

The English Training Centre

Teach English as a Foreign Language (TEFL)
Teach English to Speakers of Other Languages (TESOL)



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The English Training Centre (ETC)

Courses in Teaching English

The English Training Centre

The English Training Centre (ETC) was set up in 1997 to provide the highest quality distance learning training in TEFL/TESOL. All our courses are by distance learning and all our tutors have more than 20 years of teacher-training experience so we can help you develop the skills you need to teach English. We provide comprehensive student support and feedback - our students rate our course materials and feedback very highly. Have a look at some of the feedback comments on the following pages.

Our certificates will enable you to teach all over the world. Having an accredited TEFL/TESOL* certificate is an excellent passport to international travel whether you want a change of career or a gap year.

Our main TEFL/TESOL Certificate courses (150 hours/250 hours) are accredited by **ACCREDITAT** (www.accreditat.com) and by **ACTDEC** (*Accreditation Council for TESOL Distance Education Courses* www.actdec.org.uk). Both are professional bodies which specialise in accrediting TESOL courses. Accreditation confirms the professional quality of our courses. Candidates can choose their accreditation body.

ETC is also an institutional member of the College of Teachers (www.collegeofteachers.ac.uk) and abides by its code of practice.

Why choose the English Training Centre?

- ✓ Professionally-designed TESOL training programmes
- ✓ 20% of our students come to us by recommendation
- ✓ Accredited by ACCREDITAT and ACTDEC
- ✓ Full support from a highly experienced personal tutor
- ✓ *Free* English Grammar Guide
- ✓ No time limits or deadlines on our courses
- ✓ Support in finding teaching posts
- ✓ ETC is an institutional member of the College of Teachers

Our TEFL/TESOL courses

250-hour Advanced Certificate in TEFL/TESOL
150-hour Certificate TEFL/TESOL
50-hour Introductory Certificate in TEFL/TESOL
65-hour Certificate in Teaching Business English
65-hour Certificate in Teaching English to Young Learners

(for more information on our courses see our website at www.englishetc.co.uk)

TESOL career opportunities and jobs

We can help you to find a teaching post in a range of countries worldwide. This free service.

Depending on the seasonal demand from country to country, we can help to find you a suitable teaching post in one of the countries listed below.

Czech Republic	China
Georgia	Korea
Greece	Hong Kong
Hungary	Indonesia
Poland	Japan
Slovakia	South East Asia
Spain	Taiwan
Turkey	Thailand

As a general guide to job qualifications, you will

- have an accredited TEFL/TESOL qualification
- have a school leaving certificate (one issued at about 18)
- ideally have a university/college degree or diploma
- be fluent in English, although not necessarily a native speaker.

* Note – TESOL and TEFL

These two acronyms cover the same area of study. Teachers with either of these qualifications will be able to find teaching posts in the UK or around the world as long as their certificate has been accredited by a professional body.

TEFL stands for *Teaching English as a Foreign Language* and accreditation by ACCREDITAT will provide you with a TEFL certificate.

TESOL stands for *Teaching English to Speakers of Other Languages* and accreditation by ACTDEC will provide you with a TESOL certificate.

Student feedback

"This was an interesting course that establishes a thorough grounding in the skills necessary to create effective English language lessons. The combination of a well-designed course and solid tutor feedback has helped me gain confidence in my ability to design and implement dynamic lessons for my students." James - UK

Features of our TEFL/TESOL certificate courses

Support

At the beginning of your course you are assigned a personal tutor who will provide you with comprehensive and constructive feedback on your work.

Personal tutor

Your personal tutor is always there to support you. Wherever you are in the world, you can contact your tutor by email, telephone or post. Your tutor will always answer your questions quickly and clearly.

We believe that the feedback you receive from your tutor is a *vital* part of your course and you will receive comprehensive comments of between 5 and 10 pages on each set of assignments. The feedback will include a careful analysis of your assignments as well as plenty of practical suggestions. If you have questions about the feedback, you can always contact your tutor.

Tasks

Throughout your course there are regular tasks that provide you with valuable practice. The answers to these tasks are in the course materials so that you can check on your progress.

Assessment

You will be assessed on assignments – these range from an essay-type answer of about 1500 words - the others being practical exercises relating to the content of each unit e.g. introducing new language, classroom management, lesson plans, language awareness activities and so on. Your personal tutor will mark your work and your assignments will be graded in one of five bands A to E. Any work that does not achieve band C or higher can be resubmitted.

Certification

With the 150-hour and 250-hour courses you will receive two certificates:

- a certificate from ETC
- a TEFL or TESOL certificate from your accreditation body.

Otherwise, you will receive a certificate from ETC.

Accreditation

The 150-hour and 250-hour TESOL courses are accredited by ACCREDITAT and by ACTDEC. These are professional bodies specialising in TEFL/TESOL. These organisations set very high standards for all accredited centres. There is a small registration fee payable directly to the accreditation body.

Candidates choose whether they want accreditation by ACCREDITAT or ACTDEC.

Teaching Practice

Teaching practice is an option not a requirement of your TEFL/TESOL course and you will receive your teaching certificate without having to complete this teaching practice element. However, if you have the opportunity, you can complete this optional addition to the course.

Teaching practice is possible in three ways:

1. teaching practice in Leamington Spa
2. teaching practice in Gran Canaria
3. teaching practice via the Teaching Practice Scheme

There is more information on all these options on our website: www.englishc.co.uk/tefl-teaching-practice.

Teaching practice at the Heart of England Language School, Leamington Spa costs £40 per hour and will normally involve between 6 and 10 hours.

Teaching practice in Gran Canaria, Spain, costs £399 plus travel and accommodation.

If you would like to take advantage of the Teaching Practice Scheme, you first need to contact an English language school which is willing to administer the scheme for you. This school may be the place where you are teaching or it may be close to where you live. It normally takes a few weeks, but this is not full-time.

The Teaching Practice Scheme involves:

- observing teachers in the school where you are completing your teaching practice
- planning and teaching at least six lessons for your class
- being observed by a senior member of the school, who will give you feedback

There is a fee of £95 for registration on this scheme. (To convert to your currency, go to www.xe.com/ucc/.)

Introductory Certificate in TEFL/TESOL (50 hours)

This 50-hour course is an introduction to the skills needed to teach English. It is intended for both native and non-native speakers whose English is sufficient to complete the course. It is designed for those wanting an introduction to the TEFL/TESOL English teaching profession.

It is ideal for those people wanting to spend a short time (4-6 weeks) overseas on volunteer programme. A 50-hour programme will not constitute a full teaching certificate but this is an ideal introduction to TEFL/TESOL for those wanting to know more, or wanting to spend a short time abroad.

You will receive a certificate from the English Training Centre.

Advanced Certificate in TEFL/TESOL (250 hours)

Course overview

The 250-hour *Advanced Certificate in TEFL/TESOL* is the longest and most comprehensive TEFL/TESOL certificate course available. It examines issues behind the practice and principles of teaching and clearly outlines current teaching methods in TEFL/TESOL. The testing of English and the preparation of teaching materials are also explored in some depth. The course is intended for both native speakers and non-native speakers of English.

This course is primarily designed for people who are:

- seeking a career in teaching English – no previous teaching experience is needed
- working in a TEFL or TESOL post without a formal teaching qualification
- looking for a more solid grounding in TEFL/TESOL
- teaching other languages but looking for new approaches in the classroom.

To register on the course you need at least school-leaving qualifications plus sufficient competence in English to allow the completion of assignments. Some students have a degree, but this is not compulsory. You should be at least 18 years old to register.

When you finish your course, you will receive a certificate from ACCREDITAT or ACTDEC in addition to the English Training Centre certificate.

Student feedback

I would like to say how much I have enjoyed the course. Having no previous teaching qualifications or experience, I was delighted to find that the course was so practical and so classroom based. A friend of mine, who for many years was responsible for training writers and editing materials for external study courses in Australia, rated it as probably the best external study course he has come across, in both content and tutor response. I can't make such comparisons of course. All I can say is that I found the material very clear and relevant and that I looked forward to your encouraging and helpful responses.

Zsuzsanna - Australia

Thanks again for all of the work you put into the feedback. Your expertise and advice have been absorbed with gratification. I hope that I can put all of your ideas into practice. I am beginning a review of the TESOL course from the beginning. I find that so many points are clearer and easier to put into practice the second time around! I have enjoyed this course immensely. I've poured my mind and heart into it, and I'm almost sad that I've finished. I am presently teaching English to several Korean ladies, privately. Also, I've been offered a job at a private high school, teaching English to a group of Asian students, here in B.C. Thanks so much for helping me to be, and feel, prepared for the task.

Judith - Canada

Syllabus

This course represents around 250 hours of study, including completion of the tasks and the assignments. The material consists of 600 pages in four modules, each containing four units. There are no deadlines to meet so you can work at your own speed.

Module 1 - The Fundamentals

- Language teaching, language learning
- Working in the classroom: the teacher, classroom and teaching skills
- Language awareness: the grammar of English and how to teach it
- Issues in presenting new language: how to present language in a practical way.

Module 2 - Teaching the Four Language Skills

- Speaking - how to teach speaking skills: teaching the sounds, stress and intonation of English
- Listening - how to teach listening skills: practical approaches you can use in the classroom
- Reading - how to teach reading skills: practical ideas in teaching intensive and extensive reading
- Writing - how to teach writing skills: from individual sentences to descriptive passages.

Module 3 - Practical Skills for the TEFL/TESOL teacher

- Lesson planning: a template for the preparation of your lessons
- Teaching vocabulary: teaching new language quickly and clearly
- Practical language activities
- Testing in the classroom: a practical approach to assessing your students.

Module 4 - Theory and Practical Application

- An Introduction to Linguistics: an overview of the major areas of linguistic study that have contributed to TEFL/TESOL
- An Introduction to Psycholinguistics: an overview of theories of language acquisition and their application to TEFL/TESOL
- More on Lesson Planning and Teaching: more practical ideas on how to plan your lessons
- Preparing Your Own Material: a range of effective ideas on developing classroom materials.

Assessment

Assignments include an essay-type answer of about 1500 words, practical exercises relating to the content of each unit, multiple-choice questions, classroom management, lesson plans, language awareness activities and so on. Your personal tutor will mark your work and your assignments will be graded in one of five bands A to D. Work can be resubmitted.

Certificate in TEFL/TESOL (150 hours)

Course overview

The 150-hour *Certificate in TEFL/TESOL* is a qualification that will enable you to teach English without supervision. Anything shorter than this would not be recognised as a full TEFL/TESOL training programme by most language schools. This course is taken by the majority of our applicants. The main aims of the course are to:

- provide the skills necessary for teaching English
- develop a practical awareness of the English language
- show how this awareness can be applied in the classroom
- develop a basic knowledge of the principles of TEFL/TESOL
- develop management skills for the classroom.

The course is a highly practical distance learning programme which will enable you to develop the skills and techniques needed in classroom teaching. It also covers some of the theoretical issues behind the practice and principles of teaching. The course is intended for both native speakers and non-native speakers of English.

This TESOL course is primarily designed for people who are:

- seeking a career in teaching English – no previous teaching experience is needed
- working in a TEFL or TESOL post without a formal teaching qualification
- expecting to complete a gap year of teaching overseas.

When you finish your course, you will receive a certificate from ACCREDITAT or ACTDEC in addition to the English Training Centre certificate.

You should be at least 18 years old to register.

Syllabus

The 150-hour TEFL/TESOL course consists of over 440 pages in three modules, each containing four units. There are no deadlines to meet so you can take as long as you need to complete your course.

The syllabus for this course consists of the first three modules of the longer 250-hour course (see p.3 above).

Module 1 - The Fundamentals

Module 2 - Teaching the Four Language Skills

Module 3 - Practical Skills for the TEFL/TESOL teacher

Tasks

Throughout your course there are regular tasks that provide you with valuable practice. The answers to these tasks are in the course materials so that you can check on your progress.

Assessment

You will be assessed through twelve assignments – these range from an essay-type answer of about 1500 words - the others being practical exercises relating to the content of each unit e.g. multiple-choice questions, classroom management, lesson plans, language awareness activities and so on. Your personal tutor will mark your work and your assignments will be graded in one of five bands A to E. Assignments can be resubmitted.

Student feedback

The most remarkable thing about this course was the standard of support and feedback from my tutor which far surpassed anything I could have hoped for from an online course. I expected minimal interaction, but the standard of feedback was superb! It certainly made the course a lot more enjoyable and simple knowing that my tutor was only an email away! I found the content of the course fantastic. Extremely thorough and easy to use.

Emma - France

I was pleased that the professional approach indicated by the website was a true reflection of the course itself. One only does these things once. If any of my associates are looking for a similar grounding then I can recommend your course.

Gilbert - UK

I wish to thank you for this fantastic course. The entire content has helped me in my teaching career. Because I was already teaching at the time of the course, I was able to directly apply everything I learnt. My tutor was excellent and his feedback was always constructive. Thank you again, and I look forward to the possibility of doing future courses, perhaps with a greater Business English orientation.

Kay - Italy

Student feedback

I found this course very challenging and with excellent assignments and tasks in each of the modules. I enjoyed the course and really valued the feedback from my tutor. I have gained valuable knowledge of TESOL which I am certain will be a great asset in the future. At present, I am working as an ELA. I would like to say thank you for all your help and support.

Jacqueline - UK

Certificate in Teaching Business English (65 hours)

Course overview

Our certificate in *Teaching Business English* is a 65-hour course and it provides excellent preparation for teaching adults in business. English is the language of business worldwide and many professional people are eager to improve their Business English skills. They need trainers with the skills to help them achieve this and, like most people in business, they are looking for results. This means that they expect their trainers to be fully qualified to teach Business English.

If you want to teach Business English, we provide an ideal training course. However, this is not an initial qualification and anyone taking this course should already hold an accredited TEFL or TESOL certificate or diploma.

If you enrol on both our *Teaching Business English Certificate* and our 150-hour or 250-hour TESOL Certificate course, you will receive a **£25 discount**.

If you are committed to becoming an imaginative and thoughtful teacher of Business English, our course will help you achieve this.

Support

At the beginning of your course you will be assigned a personal tutor who will provide you with comprehensive and constructive feedback on your work, and who will answer your questions.

Personal tutor

Your personal tutor is always there to support you. Wherever you are in the world, you will be able to contact your tutor by email, telephone or post. Your tutor will always answer your questions quickly and clearly.

We believe that the feedback you receive from your tutor is a vital part of your course and you will receive comprehensive comments of between 4 and 10 pages on each set of assignments. The feedback will include a careful analysis of your assignments as well as plenty of practical suggestions. If you have questions about the feedback, you can always contact your tutor.

Certificate

You will receive a certificate from the English Training Centre.

If you wish to take a certificate in Teaching Business English accredited by the College of Teachers, please go to www.tesol-direct.com.

Syllabus

This 260-page course is highly practical - it is packed with ideas and plenty of teaching materials that you can photocopy and use in your own Business English classes.

Course content includes:

- Needs analysis
- Assessing the level of your participants
- One-to-one courses
- Planning your course
- Your teaching approach
- Role play and simulation games
- Planning your lessons
- Cross-cultural awareness
- Teaching vocabulary
- The use of authentic materials
- Use of metaphor and idiomatic language
- Using English on the telephone
- The language of meetings and negotiation
- Giving presentations
- Report writing
- Writing formal letters
- Assessing your trainees' language skills
- How to plan a business English course
- How to plan business English lessons

plus

- Sample authentic materials
- Material you can photocopy for class use
- A free copy of the popular course book *New Business Matters* by Mark Powell.

Tasks

Throughout the course you will find a wide variety of challenging tasks. Many of these can also be used with your own course participants when you start teaching Business English. You can use them just as they are or they can be adapted to suit your own purposes. There are answers and comments on each of these tasks in the materials.

Assessment

You will be assessed on five assignments. These include preparing your own materials and showing how you would use them in class; developing a short course for business people; demonstrating how you would use authentic materials in the classroom.

Your personal tutor will mark your work and your assignments will be graded in one of five bands A to E; assignments can be resubmitted where necessary.

Certificate in Teaching English to Young Learners (65 hours)

Course length

This is our latest course. This 65-hour certificate in *Teaching English to Young Learners* course consists of 260 pages of detailed information dealing with all the important features of teaching English to young learners. It includes sections on all the skills that an English teacher needs to know in order to operate confidently and successfully.

We estimate that you will need about 65 hours to study the course material, complete the various activities, prepare the assignments and follow up on the feedback provided by your course tutor. However, there are no deadlines so you can take as much time as you need. If you have any questions about the material or the assignments, you can always ask your tutor.

Course TEYL Certificate course content

Unit 1 - The pupils

- Learning and acquisition
- First language acquisition
- Learning a second (or third) language
- Young learners compared with older learners
- The pupils' first-language skills

Unit 2 - The teacher and the classroom

- Do language teachers of young learners need special *qualities*?
- Do language teachers of young learners need special *skills*?
- The organisation of the classroom
- Management of the pupils
- The learning environment
- The use of English in the classroom
- Recycling language
- Varieties of English

Unit 3 - The teacher's approach

- Establish a good relationship from the start
- Organise the course according to age, needs and ability
- Asking questions
- Make yourself clear
- Support the learners
- Encourage success with appropriate correction strategies
- Maintain the pupils' enthusiasm
- Pair work and group work
- Get physical!

Unit 4 - Providing a language context

- The importance of context, meaning and purpose
- Integrating the language skills through topic-based activities
- A framework for topic-based planning

Unit 5 - Teaching vocabulary and grammar

- Teaching and practising new vocabulary
- Teaching grammar

Unit 6 - Listening skills

- Steps to Effective listening
- Listening activities for the classroom
- Listening to stories

Unit 7 - Speaking skills

- Ways to encourage speaking

Unit 8 - Reading skills

- Teaching reading
- Phonics
- Look and Say
- Listening to children read
- Developing a reader's vocabulary
- Reading fluency
- Reading cards
- Other reading materials for young learners
- Reading aloud vs reading silently
- Class readers and class library books
- Reading comprehension
- Teach the pupils to use a dictionary

Unit 9 - Writing skills

Unit 10 - Preparing lesson plans

Unit 11 - A selection of enjoyable classroom activities

- Sample lesson plans
- Feedback on tasks

Assignments for Teaching English to Young Learners

Students complete and send their assignments to their course tutor. The normal method is by email attachment but students can also send them by post. There are three quite large assignments with this course.

Feedback from course tutors will normally be sent back as an email attachment in about 10 days, but often feedback is sent out significantly quicker than this.

Feedback is comprehensive and will include careful comments on a student's work together with suggestions and recommendations. If you send in eight pages of work in answer to the assignments for a module, we will probably send you back about eight pages of feedback on your work.

Tutors provide full support for all students. If an assignment does not reach the required standard, a tutor will return it with comments on how it can be improved and it can then be resubmitted.

Enrolling on an ETC Certificate Course

How to enrol

You can enrol and pay using our secure online enrolment service on our website at www.englishetc.co.uk

Methods of payment

The course fees on page 8 are given in British pounds. You can pay your fees in a single payment or, in some cases, in two instalments (see the Course Fees page for details).

You can pay your course fees by:

- credit card (e.g. Visa, MasterCard, Solo, Delta, etc.)
- debit card
- PayPal (whether you are a member or not)
- cheque drawn on a UK bank account
- bank transfer (e.g. IBAN and BACS)
- international money order.

If you pay by electronic transfer or banker's draft from outside the UK, please complete the application form and send it to us by post and arrange for payment to be made to the following account:

Student feedback

"I was extremely surprised by how much information this course covered. Before starting I honestly thought that teaching my own language couldn't possibly be too difficult. Afterwards I realized that there were several things I just did not realize about teaching in general. I feel quite prepared and confident in my abilities now, thanks to this course. The best part about the whole experience was my tutor. He gave me such great feedback and was always supremely pleasant. I think you're all doing a fantastic job. Thanks so very much!" Erin - USA

Student feedback

"Of all the courses I have completed (short and in-depth, degree, diploma and basic) on various subjects, I have never before found a course so suited to my needs and expectations. I have told colleagues, friends and family what good value for money it is. Thank you for a very worthwhile study experience." Fiona - UK

Course delivery methods

You can receive most course materials in one of several ways:

- by download directly from our server
- by post as printed material.
- sometimes people want a course on CD-ROM

However, the Teaching English to Young Learner's course is only available by download or on CD.

The 50-hour TEFL/TESOL course material is only available by download.

Please state clearly on the enrolment form which method of course delivery you require.

Download

If you choose to download your course from our server (a very quick and easy process, as well as being absolutely safe), we will send you a personal password and instructions on how to get access. You can download again later if you need to. When you have completed the assignments, you can either email or post them to ETC and your tutor will provide detailed feedback, normally by email. The download option is the most cost effective and quickest way to access your course materials directly from our server. It is quick and easy.

Printed material

If you want to receive your course materials printed by post, please make sure you provide a full postal address on the enrolment form.

Fees for the printed materials include postage and packaging anywhere in the world.

CD-ROM

Courses can sometimes be provided on CD-ROM.

Money-back guarantee

All of our courses come with a money-back guarantee. If you are not completely satisfied with your course you can return it undamaged within 21 days and receive your money back in full. If you return the material between 22 and 30 days, there will be a £30 administrative charge.

Course Fees

Payments for the courses

You can pay your fees as a single payment or in some cases in two instalments. For more details, see the course fees tables below.

Fees for courses on CD-ROM are available on request. Contact info@englishtc.co.uk.

Course delivery methods

You can receive most course materials in one of three ways:

- by download directly from our website
- by post as printed material
- if you prefer, your course may be available on CD-ROM

Fees for the printed versions include postage and packaging to anywhere in the world.

Single payment

Stand-alone courses – single payment

	Download	Printed
250-hour	£465	£550
150-hour	£355	£420
Introductory	£225	
TBE	£299	£360
TEYL	£245	

Combined courses - single payment

	Download	Printed
250h + TBE	£739	£885
150h + TBE	£629	£755

Includes **£25 discount** for taking both courses

Payment in two instalments

Stand-alone courses - two payments

	Download	Printed
250-hour	£270 + £225 = £495	£310 + £270 = £580
150-hour	£230 + £155 = £385	£270 + £180 = £450

On occasions we have special offers so please check our website: www.englishtc.co.uk.

Money-back guarantee

All of our courses come with a money-back guarantee. If you are not completely satisfied with your course you can return it undamaged within 21 days and receive your money back in full. If you return the material between 22 and 30 days, there will be a £30 administrative charge.

Frequently Asked Questions

Before I start my course

What is the difference between TEFL and TESOL?

TEFL stands for Teaching English as a Foreign Language and refers to teaching English in a country where English is not the main language, such as China, Brazil or Greece.

TESOL stands for Teaching English to Speakers of Other Languages and courses of this nature provide for the needs of all students. TESOL is becoming the more widely used acronym.

In practice, teachers with any one of these qualifications will be able to find posts around the world as long as their certificate has been accredited by a professional body.

Do I need a degree to teach TESOL/TEFL?

It helps, but it is not necessary. Many of our students have a degree but we also have many without such formal qualifications. What is far more important is an interest in people, an aptitude for teaching and an accredited certificate.

Do I have to be a native speaker of English?

No. If your knowledge of spoken and written English is good enough for the requirements of the course and the needs of the classroom, then that's fine. Many non-native speakers of English have completed an ETC course and have gone on to teach English successfully.

Are the courses accepted internationally?

Yes, you can travel all over the world with your certificate.

Is ETC an accredited course provider?

Our 250-hour and 150-hour TESOL courses are accredited by ACCREDITAT and by ACTDEC. This means that our course materials and assessment methods have been evaluated and approved by a recognized independent validation body.

Accreditation is very important for all distance education courses as it is a way of ensuring that you are enrolling on a course which has been professionally designed and you are being tutored by professionally qualified teacher trainers.

Is there a money-back guarantee?

All of our courses come with a money-back guarantee. If you are not completely satisfied with your course you can return it undamaged within 30 days and receive your money back in full. If you return the material between 22 and 30 days, there will be a £30 administrative charge.

Student feedback

"I found the course informative, well explained and laid out on whole and it awakened my interest to know more about various themes and fields of both linguistics and language teaching. A definite plus was being able to apply the newly won knowledge within the classroom." Chris - Germany

During my course

How long will the course take to complete?

These are distance learning courses so the length of your course depends on your personal commitments and how much time you can dedicate to the work. A small number of students take six weeks; however, most students take somewhere between 12 and 32 weeks. We recommend that you do not take too long because you may lose your momentum; nevertheless, there are no deadlines you have to meet.

Is it possible to do any teaching practice?

Yes, you can do teaching practice in Leamington Spa, in Gran Canaria and also through the Teaching Practice Scheme. Teaching practice is not a requirement but is an option on our distance learning courses.

How will I be assessed?

Course evaluation is by continuous assessment and there are assignments to complete and return to your tutor for marking. All of these assignments can be completed at home and sent to us by email or post. There are no examinations.

If I have any problems will I be able to get help from an ETC tutor?

Yes. Every student is allocated a named personal tutor and we provide full support for all of our students. Your queries and questions will be dealt with quickly by your tutor. Communication is usually by email but can also be by phone.

Can I resubmit assignments?

Yes. Your assignments are not tests of understanding, but an integral part of the learning process. So, if your tutor feels that you haven't fully answered a question then he or she will ask you to resubmit that piece of work. Your tutor's feedback is also a very important part of your course and will provide a lot of useful suggestions and practical ideas.

Student feedback

"This was my first time ever doing a distance learning course and thankfully it was a very good experience. Before starting, I was very worried about how I would cope but the material was logically set out and relatively straightforward. The course itself wasn't easy by any stretch of the imagination but your approach made it a more pleasant experience. Ironically, the course has facilitated enormously my own challenges as a French language learner; it has helped me to finally get to grips with English grammar and at the same improved my understanding of French grammar! Finally, I just want to say thank you to my tutor for his support and detailed feedback, which I shall no doubt be referring back to from time to time!" Vinetta - UK

After I finish my course

Can I get work without a degree?

Yes. An accredited TEFL/TESOL certificate should be sufficient even if the holder does not have a degree. Students without degrees who have completed the ETC certificates have gone on to work in a wide variety of different countries around the world. The many gap-year students who teach abroad every year do not have a degree.

What certificate will I receive at the end of my course?

With the 250-hour and 150-hour TEFL/TESOL courses you will receive a TEFL/TESOL certificate from the English Training Centre and you will also receive a certificate from either ACCREDITAT or ACTDEC. With all other courses there is a certificate from the English Training Centre.

Will the ETC courses be enough to help me to find a job?

Yes. Our students have gone on to work in a wide variety of different countries in Europe, the Far East and South America. We cannot of course guarantee that you will find a job, but that is the case with any course that you might wish to take.

Will ETC help me to find a job?

Yes. We provide information on a range of different organisations and teaching posts on our website and this information is constantly updated. We will also write references for you when you apply for teaching posts, if required. This should help you to obtain the type of post that you would like.

What sort of job can I get afterwards?

Many of our students find jobs in language schools in Europe or the Far East. Others work in primary schools or secondary students; some work in adult education. Some go on to work independently, teaching individual students one-to-one. Our course is suitable for teachers going into primary or secondary teaching, or teaching adults.

Student feedback

"I have been truly impressed with the content of the course as well as ETC's overall organisation. Most of all I have been impressed with the quality of the feedback on all of my assignments, as well as the speediness with which it was delivered. Top-notch! I wished there were more companies that worked equally as professionally!" Pascal - Germany

The stages of your TEFL/TESOL course

Some people are a little unsure how a distance learning course works, so we thought that you might welcome a little more information.

1. Enrolment & Fees

You can enrol online from anywhere in the world and pay by debit card, credit card or by PayPal. If you prefer, you can fill in our printable enrolment form and send it by post.

Your course fee includes materials, support, assessment, feedback from your tutor and ETC certificate.

2. Your Course Tutor

When you enrol, we will allocate you a course tutor. All of our tutors are very experienced, with not less than 20 years of teaching and training experience. Most have worked for the British Council in a variety of countries and/or for British universities. All will provide friendly and helpful support. Your tutor will answer your questions and mark your assignments.

3. Course Materials

You can receive the course materials by download from our server (a very quick and easy process, as well as being the most cost effective) or in printed form. Some may prefer to receive their course materials on CD. Files sent by download can be resent at any time if they are lost.

What is the best way to approach your course? Some people quickly read the first unit before returning to re-read it a second time more carefully. Others read slowly and carefully from the start, making notes as they go.

There are numbered tasks to be completed in each unit. Where appropriate, there are answers to these tasks at the end of each unit.

4. Course Assignments

When you have completed a module you can complete the first set of assignments and send your work to your tutor. Normally people send their work as an email attachment although occasionally people send their work by post.

Feedback is normally provided within 10 days or less. You will receive *comprehensive* feedback on all your work from your tutor (usually between 5 and 10 pages) and also a grade (A, B, C, D) for your work.

If your tutor feels that your work has not reached the required standard, s/he will give you some helpful advice on what you can do to improve it. You can then resubmit your work.

Once you have completed all the assignments, and received three grades, you will receive an *overall* assessment for the course: Pass, Merit or Distinction; for example, A- A A would be Distinction; B+ B+ B+ would be Merit.

5. Certificates

You will receive a certificate from the English Training Centre and from your accreditation body of choice, either ACCREDITAT or ACTDEC.

6. The Length of Your course

How long will your course take? This depends on your personal circumstances. Some people complete their course within 4/5 weeks while others take 4/5 months, or even longer. You can work at your own pace.

If you would like more information, please send us your enquiry (info@englishtc.co.uk). If you are ready, you can enrol now from the home page of our website.