

Course Programme for Trinity CertPT in Business English Foundations

Overview

The Trinity CertPT in Business English Foundations be awarded after passing the assigned tasks:

- Evaluation of a published teaching resource
- Adaptation of a resource for your specific business learners
- Creation of an original teaching resource
- Delivery of one of the above resources and reflection on your learning

To prepare for these tasks, you will receive input focused on approaches and methodology, Business English lesson planning, classroom management, authentic materials design, tailored task design and effective classroom procedures. You will also learn a wide range of theory to underpin your choices.

You will receive personalised feedback on each of your assigned task drafts and the final version before submission to Trinity.

The online sessions are run in a cohort and you will also be assigned collaborative tasks between live sessions, giving you ample opportunity to collaborate with peers. Questions will be posted on the forum and you will be invited to exchange your experience, expertise and opinions so the learning continues. Our experienced trainers are present on the forum throughout the course to answer any questions you may have.

PRE COURSE assignment

- Introduction of participants & your context on forum
- Teacher Professional Development
 - Cambridge & BC Teacher Professional Development scale
 - Evaluation of personal strengths & areas of development
 - Challenges you find in teaching Business English
- Expectations & personal SMART goals for the course
- Portfolio of current teaching approach
- Approaches and methods in ELT over the years
- CEFR levels & Can Do Statements
- Overview and guidelines to completing Assessed Tasks 1-4

KICK OFF – LIVE SESSION -complementary session

Breaking the ice & Intro to course/assessments

- Q&A introduction
- Ground rules for the course
- Overview of the course & assessments

LIVE SESSION MODULE#1

Foundations of ELT

- Importance of teaching context
- Approaches & methodologies in ELT & applied in Business English
- ELF & BELF - does this change our approach?
- Introduction to Assessed Task#1 – detailed

LIVE SESSION MODULE#2

Evaluating published teaching materials - Who are our students?

- Learner needs & needs analysis
- Learner types/preferences
- Evaluating learner levels
- Evaluating levels & appropriacy of language items/resources
- Introduction to Assessed Task#2 – detailed

LIVE SESSION MODULE#3

Adapting published teaching materials - Managing our classroom & students

- Adapting materials for appropriacy, level, specific business skill
- Student-centred vs Teacher-led approach
- Motivating students
- Accuracy vs Fluency
- Introduction to Assessed Task#3 – detailed

LIVE SESSION MODULE#4

Designing original material - Planning lesson & course content

- Course planning
- Lesson planning
 - Defining and stating lesson aims
 - Connection between lessons
 - Ad hoc lessons
 - Reactive vs planned lessons
- Designing effective bespoke resources
- Giving corrective feedback & effective post-task feedback
- Introduction to Assessed Task#4 – detailed

LIVE SESSION MODULE#5

Delivery and Reflection - Evaluating progress & level

- TTT (teacher talking time)
- Creating tools for evaluating progress
- Creating action plan for development
- Designing a feedback instrument on course satisfaction