

Preparing for a Successful telc English Examination

Teaching methods to prepare your students for
telc English A2·B1 (dual level), telc English B1 and telc English B2

Who should attend this workshop?

This workshop applies to **EFL/ESL teachers and instructors** who are familiar with the *Common European Framework of Reference for Languages* (CEF) and who would like to prepare their students for telc English examinations. **Language advisors** interested in background information about the telc examination system are also welcome.

What will be covered in this workshop?

In the workshop, you will become acquainted with the structure, the marking criteria and the targets of *telc English A2·B1 (dual level), telc English B1 and telc English B2*. You will learn what is needed to prepare for the examination and what your students can expect on the test.

You will expand your knowledge of the CEF and take a detailed look at the telc English A2·B1 (dual level), B1 and B2 mock examinations.

In groups, you will work out how to incorporate activities relevant to the examination into your lessons. You will analyse individual task types and try out exercises **designed to prepare candidates for the Writing subtest and the Oral Examination.**

Your trainers



Bärbel Berghöfer is your trainer in Cologne and Hamburg. She lives in Mainz and has been working as a telc test author for many years. Bärbel also assesses other test authors' drafts and works as a consultant. In addition, she teaches various English courses, telc examiner training courses, as well as teacher training courses.



Christopher Rasche is your trainer in Halle, Frankfurt and Munich. He studied sinology, German as a foreign language, ethnology, and Japanese studies. He is the managing director of Rasche Intercultural Solutions in Seehausen am Staffelsee. Christopher teaches English courses and gives intercultural training to international companies. As a licensed telc trainer, he also teaches examiner training courses on behalf of telc GmbH.

When and where?

- 21 October 2011 in Cologne
- 22 October 2011 in Berlin
- 29 October 2011 in Halle/Saale
- 12 November 2011 in Frankfurt/Main
- 17 December 2011 in Munich

Overview of topics

- **An overview of the telc examinations**
 - Background information and targets
 - Test formats and examination procedures
- **Applying the common reference levels of the CEF**
 - Quiz: How well do you know the CEF?
 - Matching sample tasks to the appropriate CEF levels
- **The Writing Subtest**
 - Introduction to the marking criteria of the writing task
 - B1 or B2? Rating sample letters on your own
 - Preparing your students for the writing task
 - Working with telc mock examinations in the classroom
 - Using textbooks for examination preparation
- **The Oral Examination**
 - Oral Examination process
 - Marking criteria for the Oral Examination
 - Rating based on a sample video
 - Simulating the Oral Examination
 - Practical tips for examination preparation

Registration on the reverse side

telc GmbH
Training & Qualifikation
Bleichstraße 1
60313 Frankfurt

Yes, I would like to register for the workshop. I agree to the Terms and Conditions of Participation listed below.

Preparing for a Successful telc English Examination

Please choose a date:

- 21 October 2011 in Cologne
- 22 October 2011 in Berlin
- 29 October 2011 in Halle/Saale
- 12 November 2011 in Frankfurt/Main
- 17 December 2011 in Munich

Time: 10.00 a.m. to 5.00 p.m.

You will receive the address of the event's location with confirmation of your registration.

In-house Event

You can also book this workshop as an in-house event for your institution. For more information, please contact Anja Kleint, tel. +49 69/95 62 46-67, email a.kleint@telc.net.

Terms and Conditions of Participation

The fee for the workshop **including materials, refreshments, lunch** and VAT is €95. Your registration becomes binding upon receipt at telc GmbH. You will receive a written confirmation of your registration. You can cancel your registration without any cost up to two weeks before the date of the event. The cancellation must be in writing. After the cancellation period has ended, we will assess the full fee for the event regardless of absence or illness of the participant. The registration may be transferred to another participant. Approximately ten days before the date of the event, you will receive an invoice. Payment must be conducted via bank transfer. Costs related to money transfers are not covered in the fee. telc GmbH reserves the right to rescind your registration or to cancel the event at short notice. telc GmbH reserves the right to make changes to the programme if needed.

Data Privacy Policy

Your data will be stored for the purposes of processing your registration as well as customer service and advertising purposes in compliance with the Federal Data Protection Act. By providing your email address, you agree to receive information from telc by email. telc GmbH will not disclose your data to third parties.

Contact



telc GmbH
Manuela Höggemeier
Bleichstraße 1
60313 Frankfurt/Main
Tel.: +49 (0) 69/95 62 46-64
Fax: +49 (0) 69/95 62 46-62
E-Mail: m.hoeggemeier@telc.net
Internet: www.telc.net/training

3119-SEM-010511 I

Candidate

First Name, Surname

1 _ _ _ _ _
Code number (if available)

I work at a VHS

Please address the invoice to

me
(Signature of the candidate required)

the institution
(Stamp and signature of the institution's contact person required)

Billing address

Institution (only if the institution should be invoiced)

Street

Postal Code, City

Contact person at the institution

Telephone

Fax

Email address

Location, Date

Stamp and signature