

## **University Language Centre** ENGLISH LANGUAGE COURSES 2015-16

### **Trinity CertTESOL – Full-time** (course validated by Trinity College London)

#### **University Language Centre**

The University Language Centre (ULC) is part of the School of Arts, Languages and Cultures (SALC) in the Faculty of Humanities. The School of Arts, Languages and Cultures is internationally recognised in the fields of human cultures, beliefs, institutions and languages. The School also has several research centres and institutes including the Graduate School, the Martin Harris Centre, the Institute for Cultural Practices, the Centre for Interdisciplinary Research in Arts & Languages (CIDRAL), the Confucius Institute and the Humanitarian and Conflict Response Institute (HCRI). SALC also consists of the following divisions: Art History, Drama & Music; Archaeology, Religions and Theology, Classics & Ancient History; English, American Studies & the Centre for New Writing; History; Language-Based Area Studies; Languages & Intercultural Studies and Linguistics & English Language.

The ULC has over 30 years' experience of running English language courses for international students, and these courses are accredited by the British Council, through Accreditation UK. The ULC's Pre-sessional courses are also accredited by BALEARP (British Association of Lecturers in English for Academic Purposes). The ULC is a UCAS Centre, a regional testing centre for IELTS and an internal testing centre for Cambridge (FCE, CAE, CPE) English examinations. In addition to this, the ULC advises university staff on English language qualifications and the recommended period of Pre-sessional study. Teaching staff also conduct research into aspects of language learning/teaching.

#### **Certificate in TESOL**

This full-time 4 week course is aimed at prospective teachers of English to Speakers of Other Languages with little or no experience of teaching. The course is a combination of input on theory, skills, methodology and teaching practice. It is validated by Trinity College London and successful completion leads to the formal award of Certificate in Teaching English to Speakers of Other Languages (CertTESOL). This is a very intensive course, consisting of minimum 130 hours (timetabled) with an additional 15 hours of unsupervised study time per trainee. Prospective trainees should note that there will be a compulsory moderation day on the Monday immediately following the 4 week course.

#### **Content**

##### **90 hours (minimum) input to include workshops and sessions on:**

- teaching skills, methodology, planning for teaching practice, materials evaluation, assessment
- language awareness (grammar and phonology)
- language tuition in an unknown language with related study
- planning interviews for learner profile
- planning for materials assignment
- teaching practice feedback
- personal and professional development
- moderation sessions (group and individual interviews)

##### **4 hours of observations:**

- guided observation of experienced ULC University of Manchester teachers

##### **6 hours of assessed teaching practice:**

- teaching practice involving live learners studying at different levels (minimum two levels)

##### **30 hours of preparation/ private study to include:**

- preparation of written work and journals, private study and homework (with an additional 15 hours of unsupervised study)

The workshops will focus on teaching the four language skills (listening, speaking, reading, and writing) and improving your knowledge and awareness of English grammar and phonology. In addition to the course elements described above, you are expected to engage in private study and homework tasks will be assigned. You will need to be prepared to commit your time fully to the course for the duration of the four weeks. This is a highly intensive course.

**Entry Requirements:** ULC can only accept course participants onto this course who have at least an undergraduate degree in the UK or home country (or equivalent) and who have demonstrated academic and study potential. Proof of qualifications will be requested.

Trainees must demonstrate a high level of competence in reading, writing, listening and speaking skills in English, as appropriate to a teacher of the language. Trainees for whom English is a second language must demonstrate competence in all skills. The following tests may be used as partial evidence of English language proficiency and competence.

- Trinity graded examination in spoken English, Grade 10 or above
- Cambridge ESOL Certificate in Advanced English
- Cambridge ESOL Certificate of Proficiency in English
- IELTS band 7.0 (on all sub-scores) or above
- Pitman Advanced ESOL examination
- TOEFL (PBT 600, iBT 100)

**Entry Procedures:** All applicants for this course will be given an interview, language awareness task and a writing task. The writing task must be completed without the use of dictionaries or other aids. The ULC reserves the right to refuse entry to the course if it deems that the applicant does not have an appropriate level of English language proficiency, based on the results of this assessment. If an applicant is allowed to register for the course following interview/assessment, he/she will be given a pre-course reading list and pre-course tasks to complete.

**Location:** The course will take place in Oddfellows Hall (number 23 on the campus map).

**Timetable:** Timetabled classes take place between 0900 and 1800 Monday to Friday.

**Private study:** Participants may use the Multimedia Centre Oddfellows Hall, the Open Learning facilities in Samuel Alexander Building, university libraries and computer clusters.

**Class size:** Between 6 and 12 participants per class (maximum 12).

**Age of students:** 18 years old +.

**Minimum period of study:** 4 weeks plus one day (usually Monday following the 4 week period) for moderation.

**Assessment:** Assessment involves 5 key elements of the course: teaching practice (including 6 hours of assessed teaching practice), completion of teaching practice journal, completion of guided observation journal, completion of Learner Profile journal, Language Awareness test, completion of Unknown Language journal and the Materials assignment (latter assessed by Trinity College London). Final assessment includes marks awarded for all elements of the course. The Trinity CertTESOL is awarded to successful trainees (on a pass/refer/fail basis). Trinity does not award merit or distinction. However, the ULC can indicate merit or distinction for exceptional trainees and this will be indicated on the ULC's Certificate of Attendance, which is given following confirmation of all marks (by the Trinity Moderator).

**ULC Certificate of attendance:** A Certificate of Attendance is given to all trainees at the end of their period of study provided they have attended 100% of their classes. This certificate will show course title and course dates.

**Accommodation:** During the academic year, university hall accommodation is not available. Course participants must find their own accommodation during courses which take place during the academic year.

**Sports activities:** Trainees may use the wide range of sports facilities available in the two university Sports Centres and the Manchester Aquatics Centre, and are charged at the normal student rates.