



Shane English Schools Japan

TESOL course handbook



TRINITY
COLLEGE LONDON
Registered Examination Centre 30005

Shane English School Japan will be providing Trinity CertTESOL courses throughout **2013**.
The **Trinity College London CertTESOL** is recognised internationally as a professional teaching certificate and will qualify you to start a career in TEFL anywhere in the world.



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Some information about Shane English School Japan and Trinity College London:

What is this course? Who are the tutors?

Learn about teaching and learning.

- ❖ During this course you will learn about different teaching approaches and methodology and how to apply these within the classroom.
- ❖ You will receive instruction on grammatical and phonological features of English and use this awareness to plan effective language-learning lessons.
- ❖ You will learn how to create a good atmosphere for in which to learn a second language, how to put language in appropriate contexts, how to check understanding, and how to correct errors.
- ❖ You will learn how to evaluate and adapt materials, how to manage groups of learners, and how to teach the meaning behind simple words and more complex sentences.
- ❖ You will experience what it is like to be a learner of a second language for the 'unknown language' project.
- ❖ You will learn how to plan lessons with clear objectives appropriate to the needs of the learners.
- ❖ You will learn how to identify and respond to the needs of learners both in a group situation and 1-1 basis.
- ❖ You will be given advice on careers development and on finding a job.

How will I learn to do this?

You will be asked to complete all of the suggested reading on the course in order to gain a sound foundation in EFL.

During the course you will:

- ❖ Teach a minimum of six hours assessed lessons. Qualified and experienced teaching practice tutors will give you feedback on your lessons.
- ❖ You will keep a teaching practice journal and use that information to produce a written report.
- ❖ Observe and report on a series of lessons provided by professional teachers.
- ❖ Be given input on specific grammatical and phonological features of English. This information will be measured through a grammar test.
- ❖ Produce your own teaching materials. These are to be presented during the moderation interview.
- ❖ Study the 'unknown language' so you get a feel of teaching techniques work and of how learners feel. You will write up a journal on this experience.
- ❖ Interview, teach and plan a course for a private learner of English. You will then analyse this in a written report.

How is the course assessed?



Shane English Schools Japan

The course is an integrated whole – each project or assignment will contribute in some way towards the others. For example, what is learned in the Unknown Language Project will also provide an insight into the teaching practice or Learner Profile (teaching 1-1).

In order to be awarded the Trinity CertTESOL all five course units must be passed by the trainee. The units are:

1. **Teaching skills** (including methodology, teaching skills, teaching practice and related journal, guided observation and related journal). This will account for **57%** of the pass mark.
Method of assessment: Observed teaching practice; TP Journal.
2. **Language awareness** (grammar and phonology). This will account for **13%** of the pass mark.
Method of assessment: Grammar and Phonology test.
3. **Learner profile** (11% of the pass mark.)
Method of assessment: Learner profile Journal.
4. **Materials assignment** (11% of the pass mark).
Method of assessment: Interview with the moderator.
5. **Unknown Language journal** (8% of the pass mark)
Method of assessment: UKL Journal.

A minimum pass mark **MUST** be attained in each of these 5 course units in order to qualify for the certificate.

There is no course examination although there is a grammar and phonology test.

The teaching practice is extremely important. Participants **MUST** attend all teaching practice sessions. You must teach a minimum of 6 hours observed adult group teaching. You will receive feedback and grading on each of these sessions.

At the end of the course participants will receive a formal Pass, Referral or Fail grade which will be shown on your certificate.

How long are the assignments?

There is no word count suggested for the Student Profile and Unknown Language Journal assignments though your tutors will give you guidelines for the content and layout. The Materials assignment is 1000 words. The Teaching Practice Journal has a specific form which you are required to complete after each Teaching Practice Lesson.

How do I pass this course?

You will need to achieve a minimum pass mark of 50% in each part of the course. If an assignment is between 50% to 40% it will be considered a referral and you will be asked to submit that again for marking. Assignments which score below 40% will be given a fail grade.



Shane English Schools Japan

You must pass the assessed Teaching Practice component to pass the course. If you do not pass an assessed lesson you will be notified by your tutor and given the opportunity to try again. Should you appear to be unlikely to pass the course at any point your tutors will notify you.

On successfully completing the course you will be issued a certificate from Trinity College London and a detailed report from the SESJ TESOL Course Director.

What courses are offered?

SESJ offers both full and part-time courses. For details of these please contact the Course Director at the address or e-mail found at the end of this handbook.

The full-time course lasts for 4 weeks, Monday to Friday, from 10.00 to 18.00.

The part-time course lasts for approximately 6 months, is held on Sundays and national holidays from 10.00 to 18.00. The schedule of the part-time course is flexible and subject to change and full details will be provided at a later date.

Full-time attendance is expected for both courses although absences will be accepted under extenuating circumstances with prior notification to the course director.

Why should I choose this course?

Shane English School Japan has been providing lessons of English for over thirty years. SESJ is part of the Saxoncourt group which runs both training courses worldwide. SESJ TESOL course tutors have many years' teaching experience and have Diplomas or Masters Qualifications in TESOL. SESJ is dedicated to professional teaching development.

What are the entry requirements for this course?

Applicants for the course are welcome from any background and no prior teaching experience is necessary.

All applicants will be required to demonstrate a high level of competence in reading, writing, aural and oral skills in English as appropriate to a teacher of the language.

Non-native English speakers are welcome to apply for the course provided they can demonstrate competence in English (for example: IELTS band 7.0; TOEFL score 600; Cambridge ESOL certificate of Proficiency in English or Advanced English.)

All applicants are required to attend an interview and complete a pre-task before they will be accepted on the TESOL course.

Is this course as intensive as I've heard?

The course can be very demanding so you must be prepared to work hard and have no other distractions. You should be physically and emotionally fit as the course can take its toll – you'll be living and breathing TESOL for the duration of the course. One essential requirement is that you have an interest in and enthusiasm for teaching, the confidence to



Shane English Schools Japan

stand in front of and address a group of people and an open mind, be ready to receive and provide constructive criticism

We also expect a mature and professional attitude during the course. Any occasion of gross misconduct may lead the Course Participant to be subject to disciplinary measures, including dismissal from the course. Gross misconduct includes the use of alcohol during the course sessions; any violent, threatening or extremely disruptive behaviour; repeated lateness or absence from the course; any behaviour which results in the distress or extreme discomfort of other course participants including any remarks or the production of materials deemed offensive related to gender, race, religious beliefs, disability or sexual orientation.

Should the need for disciplinary procedures take place the course participant will receive one verbal warning, followed if necessary by one written warning. Once these steps have taken place dismissal will be at the discretion of the course director and may be immediate.

Is there any recommended course reading?

Yes. The books listed below are strongly suggested for the course and the tutors may set tasks which involve reference to these texts.

- *How to teach English. (J.Harmer) Longman.(New Edition with DVD)*
- *Essential Grammar in Use (R. Murphy) CUP*

How much is the course?

Please contact the Course Director at the address or e-mail provided below for the current course prices. All fees are inclusive of a non-returnable deposit of 50,000 JPY to cover all administrative and tutor fees.

Please note that payments must be made in full at the start of the course. Should the applicant withdraw from the course refunds of payments will only be made in extreme cases and only on an individually assessed basis.

Costs incurred by the applicant up to the point of their withdrawal from the course will be deducted from any refund of payments. This applies to all cases.

What should I do next?

Have a good think about your commitment to this course before making any application. Teaching English is a rewarding profession and the Trinity CertTESOL is a valuable certificate. However both the full-time and part-time courses can be very demanding. Once you have decided to apply simply complete the application form attached. You will be contacted by e-mail or telephone and sent a pre-interview task to complete. We will then ask you to come to see us for an interview.

Contact:

Sophia McMillan, TESOL Course Director
Shane Corporation Ltd.
Kenkyushafujimi Bldg. 4F, 2-11-3
Fujimi Chiyoda-Ku, Tokyo,
102-0071
Japan

Tel: 03-5275-6756

Fax: 03-3556-9062

Email: sophia.mcmillan@shane.co.jp



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Shane English School Japan Teacher Training

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APPLICATION FORM

Personal Details

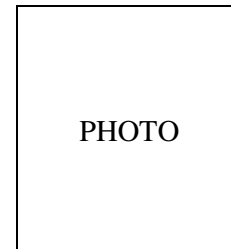
Surname (Mr. /Ms/Miss/Mrs):

First Name(s):

Date and Place of Birth:

Nationality:

First Language:



Permanent Address:

Tel:

Contact email address:

Temporary Address (*If applicable*)

Tel.No:

Present Occupation:

Education

Secondary School Qualifications (and year obtained):

Further Education (and year obtained):



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Languages

Please indicate your degree of proficiency in any foreign languages:

Work Experience

Please give details of any work experience. If it is TEFL or any other kind of teaching, please indicate the levels taught and age range of the students.

DATES	EMPLOYER	POSITION / RESPONSIBILITIES

Reasons for doing the course

Please state briefly your reasons for doing the course, your future plans, and why you feel you are suited to teaching English:



Shane English Schools Japan

With reference to your own language learning experiences, what do you consider to be the most important factors which aid language learning in a classroom?

Give brief details of any learning difficulty you have such as dyslexia, dyspraxia. ADS, etc:

Give any details of any mental or physical health condition you have that might affect you or others on the course.

Have you ever been convicted of a criminal offence in the United Kingdom or any other country?

Yes

No

How did you hear about this course?

Which course are you applying for?

Part Time

Full Time

Signed:

Date: