



AN OVERVIEW OF THE
CELTA COURSE



EBOOK



Contents

PAGE 3	- What is the CELTA Certification?
4	- Who is CELTA for?
5	- Why take CELTA?
7	- Course overview
8	- Course aims and programme
10	- Teaching practice and feedback
11	- Observations of experienced teachers
12	- Assessment and attendance
13	- Grades
16	- Who are we?
18	- Contact



What is the CELTA Certification?

Have you made the decision to pursue TESOL/ESL training? If so, congratulations! This is going to be one of the most exciting times of your life.

If you've done your research, you know that among all the TEFL certification programs, the one name that keeps coming up again and again is the **CELTA**. The CELTA certificate is like a passport: it gives you the capability, credentials and security of travel and work in many countries throughout the world.

The CELTA (Certificate in English Language Teaching to Speakers of Other Languages), a TEFL certification (Teaching English as a Foreign Language), is a teaching certificate program run by University of Cambridge ESOL, the division of the University of Cambridge Local Examinations Syndicate responsible for English Language Teaching examinations.

All Cambridge CELTA certificates are accredited by the University of Cambridge. It's known worldwide that Cambridge University is the second oldest university in the English-speaking world and is considered among the most prestigious universities globally.

Employers in the ESL community are aware of the standards of Cambridge University and its worldwide reputation for excellence. It is this reputation, the backing of the world's fourth most recognised university, that demonstrates that the **Cambridge CELTA** certificate is the world's most respected and recognised English language teaching certification.

The CELTA certificate takes you from wondering, "Can I do this?" to confidently asserting "**I've got this!**".



Who is CELTA for?

Whether you are intending to teach for the short term or to make English language teaching a long-term career, CELTA is the starting point for a rewarding experience in the field of English language teaching. **YOU may be a possible CELTA candidate if you are:**

- **Starting a career in English language teaching.** You may be thinking about a career in English language teaching and want a qualification giving solid, basic skills in language teaching and the confidence to use these in the classroom. CELTA can help you obtain a reputable job overseas or in your own country, as an ESL teacher.
- **Already working as a teacher** and you want to become a Cambridge CELTA certified teacher, sharpen your teaching practice and qualify for a better teaching position
- **Looking for a career change.** If you want a short break from your career or a complete change, becoming an ESL teacher with CELTA can give you the training you need to take on a dynamic and challenging new profession.
- **Teaching English without formal qualifications.** CELTA will help you develop your teaching skills and give you the recognition you need for promotion or a better teaching job.

Minimum entry requirements:

- Be at least 20 years old
- Be a native speaker of English with at least a standard of education that would allow entry to higher education in your country
- Be a non-native speaker of English with a very high level of proficiency of English (at least C1 level), university graduate
- Have the potential to develop into an effective teacher



Why take CELTA?

The Cambridge University CELTA course is the most widely recognised and accepted TESOL certificate. As CELTA is awarded by Cambridge English Language Assessment, part of the University of Cambridge, it is:

- **internationally recognised**
- **highly respected**
- **a benchmark for quality**

Taking the Cambridge University CELTA qualification means you'll have the most sought-after certificate which will help open doors. Having a Cambridge University certificate will look very impressive on your resume, as no other internationally recognised TESOL course is backed by a world-class university.

The CELTA Qualification helps you **gain the skills and knowledge** you will need as a teacher.

The CELTA course is a practical and interactive course, based around controlled in-classroom teaching practice. Trainees are provided with the experience they need to design and run language lessons. Our tutors will help you prepare each class, observe every one of your lessons and give you both oral and written feedback after class. This allows you to experience teaching in a supportive environment and to learn through the feedback process.

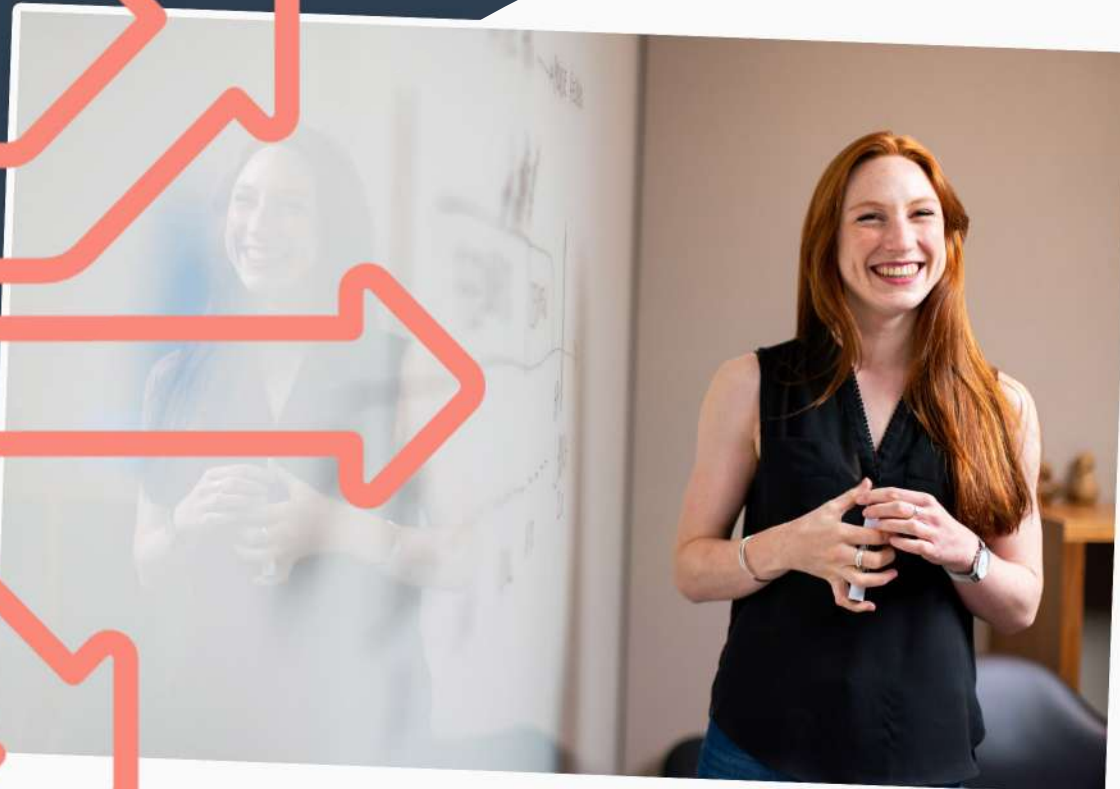
Modern teaching methodology is about personal interaction, hands-on experience and the students' ability to take responsibility for their own learning process. The role of the CELTA is to teach to these modern standards of methodology and to experience learning through demonstration and hands-on involvement.



CELTA tutors are extremely experienced. Cambridge University criteria require tutors to have at least a minimum of five years teaching experience in a range of different settings. They must have either a Masters of Education in TESOL or a full DELTA qualification, in addition to time spent in teacher development, either through providing talks at teacher training conferences or working internally in a school to provide support for new teachers. A tutor goes through rigorous training as outlined by Cambridge University, providing them with the skills necessary to comply with the demands of the CELTA course.

The CELTA course gives you personal time with your tutor. Cambridge University standards are specific and rigid – no tutor can be responsible for more than 6 trainees. Few people have experienced the quality of learning that can occur with so much individual attention and quality time with a tutor.

The CELTA Qualification helps you land **new job opportunities**. The CELTA will enable you to stand out and compete in a high-demand career field. This popular teaching qualification gives you the opportunity to live and work abroad and pursue a highly rewarding teaching career.



Course overview

Shakespeare School offers both intensive (offline) and part-time (online) Cambridge CELTA courses.

The intensive CELTA course is an ESL teacher training programme packed in an intensive **four-week course**, whereas **the part-time CELTA course** takes place over a period of **20 weeks**, with weekly meetings only on Saturdays. Both courses share the exact same syllabus and offer the same content, the only difference being the different schedule (daily meetings from Monday to Friday for CELTA intensive, as opposed to weekly Saturday meetings for CELTA part-time). Also, both courses focus equally on the basic techniques of effective English language teaching and their practical application in the classroom, giving you hands-on teaching experience.

CELTA part-time course (ONLINE)

Minimum age: 20

Minimum level: High standard of English language knowledge and fluency

Entry requirements: Educated to degree level or with relevant teaching experience

Class hours: Only on Saturdays

Average class size: 12

Staff/student ratio: 1:6

Course length: 20 weeks

Course fees: £1200 (EARLY BIRD: £1100)

Location: Fully Online

Timetable overview:

- from Monday to Friday, coursework on the Cambridge CELTA platform, at your own time and pace
- on Saturdays, from 9.00 - 15.00, live online meetings on the Zoom platform for Teaching Practice

*the course may involve a few Sundays as well - you will receive the course timetable before the course starts

CELTA intensive course (OFFLINE)

Minimum age: 20

Minimum level: High standard of English language knowledge and fluency

Entry requirements: Educated to degree level or with relevant teaching experience

Class hours: Full time – Monday to Friday, 8.00 – 18.00

Average class size: 12

Staff/student ratio: 1:6

Course length: 4 weeks

Course fees: £1200 (EARLY BIRD: £1100)

Location: Bucharest



Course aims and programme

- Improve your English language awareness
- Develop your teaching methodology
- Understand the learner, the teacher and the teaching/learning context
- Develop your classroom management technique
- Plan and resource lessons
- Help you to develop professionally

The CELTA has four main components and covers five main topics. The components consist of input sessions, teaching practice, guided lesson planning, and feedback on teaching. More than certifying you as an ESOL teacher, the CELTA benefits you in numerous ways:

- It gives you practical, hands-on experience
- It teaches you the principles of effective language teaching
- It provides you with a range of practical skills you can employ in various teaching situations

Practical workshops and methodology input sessions

There are 120 contact hours in the course including workshops and seminars which focus on language awareness, phonology, language learning, teaching methodology and professional development, all valuable skills and resources for an ESOL teacher. A breakdown of input sessions and how they correspond to the timetable is set out in the next section.





Topics

An ESOL teacher needs to be more than just a good English language speaker, he needs to understand the learning-teaching process, and, obviously, the students. **The topics cover:**

1. Learners and teachers, and the learning and teaching context
2. Language awareness and analysis
3. Language skills: listening, speaking, writing, and reading
4. Planning resources for different contexts
5. Developing teaching skills and professionalism

Written assignments will be set during input sessions and the times they are set and are to be submitted are clearly marked in the notes of the timetable. You will complete a total of 4 written assignments during the course: one on classroom skills, one on the system of the English language, one on language skills, and one on adult learners.



Teaching practice and feedback

This is the part where future ESOL teachers have their first contact with the real teaching world, in a friendly environment which allows them to try and observe different teaching techniques.

Teaching practice will take place in the morning and trainees will have an approximate 30-minute break before feedback. This will allow the last teacher time to complete their post lesson evaluation before getting any feedback. You will teach six hours of classes attended by volunteer adult learners of English.

In a feedback session you will discuss the lessons taught and receive individual verbal and written feedback from tutors. At the beginning of the course feedback and lesson planning will be more guided thus allowing more time to be given to all trainees.

By the end of the course, you will have taught two groups of real language students - pre-intermediate and upper-intermediate - for a total of six hours. These are groups of volunteer students who know that they are being taught by training teachers and are very cooperative, motivated students to teach.

Teaching practice is a valuable opportunity to put into practice all the ideas that you are learning throughout the course. When you are not teaching yourself, you will be observing your peers teach and completing observation tasks so that you can provide each other with useful and constructive feedback.

Many trainees find the teaching practice to be the most valuable part of the course as it lets them see they are ready to plan and teach enjoyable, meaningful lessons to their students. These are the first experiences that will show you what it feels like to be an ESOL teacher.



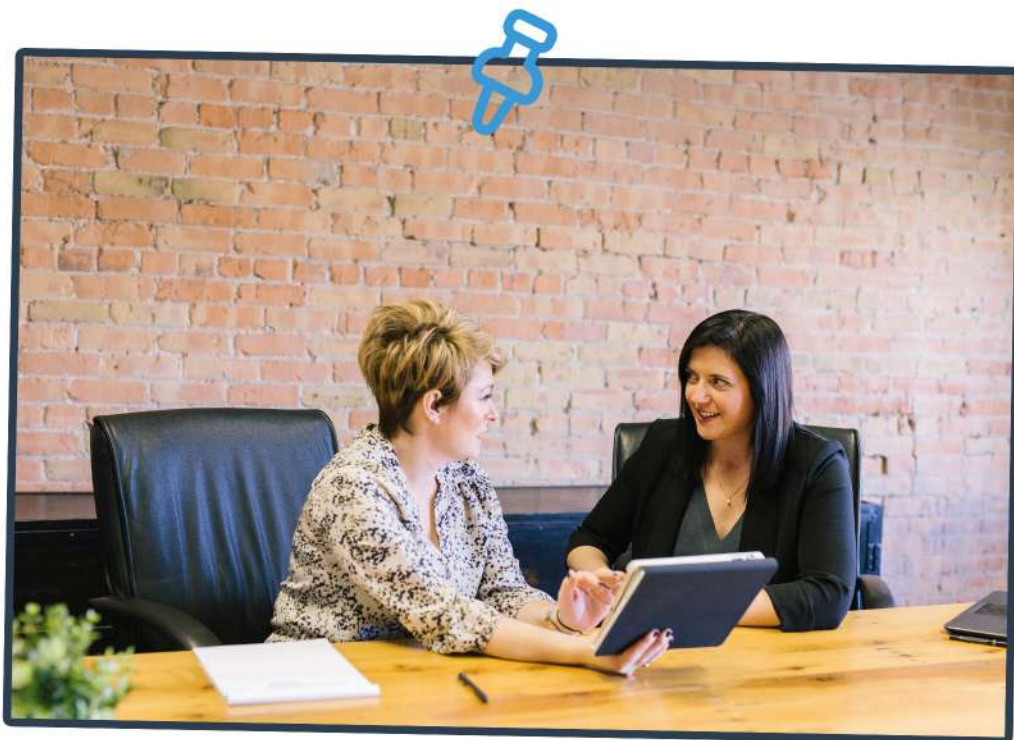
Observations of experienced teachers

You will observe a minimum of six hours of classes which may include two hours of video material. Trainees' first two-hour observation of experienced teachers is the first day, when they observe their tutor teaching the level they are to teach the following day.

They will observe another 2 hours of live teaching on the first day of the handover halfway through the course. A further 2 hours will be observed on DVD and this has also been scheduled in the timetable. For the aspiring ESOL teacher, observing experienced teachers work is of utmost importance. It allows them to consolidate and fine-tune the information and skills acquired so far, to assess their own strengths and weaknesses, all part of the process of becoming a successful ESOL teacher.

Lesson preparation

Lesson preparation is initially supervised by the course tutors, but you are encouraged to work more independently as the course progresses. By the end of the course you should have a basic toolkit which allows you to teach effectively in an EFL classroom.



Assessment and attendance

Teaching English Overseas is both a job and a responsibility, and the CELTA programme is built to make sure high standards are met and maintained. Candidates are assessed continuously during the course and there is no final examination. An external assessor, who is appointed by Cambridge ESOL, moderates each course, ensuring the standardization of the CELTA programme internationally.

The main components to the grading are:

1. The teaching practice – candidates teach a total of six hours with classes at different levels of ability. The assessment is based on the candidate's overall performance at the end of the six hours.

2. The written assignments – there are four written assignments, focusing on: adult learning, the language system of English, language skills and classroom teaching. These are marked by the course tutors and moderated by the external assessor.

3. Professional development – the CELTA course also takes into consideration various aspects of professionalism and professional development. These include:

- Responsible and professional attitude to learning
- Responsible and professional attitude to planning and teaching of your lessons
- Punctuality and organisation
- Willingness to respond to feedback and adjust your own teaching appropriately
- Overall progress and professionalism in the field



Grades

By the end of the course, candidates' performance must match all of the descriptors at a particular passing grade in order to achieve that grade.

There are three pass grades:

Pass A

- Candidates' planning and teaching show **excellent understanding** of English language learning and teaching processes.
- Candidates can plan effectively with **minimal guidance**. They can analyse target language **thoroughly** and select **highly appropriate** resources and tasks for successful language and language skills development.
- Candidates can deliver effective language and skills lessons, using a variety of classroom teaching techniques successfully.
- Candidates show **very good awareness** of learners and can respond so that learners benefit from the lessons.
- Candidates can reflect on key strengths and weaknesses and can **consistently use** these reflections to develop their teaching skills.

All CELTA assessment criteria are achieved and **most are well** achieved.
CELTA requirements for written work are met.



Pass B

- Candidates' planning and teaching show **good understanding** of English language learning and teaching processes.
- Candidates can plan effectively with **some guidance**. They can analyse target language **well** and select **appropriate** resources and tasks for successful language and language skills development.
- Candidates can deliver effective language and skills lessons, using a variety of classroom teaching techniques successfully.
- Candidates show **good awareness** of learners and can respond so that learners benefit from the lessons.
- Candidates can reflect on key strengths and weaknesses and can **generally use** these reflections to develop their teaching skills.

All CELTA assessment criteria are achieved and **some are well** achieved.
CELTA requirements for written work are met.

Pass

- Candidates' planning and teaching show **satisfactory understanding** of English language learning and teaching processes.
- Candidates can plan effectively with **guidance**. They can analyse target language **adequately** and **generally** select appropriate resources and tasks for successful language and language skills development.
- Candidates can deliver satisfactory language and skills lessons, using a variety of classroom teaching techniques with a **degree of success**.
- Candidates show **some awareness** of learners and some ability to respond so that learners benefit from the lessons.
- Candidates can reflect on some key strengths and weaknesses and **generally use** these reflections to develop their teaching skills.

All CELTA assessment criteria are achieved. **Some may be less well** achieved.
CELTA requirements for written work are met.



Fail

- Candidates' planning and teaching show **minimal understanding** of English language learning and teaching processes.
- Candidates' performance **does not match** all of the Pass descriptors.
- Some CELTA assessment criteria are **not achieved** and/or CELTA requirements for written work are not met.

Please note that completion of the course does NOT guarantee the award of the Certificate.

It is possible to fail the course, although the CELTA program does have a very low fail rate. This is partly because there is a selection process to be accepted onto the course, and also because we offer a lot of support and guidance – tutorials, feedback, etc. – once the course has started.

Candidates who successfully complete the course, receive both the Cambridge CELTA certificate and a report/letter from the trainers at Shakespeare School. The letter describes the candidate's performance in some detail and serves as a useful reference for employment as a skilled professional in teaching English overseas.

All Shakespeare School trainees receive an individual report, whether or not they receive Cambridge Certification.



Who are we?

Shakespeare School is the Best Cambridge English Exam Preparation Centre in Romania located in Bucharest. It was founded in 2002 and rapidly developed to be one of the best English learning centres in Romania.

(MORE THAN) A LANGUAGE CENTRE. SHAKESPEARE SCHOOL FACTS:

- Committed to offering high quality services
- Highest standards in rigor, educational practices and up to date research on ESL theory and practice
- Focus on performance and relationship at the same time
- Friendly team to guide you
- Warm atmosphere
- Our aim is to offer the most effective and pleasant learning experience!

THE BEST CAMBRIDGE ENGLISH EXAM PREPARATION CENTRE IN ROMANIA – WHY SO?

Because we offer the full range of Cambridge English exams and each year we register hundreds of candidates to sit Cambridge exams with excellent results, which means that we comply with all the standards of Cambridge University, and we are committed to high-aimed development programs.

A TEAM OF EXPERT TEACHERS & TEACHER TRAINERS

Along the years, we have amassed vast expertise in Teacher Training Courses. First, with in-house workshops for the staff of teachers at Shakespeare School and then with our national programme, “Bright Teachers”, which consists in workshops for English teachers, aiming to increase the quality of English courses in Romanian public schools.



THE FIRST CELTA CENTRE IN ROMANIA

In 2014, to further its foray into English Language Teaching and to share its teacher training expertise worldwide, Shakespeare School was awarded the great honour of becoming the first Cambridge CELTA centre in Romania, after receiving the stamp of approval from a committee of Cambridge representatives.

We have been running 3 CELTA courses a year ever since, training more than 200 participants to become effective language teachers and to obtain the prestigious CELTA certificate.

The CELTA Training team, made up of international trainers with wide experience into various areas of teaching, are highly trained and have been working together from the early beginnings to develop the course and the centre into one of the most successful courses worldwide, as attested by the numerous Cambridge assessors to have come across our threshold.

Shakespeare School courses and tutors are assessed by a representative appointed by Cambridge ESOL. By taking the course at our centre, you are assured of the reputation of quality of Cambridge University and the CELTA, the most sought after certification by employers. We love knowing that our graduates can be proud of the heritage of their TEFL certification!

To conclude

The CELTA program is arguably the most difficult and rigorous TESOL course offered. However, it is also the most rewarding. Our graduates will also tell you they have never learned such a vast amount of material in such a short time. That is why it's very important to clear your schedule of distractions while pursuing your CELTA certification. Your hard work and focused efforts will result in leaving the course ready to succeed as a teacher. It is a truly unforgettable experience that will open doors to work, travel and meeting new people around the world!



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