

## Level 5 Diploma TEFL Course Schedule

### COURSE OBJECTIVES

i-to-i's Level 5 Diploma in TEFL aims to equip students with the knowledge and skills they need to design and deliver effective English language lessons to non-native English speakers of different ages and abilities, both in physical classrooms and online.

By the end of this course, you will be able to:

- Design effective, well-structured lesson plans for TEFL classes
- Identify and develop relevant and engaging content to include in TEFL lessons
- Create interactive and informative lessons in grammar, vocabulary, pronunciation and the four skills (speaking, listening, reading and writing)
- Adapt lessons to students of different ages and levels, including younger learners
- Develop appropriate lessons and teaching materials for one-to-one, online and business English classes
- Understand and apply appropriate EFL teaching methodology and classroom management techniques.

### COURSE STRUCTURE

The Level 5 TEFL Diploma is divided into three parts, which you work through in turn. There are five formally assessed assignments, which are set at relevant points in the course. The breakdown of the course and formal assessments is set out below:

#### **Part One: TEFL Foundations** ***60% of total course content***

Part One of the course covers the foundations of teaching English. It provides you with a strong knowledge of the key principles of TEFL (Teaching English as a Foreign Language) and equips you with the skills and confidence to plan and deliver well-structured, effective lessons to different age groups and levels of students.

Part One of the course is divided into 10 units, as follows:

#### **Unit 1: Introduction to TEFL**

In this first unit, you will learn about the background to TEFL. You will explore different teaching methodologies, as well as the advantages and disadvantages of using a range of teaching methods. The unit then moves on to look at how people learn a second language alongside the different contexts for EFL teaching.

## **Unit 2: Initial Lesson Planning**

Unit 2 covers the first fundamental skill of teaching English: planning an effective lesson. It covers how to set out appropriate aims for the lesson and how the age, level and size of a class impacts on your planning. In addition, this unit explores learning styles and how to predict and address potential problems.

## **Unit 3: Structuring Your Lesson**

Unit 3 explores how to structure a lesson in more detail. It examines the pros and cons of different teaching techniques and takes you through each of the individual stages of a well-structured lesson.

## **Unit 4: Making it Work in the Classroom**

Unit 4 teaches you how to make your lesson run as successfully as possible. It explores classroom management, how to create a good teaching environment and how to help students to learn.

## **Unit 5: Teaching Vocabulary**

Unit 5 focuses on the skills and techniques you use to teach vocabulary to your students. It covers the meaning, form and pronunciation of vocabulary, how to support students to remember and produce vocabulary and how to check that your students have understood the vocabulary correctly.

## **ASSIGNMENT 1: VOCABULARY LESSON PLAN**

After you complete Unit 5, you will be led onto the first formal assessment. You will be required to create a vocabulary lesson plan, using appropriate methodology and teaching resources. Full instructions about how to complete the assessment, including the criteria that you will be marked against, are set out in the learning platform at this stage.

## **Unit 6: Teaching Pronunciation**

Unit 6 explores how the skills and techniques you need to teach pronunciation. It covers word stress, intonation and word patterns as well as the phonemic chart and connected speech.

## **Unit 7: Teaching Grammar**

Unit 7 looks at the nuts and bolts of English grammar. You will refresh and build your knowledge of grammar and learn how to teach it to students.

## **Unit 8: Teaching Young Learners**

Unit 8 focuses on the extremely valuable skills of adapting your lessons to accommodate younger learners. It covers the different teaching contexts and how to plan effective lessons for this age group.

## **ASSIGNMENT 2: GRAMMAR LESSON PLAN**

After you complete Unit 8, you will be led onto the second formal assessment. You will be required to create a grammar lesson plan, using appropriate methodology and teaching resources. Full instructions about how to complete the assessment, including the criteria that you will be marked against, are set out in the learning platform at this stage.

### **Unit 9: Teaching the Four Skills**

The four skills are reading, writing, speaking and listening. In unit 9, you will explore the skills and techniques you can use to help students develop and improve in each of these areas.

### **Unit 10: External Resources and Next Steps**

In unit 10, you will explore how to identify and adapt authentic material and resources for use in your lessons. In this final unit of Part One, you will also look at how to find TEFL jobs across the world and how to prepare for your first day in the classroom.

## **ASSIGNMENT 3: SKILLS LESSON PLAN**

After you complete Unit 10, you will be led onto the third formal assessment. You will be required to create a skills lesson plan, using appropriate methodology and teaching resources. Full instructions about how to complete the assessment, including the criteria that you will be marked against, are set out in the learning platform at this stage.

## **PART 2: TEACHING ONE-TO-ONE AND ONLINE**

### ***20% of total course content***

Part Two of the course explores how to adapt and apply the principles of TEFL to two specialist areas: teaching one-to-one lessons and teaching online.

Part Two of the course is divided into 10 units, as follows:

### **Unit 1: Introduction to Teaching One-to-One and Online**

Unit 1 explores the key differences between teaching one-to-one and group classes. You will explore the advantages and challenges of teaching both one-to-one and online lessons.

### **Unit 2: The Working Contexts**

Unit 2 looks at the types of contexts in which you might teach one-to-one or online classes. It explores the groundwork you need to do to prepare for your lessons and help your students to achieve their goals. This unit also covers how to get started as a freelance tutor.

### **Unit 3: The Student**

Unit 3 focusses on your students, including learning profiles and needs analysis. You will learn about the types of information that you need to collate for each student, why this is important and how to gather it.

### **Unit 4: Creating a Syllabus**

Unit 4 explores how to create an appropriate syllabus for your students. It covers the different types of syllabus, the advantages and disadvantages of using coursebooks and how you can use different types of multi-media in your lessons.

### **Unit 5: Successful Lesson Planning**

Unit 5 looks at how to plan and prepare for each lesson. It covers teacher talking time (TTT), how to personalise each lesson, choosing suitable resources and how to grade progress. It also covers the types of mistakes you might make – and how to avoid them.

### **Unit 6: The First Lesson**

Unit 6 focusses on your first lesson. It covers diagnostic testing, preparing for the lesson and stages to include as well as how to reflect on your teaching.

### **Unit 7: Lesson Content**

In Unit 7 you will look in detail at the content of lessons. You will learn about two different models of lessons (skill based and content based) and will explore the focus, structure and materials to use within lessons.

### **Unit 8: Potential Problems**

Unit 8 addresses potential problems you might encounter as a TEFL teacher and how to address them. It covers behaviour management, casual and formal styles of teaching, socialising with students and online contact.

### **Unit 9: Reflection**

Unit 9 teaches you how to reflect on your own teaching practice. It explores why reflection is important and helps you to think about your strengths and weaknesses as a teacher.

### **Unit 10: Further Considerations of Online Teaching**

Unit 10 explores the principles of blended learning and how to effectively implement it in your lessons. It also looks at teaching small group of students online and how to adapt lessons appropriately.

## **ASSIGNMENT 4: COURSE SYLLABUS**

After you complete Unit 10, you will be led onto the fourth formal assessment. You will be required to create a syllabus for a one-to-one / online course. Full instructions about how to complete the assessment, including the criteria that you will be marked against, are set out in the learning platform at this stage.

## **PART 3: TEACHING BUSINESS ENGLISH**

### ***20% of total course content***

In this final part of the course, you will explore the difference between business English and general English classes, study appropriate language for meetings, negotiations and networking and learn how to create effective lesson plans using authentic materials shaped to the needs of business English students.

Part Three of the course is divided into 10 units, as follows:

### **Unit 1: Introduction to Business English**

Unit 1 sets out the background to teaching business English. You will learn what business English is and why it is important, the differences between business English and general English classes and take an initial look at how to structure business English lessons.

### **Unit 2: The Students**

Unit 2 explores who a 'typical' business English student might be alongside how key aspects of language learning are applied in business English classes. You will learn about the differences between pre-experience and in-service courses, the factors affecting business English classes and assessment.

### **Unit 3: The Challenges**

Unit 3 looks at the challenges you might face with business English students, including demotivated, stressed or very-low level learners. You will learn ways to address these challenges and explore the difference between challenging and difficult material.

### **Unit 4: The First Lesson**

Unit 4 focusses on how to design and deliver your first business English lesson. You will learn about the different elements to include and the tools you can use to deliver an effective first lesson.

### **Unit 5: The Four Skills**

Unit 5 looks at the ways in which the four skills (reading, writing, listening, speaking) are important in business English classes. You will explore appropriate activities to use in business English lessons and build up a bank of practical ideas.

### **Unit 6: Business Grammar and Vocabulary**

Unit 6 explores the importance of grammar and vocabulary in business English classes. You will learn how and why to teach vocabulary and grammar and explore practical activities that you can use in your business English classes.

### **Unit 7: Authentic Materials**

Unit 7 looks at how to use authentic material within your lesson. You will learn what authentic business English materials are, why they are important for business English classes and to use them in your lessons.

### **Unit 8: Meetings, Negotiations and Networking**

Unit 8 focusses on how to teach students to use business English in meetings, negotiations and networking settings. You will learn about the specific types of language that business English students will need and how to teach these within your lessons.

### **Unit 9: English as an International Language**

Unit 9 explores what we mean by English as an International Language (EIL) and how to teach it. You will learn what EIL is and how it affects business English plus look at practical activities you can use within your lessons.

### **Unit 10: Current Methods of Teaching Business English**

The final unit reflects on the history of teaching business English and explores the methods used today. You will learn how to incorporate technology into your business English classes as well as new ideas for activities to bring into your lessons.

### **ASSIGNMENT 5: BUSINESS ENGLISH PLAN**

After you complete Unit 10, you will be led onto the final formal assessment. You will be required to create a business English lesson plan, using appropriate methodology and teaching resources. Full instructions about how to complete the assessment, including the criteria that you will be marked against, are set out in the learning platform at this stage.

## **COURSE INFORMATION**

### **Course Length**

The course is set as 300 hours of study time plus formally assessed assignments (400 hours in total). You will be given access to the material for 250 days (eight months) from the day that you register. This should provide you with ample time to complete the course. However, there is an [option to extend](#) if required.

On average, full-time students complete the course in around three months. However, you will work through the materials at your own pace and may complete the course faster or to take a longer period of time to complete.

### **Access**

You will be given clear instructions on how to access and navigate through the course as part of the registration and introduction to the course. As this is an online course, you can access material at any time of day or night, enabling you to flex it around other commitments in your life.

### **Student Support**

You will have access to our expert TEFL Support Team throughout your learning journey, via email, telephone and online chat. The support team includes both operational support staff who provide practical assistance with accessing and using the course, as well as an academic team who are on hand to respond to any TEFL-specific queries.

### **Qualification**

Students who successfully complete the course and pass each assignment will be awarded the GA Level 5 Diploma in Teaching English as a Foreign Language (TEFL) (i-to-i). This is an Ofqual-regulated qualification, listed on the [Ofqual register](#)