

TBE (Teaching Business English) 2018

A 30-hour intensive theoretical and skills development course in the Teaching of Business English. Available as:

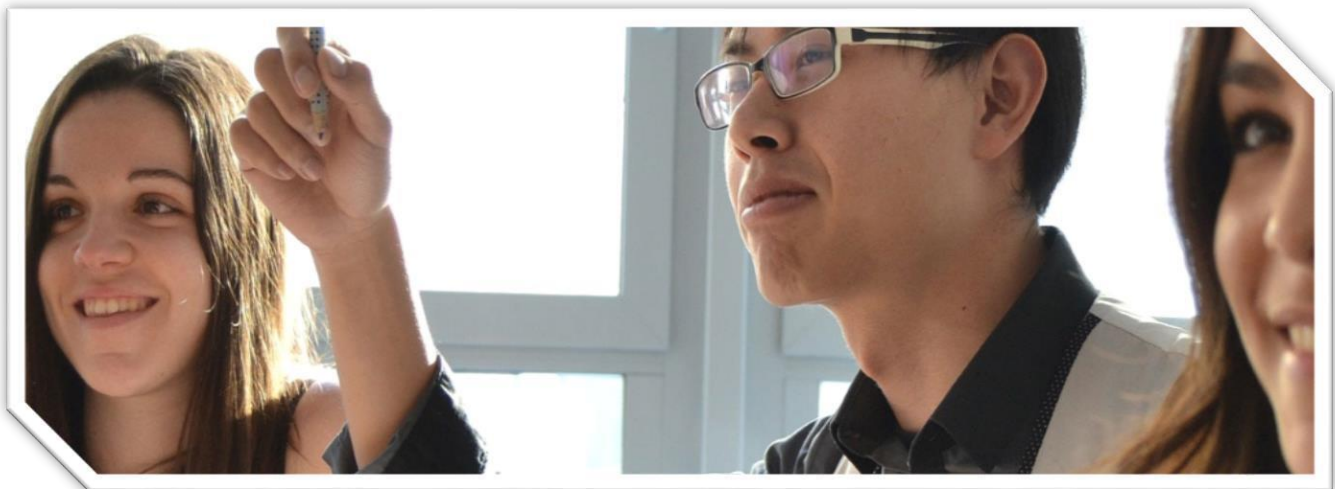
- ❖ *22 hours of distance study with assignments corrected by our facilitator and 08 hours face-to-face instruction R 4 200.*
- ❖ *Distance course only (no face-to-face) – R 3 600.00*

COURSE COST:

- *R 3 600*
- *R4 200 (non CTTTI students R 3 800 / R 4 600)*

FACILITATORS:

- LIZ BIGGS: B.A. (HONS) (TESOL), HDE; MA; CELTA; DIP. TESOL; FURTHER CERT. TBE.
- NORMAN BERNARD: B.A. (HONS), M.A., DIP (PUBLISHING), TESOL, CELTA, TBE





TERMS & CONDITIONS

1. *Courses in Cape Town cost R4 200.00 / R3 600. We require full payment of the course upon acceptance before we can send the course materials. All cash payments must be made during office hours. Proof of payment for all forms of payment other than cash must be emailed to us. Outstanding payments and certificates that are not collected from our offices will attract an additional charge of R100 per month for storage and administration.*
2. *The course fee is not refundable unless The C.T. TEFL Training Institute cancels the course.*
3. *Acceptance onto the course is not automatic. We require that all trainees have completed a TESOL course and have English first language proficiency. Second language speakers of English need to submit a letter of motivation. If there is concern about your English ability and you still wish to do the TBE course, you may arrange English lessons with the Cape Town School of English.*
4. *Work permit requirements vary from country to country and change all the time. Most require a degree (in any field) but some will accept a TEFL/TESOL certificate without a degree. Check on the requirements for your intended destination. Work experience is always beneficial.*



COURSE OVERVIEW:

The course is aimed at English Foreign Language (EFL) teachers who would like to specialise in teaching Business English. It is an ideal supplement for the newly qualified EFL teachers who feel more comfortable teaching in a business environment than in a general language school. In many non-English countries, corporate English is a growing industry in which there is an increasing demand for dedicated and qualified teachers who have a solid understanding of business processes, procedures, and terminology.

The course we offer focuses on the functions and skills that business people need to use English effectively in the workplace. The course covers the entire process of Corporate English Training, from the initial interview to the final assessment.

The course is a combination of distance learning and tutorials. Upon registration, you will be given a manual with assignments to complete. Your tutor will give you personalised feedback on each assignment while personally guiding you through the trickier parts of the syllabus – such as proficiency assessments and needs analysis. During these tutorials, you will be able to clarify any problems you may have with the course. Practical work in compiling a course syllabus and sourcing materials will be done face-to-face with the tutor.

The syllabus includes modules on the special nature of business English, proficiency assessment, compiling a needs analysis, designing a course, selecting, and writing materials, teaching business performance skills, cultural diversity in international business, and assessment and evaluation

ASSESSMENT:

The assessment is continuous and based on:

- ✓ *participation in group discussions.*
- ✓ *performance in short teaching sessions and final teaching practice, final teaching practice.*

METHOD OF PAYMENT: The deposit could be paid (A) at our offices, (B) by bank guaranteed cheque or (C) bank deposit. Please remember to fax or email us proof of payment if you make a bank deposit.



REGISTRATION FORM – TBE 2018

*First Names:

*Surname:

*ID Number:

*Date of Birth:

*First Language:

*Nationality:

*Address:

Tel: (H)

(W)

*(C)

*Email:

Course Date:

		<u>Non CTTTI student :</u>
<u>Distance course + 8 hrs face-to-face</u>	<u>R 4 200.00</u>	<u>R 4 600.00</u>
<u>Distance course:</u>	<u>R 3 600.00</u>	<u>R 3 800.00</u>

*Institution at which you completed your TESOL course and date completed:

*Any medical or psychological condition that could adversely affect your competence as a teacher: **YES/NO**

General/Special Education and Training:

*Work experience:

Where did you hear about our TBE course?

**All marked fields must be completed*

I have read the course information in full and understand that through this registration I agree to be bound by the terms and conditions of the course

Signature:

Date: