Workshops for English teachers
January to July 2015

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

We are happy to present our first workshop programme especially designed for you.

You will discover didactical and methodical seminars and our complimentary training for using the newly developed *English Practice Material – vhs*.

We are happy to welcome you in our workshops! Register now: www.telc.net/en/teachers.

Carolin Stasch

PS: Please note that we also offer a training programme in German language „Weiterbildungsprogramm 1. Halbjahr 2015“.

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NEURODIDACTICS: BRAIN-BASED IDEAS FOR TEACHING VOCABULARY IN EFL CLASSES

WHO IS IT FOR?

• All teachers of English looking for interactive and learner-directed methods of training new words in the context of brain functions.

WHEN AND WHERE

■ 27 February 2015 in Frankfurt/Main
■ 4 July 2015 in Berlin

OVERVIEW

In this workshop you can learn how to introduce new vocabulary in your English classes in an innovative and brain-friendly way, and how these words can be firmly anchored in your learners’ memories.

Did you know that, according to recent research, a student needs to encounter a new word about 20 times before it is ‘learnt’?

Teachers tend to overlook the fact that many students are unable to express themselves simply because they do not know enough words. The more words students are able to handle, the better are their chances of understanding and speaking English.

How can we help learners learn words more effectively? What does brain research say about vocabulary? In this workshop we will explore ways in which we can make vocabulary teaching more meaningful, enjoyable and effective for our students. You will experience lively pair and group classroom activities which encourage your learners to take an active role in vocabulary acquisition.

TOPICS

• Vocabulary, neurodidactics and language teaching
  • ‘Brain’ aspects of learning and memorising
  • Selection criteria for new vocabulary – how much, when, why, which, for whom?

• Teaching meaning: Introducing new words
  • Levels of teaching meaning
  • Introducing new words by subject: learning in context
  • Working with texts and strategies for decoding

• Learning techniques: Training and anchoring vocabulary
  • Organizing vocabulary
  • Drawing up semantic nets and mind maps
  • Memory strategies
  • Communicative vocabulary games
  • Collocations
  • Recycling vocabulary
  • Interactive pair and group activities

• Tips for your language teaching
  • Motivation, class atmosphere and individual assistance

WORKSHOP NUMBER
3165

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

FEES
105,− € including workshop material, drinks, snacks and VAT.

TRAINER

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.
TEACHING BUSINESS ENGLISH CLASSES

WHO IS IT FOR?
• English teachers who want to systematically widen their repertoire of methods and ideas when designing and carrying out Business English courses.

WHEN AND WHERE
- 13 March 2015 in Frankfurt/Main
- 25 April 2015 in Dusseldorf
- 22 May 2015 in Nuremberg

OVERVIEW
In this workshop you can find out how to make your Business English courses interactive and how to gear them to the participants’ needs. You will analyse the aims and the content of Business English courses together with the attendant linguistic, intercultural and content-based aspects.

Your trainer will help you discover interactive methodology and didactics which you can use to systematically teach your learners business phone calls, presentations and negotiations, and effectively combine this with honing their language skills.

A discussion session with other colleagues will focus on which Business English course books are best suited to your teaching and how you can find authentic material on the internet and in print media, plus how to use it to the best advantage of your learners.

TOPICS
• Discussion: What is Business English?
  • Speaking skills: Giving presentations, negotiating, telephoning, small talk
  • Writing skills: Writing Business emails, letters and reports

• Additional aspects of Business English
  • Cultural awareness
  • Standard versus Global English

• Activities designed for Business English classes
  • Small talk – the most important part of a lesson
  • Working with numbers, graphs and charts
  • Training telephoning, conversations and negotiations
  • Integrating tasks from real life situations

• Business Learning material
  • Criteria for suitable course books
  • How to find and use authentic material
  • Promoting learning by doing
  • Integrating blended learning settings

• Fit for the exam:
telc English B1-B2 Business and
telc English B2-C1 Business

TRAINER
Viola Stübner, Bobstadt-Bürstadt, works as a freelance trainer for English. She teaches Business English in companies and in programmes for mutual development. She has many years’ experience as an examiner and also conducts training courses for telc examiners.

WORKSHOP NUMBER
3164

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

FEES
105,– € including workshop material, drinks, lunch and VAT
TELC ENGLISH!

TASK-BASED LEARNING FOR B1 TO C1
SUCCESSFUL METHODOLOGIES FOR ACADEMIC AND CORPORATE ADULT LEARNING ENVIRONMENTS

WHO IS IT FOR?

- EFL Teachers and Trainers for the CEFR Levels B1, B2 and C1, who work in academic or corporate learning environments
- EFL Teachers and Trainers who want to prepare learners for telc English C1
- Directors of Studies for any language department or school
- Leaders who are responsible for the recruitment and development of EFL teaching-training staff

WHAT IS IT?

- EFL Teachers and Trainers for the CEFR Levels B1, B2 and C1, who work in academic or corporate learning environments
- EFL Teachers and Trainers who want to prepare learners for telc English C1
- Directors of Studies for any language department or school
- Leaders who are responsible for the recruitment and development of EFL teaching-training staff

WHEN AND WHERE

- 28 March 2015 in Duisburg
- 16 May 2015 in Duisburg

OVERVIEW

This workshop will show you how to design a Task-Based Learning (TBL) language training experience that involves participants in a meaningful way.

You will be able to:

- create effective TBL learning segments for adult learners
- implement a TBL learning segment which creates value for the learners and ROI for organizations.
- use telc practice materials effectively in a skills oriented setting
- motivate learners with “interactive” learning modules
- measure learning results immediately.

TOPICS

- Introduction to Task-Based Learning
  - What is TBL for adults?
  - Dos and don’ts of TBL
  - Adult learning, motivation and TBL
  - Language learning vs. language acquisition
- Effective applications of TBL (Corporate and Academic)
  - Warm-up sessions: Cognitive grammar and vocabulary training
  - Wrap-up sessions: Using presentation skills in TBL
  - Feedback, conferencing and debriefing the TBL experience
  - Cooperative learning and other methodologies related to TBL
- Exam Oriented Learning and telc – language tests
  - Common European Framework of Reference for Languages
  - What are the telc – language tests?
  - Test format and structure
  - Skills oriented learning and TBL
  - Using telc learning materials for TBL segments (Scaffolding)

This workshop is accredited by FOB!cert.

WORKSHOP NUMBER

3124

TIME

10 a.m. to 5 p.m.

FEES

105,– € including workshop material, drinks, snacks and VAT

TRAINER

Dr. Ron Mendez-Morrain is Director of Studies at the Language Learning Center-Duisburg, and is author of the training manual “Task-Based Learning for B2 to C1 – Teacher’s Resource Book”.

This workshop is accredited by FOB!cert.
THE CEFR SUCCESS STORY: HOW THE EUROPEAN FRAMEWORK IS USED FOR TEACHING AND TESTING ENGLISH

WHO IS IT FOR?

• English teachers interested in how students’ performance can be assessed using the CEFR
• Administrators and Directors of Study working in secondary, tertiary or adult education
• Those responsible for the recruitment and CPD (continuing professional development) of English teachers

OVERVIEW

In this workshop you will learn why the Common European Framework of Reference for Languages (CEFR) has become such an important tool in the design of curricula and courses. You become acquainted with the various levels and scales of the CEFR and how they relate to learners’ language skills. You learn about the marking criteria for both the Writing and the Speaking subtests of telc English examinations and try out applying them in real life test situations. Finally you are shown how telc practice materials are used to prepare students for exams aligned to the CEFR.

TOPICS

• The CEFR and communicative English teaching
  • The role of communicative competences
  • From A1 to C2: Becoming familiar with the six levels of the CEFR
  • CEFR descriptors: their significance for teaching and assessment

• Insight into assessing oral performance
  • Investigating the telc marking criteria for oral performance based on the CEFR
  • Discussing and rating candidates’ oral performances using authentic video films
  • Simulating an oral examination

• Insight into assessing written performance
  • Investigating the telc marking criteria for written performance based on the CEFR
  • Trying out the criteria on samples written by authentic candidates

• Examination preparation in the classroom
  • How to use telc mock examinations and practice material

TRAINERS

Diana Metzner lives in Northern Bavaria and has several decades experience of teaching her mother tongue at the VHS and on a one-to-one basis. She works for telc gGmbH in various capacities including examining and teacher training.

Bärbel Berghöfer lives and works near Mainz, teaching English at the VHS and working for the Landesverband der VHS in Rheinland-Pfalz. She has been working for telc for 15 years in various capacities, developing and evaluating tests, carrying out exams and training miners.

Laura Edwards, Dusseldorf, a native of Ireland, has 14 years of teaching experience in four different countries. Working as Head of English at a large language school developed her interest in teacher training, and in addition to working as a telc test writer and examiner, she conducts a variety of workshops and development seminars.

WORKSHOP NUMBER

3213

TIME

10 a.m. to 5 p.m.

FEES

50,- € incl. material, drinks, snacks and VAT
“PRACTICE MAKES PERFECT” – ROLE-PLAY THE TELC ORAL EXAM

WHY IS IT FOR?
- telc examiners who want to increase their own confidence before taking on the examiner role
- English teachers who want to better prepare students for the oral exam

OVERVIEW
Role-Play sucks. But guess what? It works! Become more familiar with the ins and outs of the telc oral exam and the job of examiner through role-play, analysis and discussion.

Practical tips for dealing with difficulties will be given and there will also be an opportunity to discuss situations you have encountered in your work as examiner.

TOPICS
- Preparing and carrying out telc oral examinations
- The role of the examiner – examiner behaviour
- Role play and analysis
- The candidate’s perspective
- Dealing with “difficult” situations
- Tips to help exams run smoothly

HOW TO BECOME A TELC EXAMINER
We organise examiner trainings in various languages for CEFR levels A1 to C2. Using videos of actual exams, examiner training 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.

Fees:
- 40,– € including workshop material, drinks, lunch and VAT

ONLINE TRAINING FOR TELC EXAMINERS
Do you already have a telc examiner licence? If you are interested in refreshing your telc licence or acquiring an additional English licence, please check out our online examiner and rater training: moodle.telc.net.

TRAINERS
Laura Edwards, Dusseldorf, a native of Ireland, has 14 years of teaching experience in four different countries. Working as Head of English at a large language school developed her interest in teacher training, and in addition to working as a telc test writer and examiner, she conducts a variety of workshops and development seminars.

WORKSHOP NUMBER
3202

TIME
The workshop lasts 4 hours.
For early birds: 9 a.m. to 1 p.m.
For late risers: 2 p.m. to 6 p.m.

FEES
40,– € including workshop material, drinks, lunch and VAT
BEST PRACTICE: YOUR ENGLISH CLASSROOM

WHO IS IT FOR?

• Non-native teachers of English working at various levels from A1 to B2:
  · Experienced English teachers who want to reflect on their teaching methods and give fresh momentum to their practice.
  · Those new to the profession wishing to develop their understanding of the practicalities of teaching.

WHEN AND WHERE

23 January 2015 in Frankfurt/Main

OVERVIEW

Busy schedules can leave little time for reflecting on classroom events – the challenges as well as successes – or to exchange ideas with colleagues on what constitutes “best practice”.

This Best Practice workshop, moderated by an experienced teaching professional, presents new methods to introduce to your classroom and gives you the chance to discuss experiences and exchange tips with a group of peers.

Together you will reflect on the advantages you bring to the profession as a non-native English speaker and how you can capitalize on these advantages.

A Best Practice workshop is most effective when participants’ suggestions and recommendations are taken into account. To facilitate this, you will receive an email shortly after registering which offers you the chance to submit your questions and ideas.

TOPICS

• Best Practice
  · Using a diverse selection of media and teaching materials
  · Effective classroom organisation and lesson design
  · Strategies to encourage communication in English

• The benefits of Non-native teachers
  · Using German in class – what’s appropriate?
  · What levels and class type suit me?
  · The role of culture in English language learning
  · Arguments for your employer

DID YOU KNOW?

In April 2014, telc English! was part of the IATEFL conference in Harrogate. With six workshops and presentations, telc gGmbH took the stage as the expert for language competence testing.

Diana Metzner’s workshop “So you want to become a perfect Oral Examiner?” was videotaped and can be viewed here:

TRAINER

Viola Stübner, Bobstadt-Bürstadt, works as a freelance trainer for English. She teaches Business English in companies and in programmes for mutual development. She has many years’ experience as an examiner and also conducts training courses for telc examiners.

WORKSHOP NUMBER

3203

TIME

10 a.m. to 3:30 p.m.

FEES

79,– € including workshop material, drinks, lunch 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
■ 24 April 2015 in Frankfurt/Main
■ 30 May 2015 in Cologne

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 English Practice Material has been developed by telc – language tests for upper B1/lower B2 students. We will try out some of the material in the books, take a brief look at the teachers’ resources and the online module and discuss how we can enhance our students’ language skills.

TOPICS
• English Practice Material B1-B2 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
The Teacher’s Manual is available for free download. It contains background information, tips for using the material in lessons and ideas for additional activities: telc.net/practice

Look forward to the interactive website to accompany the materials which telc will launch in spring 2015!

WORKSHOP NUMBER
3212

TIME
11 a.m. to 1:00 p.m.

FEES
Free including telc English Practice Material B1-B2. We invite you to snacks and drinks!

TRAINER
Suzanne Vetter-M’Caw lives near Frankfurt. After working for an international company for many years she became a freelance English trainer and consultant in 2004 and specialises in Business English. She has been working as a telc test author since 2008 and is involved in many telc test development projects.
ENGLISH PRACTICE MATERIAL – VHS

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
- Members of English Language Teaching Associations like ELTAF, MELTA, ELTABB, ELTAS, HELTA

OVERVIEW

We will present methods and activities for use in your language courses from level B1 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

- **CEFIR**
  - 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

- **Progress – moving from one level to the next**
  - Motivating to engage in depth with certain topics
  - Practical tips to improve the level
  - Confronting students with new vocabulary

- **Fun Activities – encouraging communication**
  - Profiting from the online resources
  - Using team games to motivate students
  - Getting students to teach each other whilst having fun

- **Smart phones in class – empower your students**
  - Google and share information with classmates
  - Giving students homework tasks using the Internet
  - Incorporating video clips and songs, etc. in your lessons

- **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

WHEN AND WHERE

- Please get in touch with us: training@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 2015.

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. He has taught and trained in various contexts, business, adult and higher education including the German Air Force Academy.

**Suzanne Vetter-M’Caw** became a freelance English trainer and consultant in 2004 and specialises in Business English. She has been working as a telc test author since 2008 and is involved in many telc test development projects.

**Ming Wong**, originally from Singapore, has worked as a language trainer, freelance journalist and intercultural consultant for 20 years. She is the author of telc’s “Yes, I Can!” and collaborated with telc on the practice material series.

WORKSHOP NUMBER

3207

TIME

Time and date will be coordinated with you

FEES

Free of charge
**OVERVIEW**

telc English Certificates are based on the Common European Framework of Reference for Languages (CEFR) and have been developed to meet the needs of learners worldwide:

- **telc general language tests** are intended for adults who wish to certify their language abilities and thereby achieve their personal or professional goals.

- **telc business tests** are aimed at everyone seeking certification of their language competence for business and professional purposes.

- **telc school tests** are designed for students aged 12 years and older who are interested in more than a standard school certificate to document their language competence.

**telc – language tests** is currently the only language test provider to offer English examinations that cover two different levels of the CEF in one test. The dual-level examination encourages learners to take the test and determines exactly where their skills lie.

**PRACTICE MATERIAL**

**Mock examinations and tips for examination** preparation can be downloaded for free at www.telc-english.net. Further preparation material is available in our online shop: www.telc.net/shop.

**EVENTS**

The conference **English@telc** takes place regularly in different German cities and informs English teachers about the most recent developments in English teaching. Participants can choose between various workshops focusing on the skills Listening, Reading, Writing and Speaking and the Common European Framework of Reference. Get to know the **telc English!** programme and get inspired by tips for innovative teaching! Check our website for the next dates of the event: www.telc-english.net

**CONTACT**

For more information in regard to our telc English! programme, please get in touch with

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- Proof of language competence for Bachelor and Master Programmes
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Contact us for more information and free mock examinations:  
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