Workshops for English teachers
December 2015 to July 2016

Register Online!
telc.net/en/teachers
Dear EFL Teachers and Trainers, dear English examiners,

Start the semester off with a workshop and find out how to bring new life into your lessons. telc workshops are a great way to develop your skills as well as an opportunity to meet other teaching professionals to share ideas and experiences. You can register for any of our training sessions online at: www.telc.net/en/teachers.

We look forward to seeing you at one of our workshops soon!

Sandra Fleck

PS: Please note that we also offer a training programme in German language „Weiterbildungsprogramm 1. Halbjahr 2016“.

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FIND OUT MORE ABOUT THESE WORKSHOPS:

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BECOME A BETTER TEACHER!
IMPROVE YOUR TEACHING SKILLS
PROFESSIONAL DEVELOPMENT TO HELP YOU GET THE MOST OUT OF TEACHING

WHO IS IT FOR?
• All teachers of English who want to systematically widen their repertoire of methods and ideas.
• Experienced English teachers who want to reflect on their teaching methods and give fresh momentum to their practice.

WHEN AND WHERE
15–16 January 2016 in Berlin

TOPICS

DAY 1:
• Informed Eclecticism: how we can use the past to move into the future
  - Examining and interrogating past approaches
  - How to use some of the remarkable techniques we have lost in our scramble for the ‘ideal method’
• Teacher Creativity and Materials Exploitation: looking at accessible ways to increase teacher creativity
  - New ways of thinking about materials and how to use them
  - Simple techniques to help teachers harness their own creativity without spending too much time on it

DAY 2:
• Teaching pronunciation: using innovative and accessible techniques to help student production
  - Effective and easily accessible processes and procedures to enhance the capacity to teach pronunciation
  - Use of phonemic symbols, attention to stress, intonation and delivery speed
• Error Correction: what works and what probably doesn’t
  - A variety of techniques which are designed to engage students in collaborative processes
  - How students can learn to apply self-correction and become better ‘noticers’

OVERVIEW
This workshop series, given over 2 days, is designed for practising English language teachers. Each workshop aims to offer Continuing Professional Development information which comprises a minimum of introductory theory followed by a practical, participatory session.

Your trainer will help you discover interactive methodology and didactics which you can use to systematically develop your learners’ English.

WORKSHOP NUMBER
3219

TIME
Day 1: 10:00 a.m. to 5:00 p.m.
Day 2: 9:00 a.m. to 4:00 p.m.

FEES
265,- € including workshop material, drinks, snacks and VAT.

TRAINER
Steve Hirschhorn, Budapest/Wiesbaden, began teaching in 1980 and since then has taught, trained teachers, lectured and led workshops all over the world. He has written on many language-teaching related topics. He is currently Principal of the Center of Applied Learning in Wiesbaden.

This workshop will be registered as “Bildungsurlaub”.
SELF-MARKETING FOR ENGLISH TEACHERS
USE YOUR STRENGTHS FOR COMPETITIVE ADVANTAGE

WHO IS IT FOR?

- All teachers of English looking for ideas to push their teaching career with self-promotion.

WHEN AND WHERE

- 2 June 2016 in Frankfurt/Main
- 4 June 2016 in Dortmund

OVERVIEW

Self-marketing is regarded as important for professional success. Examiner licenses and the use of digital teaching materials are indispensable for today’s working life. These aspects and the right use of internet search can distinguish yourself in your business.

The focus of self-marketing is to increase the market value through a successful communication of the professional profile. Here, it is always to develop an individual approach, which is based on a thorough inventory, individual strengths emphasizes and this aligns to the needs of the target group. Anyone looking at self-marketing as a strategy for the whole working life, can succeed by clever planning, effective communication, critical reflection and continuous monitoring.

The workshop provides you with important questions and shows you specific solutions. Here, the focus is placed on the needs of English teachers in their professional environment. The own opportunities to recognize and use them actively – this is an essential part of marketing on their own behalf.

Positive prospects are opened when the self-marketing strategy is pursuing long-term and continuously. So you are able to access to new work opportunities that otherwise would have remained closed.

TOPICS

- Self-marketing
- professional profile
- digital teaching material
- examiner licenses

JOIN US AT THE IATEFL CONFERENCE IN BIRMINGHAM!

Did you know that IATEFL is celebrating its 50th anniversary conference next year? Join our test experts in one of the most important international conferences for English teachers from 13–16 April 2016! English teachers and experts from all over the world will gather in Birmingham and discuss new trends and developments in English teaching. telc will share its expertise in several workshops and hold its own signature event. We look forward to meeting you at our stand 5+13+14! For more information visit the IATEFL website: www.iatefl.org/annual-conference/birmingham-2016

TRAINER

Jenny Giambalvo Rode, Kassel, Education Manager, studied Italian studies and Business Communication in Berlin and Siena/Italy. She is Head of Department at the Volkshochschule Region Kassel.

WORKSHOP NUMBER

3225

TIME

10:00 a.m. to 1:14 p.m.

FEES

79,– € including workshop material, drinks and VAT.
GETTING IT RIGHT: LOOKING BEHIND THE SCENES IN LANGUAGE ASSESSMENT

WHO IS IT FOR?
• All teachers of English interested in improving their assessment skills and wishing to gain a solid understanding of standardised testing.

OVERVIEW
Language assessment is a constant challenge for English teachers. This workshop explores methods of quality control and aims to encourage teachers and coordinators to work on calibration, standardization, quality and fairness regularly. Starting from the background of large-scale examinations, viable ways for small-scale assessment within a language program will be examined and practical examples provided. This workshop will give you an overview of important steps in the test development process.

WHEN AND WHERE
■ 4 December 2015 in Cologne
■ 29 January 2016 in Munich
■ 17 March 2016 in Frankfurt/Main
■ 16 June 2016 in Frankfurt/Main

TOPICS
• CEFR can do statements
• Forms and functions of language tests
• Quality criteria
• Test specifications
• Test development and item construction
• Creating and designing test tasks

WORKSHOP NUMBER
3221

TIME
10:00 a.m. to 3:00 p.m.

FEES
79,– € including workshop material, drinks, snacks and VAT.

TRAINERS
Sean McDonald is Project Manager for telc – language tests. He comes from California and has degrees from the University of California and University of Washington. He has taught and trained in various contexts, business, adult and higher education including the German Air Force Academy.
GET MOVING! LEARNING THROUGH MOVEMENT

WHO IS IT FOR?
- All teachers of English looking for interactive and learner-directed methods to incorporate movement in their language class.

WHEN AND WHERE
- 16 January 2016 in Frankfurt/Main
- 11 June 2016 in Frankfurt/Main

OVERVIEW
Movement is an important element in learning a language for a large number of our participants. 37% of our students are so-called kinaesthetic learners – that means they prefer ‘learning by doing’ activities.

This ‘hands on’ workshop will focus on how we can incorporate movement in our language classes. We will try out a number of ‘moving’ activities that can be used at all levels from beginners to advanced learners. Get your students up and moving while increasing their language skills and keep them engaged and interested.

TOPICS
- How to incorporate movement in your language classes
- Input
  - How can we improve our thinking skills?
  - How does movement help our participants learn better?
  - How do we learn best?
- Examples for “Moving” activities
  - icebreakers
  - room as a map
  - speed dating
  - miming
  - drawing
  - using your body to learn vocabulary
  - using songs
  - fluency activities
  - grammar activities

TRAINER
Myriam Fischer Callus, Aschaffenburg, is an active teacher trainer and the Project Manager of the EUROLTA (European Certificate for language teaching to adults) scheme in Bavaria. She is a member of the German work group that developed and implemented the language portfolio for adults.

WORKSHOP NUMBER
3216

TIME
10:00 a.m. to 5:00 p.m.

FEES
109.– € including workshop material, drinks, snacks and VAT.
TELC WEBINARS ARE:

- **Interactive**: with chat and surveys
- **Live**: with fixed times for start and end
- **Personal**: you will both see and hear our trainer
- **International**: accessible for every interested teacher and learner

REGISTER FOR THESE WEBINARS:

- 25 November 2015, 5 p.m. to 6 p.m.
  - Training vocabulary with English Practice Material online (Alexandra Haas)
- 12 January 2016, 4 p.m. to 5 p.m.
  - Tips for exam preparation telc English Dual-level (Sean McDonald)
- 25 April 2016, 12 p.m. to 1 p.m.
  - The Game Show: one computer, one group, lots of (loud) learning (Laura Edwards)
- 18 May 2016, 5 p.m. to 6 p.m.
  - Self-marketing for English teachers (Jenny Giambalvo Rode)

OUR WEB TRAINERS:

**Laura Edwards**, Dusseldorf, a native of Ireland, has 15 years of teaching experience in four different countries. Working as Head of English at a large language school developed her interest in teacher training. In addition to working as a telc test writer and examiner, she conducts a variety of workshops and development seminars.

**Jenny Giambalvo Rode**, Education Manager, studied Italian studies and Business Communication in Berlin and Siena/Italy. She is Head of Department at the Volkshochschule Region Kassel.

**Alexandra Haas** is Head of Department at the Volkshochschule Rhein-Sieg. As a teacher trainer, she has written various training modules for teachers in adult education. She has been working as an examiner trainer for the telc – language tests for the last 10 years.

**Sean McDonald** is Project Manager for telc – language tests. He comes from California and has degrees from the University of California and University of Washington. He has taught and trained in various contexts, business, adult and higher education including the German Air Force Academy.

TAKING PART IN A TELC WEBINAR:

Please register online: www.telc.net/en/teachers

You will receive a confirmation by email immediately. Before the webinar takes place, you need to download the webinar software, which usually works automatically. However, we recommend logging in a few minutes before the webinar starts.

WEBINAR EQUIPMENT:

You only need a computer or tablet with speakers or a headset and a good internet connection. A microphone or webcam is not required – you can comment via chat.
SOCIAL MEDIA IN YOUR CLASSROOM

WHO IS IT FOR?

- Language teachers who want to take advantage of the communication opportunities the internet offers to enrich their lessons and to use social media to aid course organization.

WHEN AND WHERE

- 7 May 2016 in Cologne
- 4 June 2016 in Frankfurt/Main
- 11 June 2016 in Berlin

OVERVIEW

In this interactive workshop you can find out how to integrate social media into your language courses from level A1 to C1.

You will learn how to develop your students’ oral and written skills using social media and to encourage them to engage in self-study online.

You will discover a variety of social media platforms and discuss which one is appropriate for each group of students.

Your trainer will help you to create your own profile or class website for your course.

Please bring your own laptop to the workshop.

TOPICS

- Twitter, Facebook and Co. – Possible uses in the language class
  - Using social media to organise your class
  - Encouraging communication online
  - Internet safety

- Blog – your (online) diary
  - Examples of blogs
  - Create your own

- Ready for social media?
  - Using its potential – Recognising its limits
  - „Netiquette“ – Online dos and don’ts
  - Tips for correcting written work online

- Create a social media tool for your language course

TRAINER

Laura Edwards, Dusseldorf, a native of Ireland, has 15 years of teaching experience in four different countries. Working as Head of English at a large language school developed her interest in teacher training. In addition to working as a telc test writer and examiner, she conducts a variety of workshops and development seminars.

WORKSHOP NUMBER

3191

TIME

10:00 a.m. to 5:00 p.m.

FEES

109,— € including workshop material, drinks, snacks and VAT.
EXPRESS YOURSELF!
EMOTIONS FOR INDEPENDENT USERS OF ENGLISH

WHO IS IT FOR?
• English teachers who are looking for new material to motivate their students.

WHEN AND WHERE
• 4 December 2015 in Bonn

OVERVIEW
Are emotions the key to helping students learn a new language effectively? Emotions colour our lives, intensify our memories and are a powerful motivator. Research has shown that emotion is a driving force in stimulating learning.

This workshop will look at some new teaching material based on the emotions we all know from everyday life. The target group is adult learners who are at CEFR competence levels A2, B1 and B2. We will try out some of the material, take a brief look at the teachers’ resources and the online modules and discuss how we can enhance our students’ language skills.

TOPICS
• English Practice Material for your classroom
  - Getting to know the structure of the practice material
  - Choosing the right unit for your specific needs
  - Planning a course with English Practice Material
  - Making students aware of their language targets for different areas

• Emotions – part of our daily lives
  - Activating emotions to help students remember language
  - Encouraging students to talk about their experience
  - Preparing students to deal with all kinds of situations

• Speaking – expressing our emotions
  - Using the activities to get your students to speak
  - Alternating individual, pair and small group work
  - Increasing students’ confidence through practice

ENGLISH PRACTICE MATERIAL – ONLINE
To supplement our paper-based English Practice Material – vhs we offer free Online Learning Activities. User-friendly and visually appealing, more than 1,000 interactive and engaging learning activities help you prepare for telc English examinations. The learning activities are accessible on PC and mobile devices. Find out more: www.telc.net/campus

WORKSHOP NUMBER
3212

TIME
11:00 a.m. to 1:00 p.m. in Frankfurt/Main and Bonn
1:30 p.m. to 4:30 p.m. in Mainz

FEES
Free including telc English Practice Material. We invite you to snacks and drinks!

TRAINER
Alexandra Haas, Siegburg, is Head of Department at the Volkshochschule Rhein-Sieg. As a teacher trainer, she has written various training modules for teachers in adult education. She has been working as an examiner trainer for telc – language tests for the last 10 years.
WHO IS IT FOR?
• Members of language departments in Volkshochschulen in Germany.
• Experienced and less experienced English teachers who are looking for new material to motivate their students and help them improve their language skills by personally relating to the topics covered.

WHEN AND WHERE
Please get in touch with us: epm@telc.net. We are happy to coordinate a workshop date with you!
Please note that the minimum number of participants is 10.
This workshop is available until June 2016.

OVERVIEW
We will present methods and activities for use in your language courses from level A2 to B2.
We will demonstrate how flexibly the units can be incorporated as additional material or how they can form the basis of a course. Additionally, the trainer will point out exercises that can be used as additional exam preparation.

TOPICS
Choose your workshop focus from these possible topics:
• Variety – using the units flexibly
  • Getting to know the structure of the practice material
  • Choosing the right unit for your specific needs
  • Planning a course
• Emotions – part of our daily lives
  • Activating emotions to help remember language
  • Encouraging students to talk about their experiences
  • Preparing students to deal with all kinds of situations
• CEFR
  • Making students aware of their language targets
  • Encouraging students to monitor their progress
  • Defining the difference between the levels
• Speaking – the key to communication
  • Using the activities to get your students to speak
  • Alternating individual/pair/small group work
  • Incorporating speaking into the other skills
• Fun Activities – encouraging communication
  • Profiting from the online resources
  • Using team games to motivate students
  • Getting students to teach each other whilst having fun
• Exam prep – activities based on communication
  • Helping your students feel at ease in the oral exam
  • Increasing students’ vocabulary
  • Making students aware of the appropriate language

TRAINER
Sean McDonald is Project Manager for telc – language tests. He comes from California and has degrees from the University of California and University of Washington.

Alexandra Haas, Siegburg, is Head of Department at the Volkshochschule Rhein-Sieg. She has been working as an examiner trainer for telc – language tests for the last 10 years.

Myriam Fischer Callus, Aschaffenburg, is an active teacher trainer and is the Project Manager of the EUROLTA scheme in Bavaria. She is a member of the German work group that developed and implemented the language portfolio for adults.

WORKSHOP NUMBER
3207

TIME
Time and date will be coordinated with you

FEES
Free of charge
BEING A TELC EXAMINER

As an experienced English teacher, we invite you to our examiner and rater trainings.

EXAMINERS FOR THE ORAL EXAMS
Examiners evaluate the oral performance of the candidates. We organise these English training courses:

- English A1-A2 (in Germany part of the training “Languages except German A1-A2”)
- English B1-B2
- English C1-C2
- English Dual-Level

Using videos of actual exams, participants discuss candidates’ performances and rate them according to the telc criteria. The examiners’ behaviour is also analysed. The training course ends with a final test. Successful participants receive an examiner licence, which is valid for three years. Please register online: community.telc.net/en.

ONLINE TRAININGS
After obtaining a licence in an on-site qualification training, examiners can acquire additional licences and refresh existing licences online. Each online training consists of two parts:

- a free training module that can be accessed at any time by all examiners and any registered trainer
- a licensing module that includes the required test for a fee

Please take a look at the telc campus: campus.telc.net/?lang=en

In our campus, you will also find learning activities to supplement our paper-based English Practice Material – vhs.

RATERS FOR THE WRITING TASK
In a second step, examiners may also obtain a rater licence. In the corresponding training, you learn how to correctly apply the telc marking criteria for candidates’ writing performances. The training course ends with a final test. Successful participants receive a rater licence, which is also valid for three years.

OUR TIP: TELC COMMUNITY
Use the telc Community to get in touch with telc examination centres or to check your registrations and telc licenses! All you need is your telc code number and your telc password: community.telc.net

Your benefits:

- Keep track of your licences.
- Save a current overview over your licences as a pdf or print the overview.
- Publish your contact details and licenses in the telc Community and you will be able to generate more examination jobs.
- Find an overview of your bookings and cancel your trainings at “My registrations”.

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The telc Community
Participate now!

Login
Code number: 
Password: 
Forgot your login data?
Login
English Practice Material – vhs!
Four skills! For you!

- Examination Preparation for CEFR levels A2, B1 and B2
- Modules “Reading”, “Listening”, “Writing” and “Speaking” available
- Developed in close cooperation with VHS experts
- Additional interactive exercises

More information at www.telc.net/practice.
Or contact us directly at: info@telc.net · Tel: +49 69 956246-10 · www.telc-english.net