/pm groups;
- Trainer and peer feedback.

Day 6

- Teaching grammar;
- Describing language;
- Lesson planning workshop;

Day 7

- Classroom interaction;
- Classroom discipline;
- Younger and older learners;
- Briefing for micro-teaching sessions;
- Briefing for Individual Teaching Practice;
- Lesson planning workshop;

Day 8

- Teaching large heterogeneous classes;
- What to do if students;
- Keep using their own language;
- Don't co-operate;
- Don't want to talk;
- Don't understand;
- Lesson planning workshop.



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Day 9

- Micro-teaching (peer group teaching) session 3 – am/pm groups;
- Individual Teaching (non-English speaking students) Practice 3 – am/pm groups;
- Trainer and peer feedback.

Day 10

- Micro-teaching (peer group teaching) session 4 – am/pm groups;
- Individual Teaching (non-English speaking students) Practice 4 – am/pm groups;
- Trainer and peer feedback.

Day 11

- ESP (English for Special Purposes);
- Business English vs. General English;
- ESP/Business English input and concept checking;
- Lesson planning workshop;

Day 12

- Equipment in the classroom;
- Reflection and sharing of teaching/learning styles;
- Should students be ‘taught or entertained’?;
- Briefing for micro-teaching sessions (Business English);
- Briefing for Individual Teaching Practice (Business English);
- Lesson planning workshop;

Day 13

- Presentation of sample Business English lesson plan;
- Class discussion on different Business English lesson plans;
- Lesson planning workshop (Business English).

Day 14

-
- Business English Micro-teaching (peer group teaching) session 5 – am/pm groups;
- Business English Teaching (non-English speaking students) Practice 5 – am/pm groups;
- Trainer and peer feedback.



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Day 15

- Business English (peer group teaching) session 6 – am/pm groups;
- Business English (non-English speaking students) Practice 6 – am/pm groups;
- Trainer and peer feedback.

Day 16

- Pronunciation;
- One to one teaching;
- EFL testing;

Day 17

- Briefing for micro-teaching sessions;
- Briefing for Individual Teaching Practice
- Employment opportunities seminar;
- Open session with teachers currently working in the market;

Day 18

- Job workshop;
- Job interview practice;
- Job counseling and advice (names of companies and contacts will be given);
- Collection of essay assignment;
- Lesson planning workshop.

Day 19

- Micro-teaching (peer group teaching) session 7 – am/pm groups;
- Teaching (non-English speaking students) Practice 7 – am/pm groups;
- Trainer and peer feedback.

Day 20

- Micro-teaching (peer group teaching) session 8 – am/pm groups;
- Teaching (non-English speaking students) Practice 8 – am/pm groups;
- Trainer and peer feedback;
- Return of graded lesson plans and essay assignment;