



Name (as on certificate) _____ Date of Application _____

APPLICATION FORM FOR TEACH ENGLISH OVERSEAS TEFL COURSE

Please complete the form carefully and return it. Please also keep a copy for your own records.

Preferred Course Starting Date _____ (day) _____ (month) _____ (year)

1. PERSONAL DETAILS

Surname (Mr/Mrs/Miss/Ms) _____

First Name(s) _____ Nationality _____

Date of Birth _____ ID/Passport Number _____

Home Language _____

Present Address _____

Post Code _____ Tel _____

Permanent Address (if different from above) _____

Post Code _____ Tel _____

E-mail Address _____

Present Occupation _____ Work Address _____

Work Telephone Number _____

Do you have any health problems which may interfere with your attendance, participation and performance on the course? _____

Phone Number for Emergency Contact _____ Contact Person _____

Relationship _____ E-mail Address for Emergency Contact _____

2. EDUCATION

Secondary School Qualifications (please give institutions and dates) _____

Higher Education (please give institutions, dates and degrees) _____



Other Relevant Qualifications _____

Which other languages do you speak/read/write? _____

3. TRAINING

Do you have any formal training as a teacher? Please give details. _____

Do you have any experience of teaching?

a) English as a Foreign Language? (please give dates, schools, details of levels, coursebooks used, etc)

b) Other subjects? _____

What other work experience or professional training do you have? _____

4. WRITING TASK

Please write the following essay. It should state your name, the course that you are applying for and the e-mail address you give in your application form.

Why are you interested in following this course? (300 words must be handwritten, scanned and included with the application)



5. GETTING TO KNOW YOU

On the first day of the course, we have a 'get to know each other' activity. Please write down something interesting about yourself that could be used for this. _____

6. REFEREES

Please give the names and e-mail addresses of two referees who know you professionally and who would be prepared to give relevant support to this application. Indicate in what context they know you. Please do not include family members.

1. _____
2. _____

Do you require accommodation?	YES	NO
Are you a smoker?	YES	NO
Do you need visa support?	YES	NO
Do you need meeting upon arrival?	YES	NO
Have you been to Knysna before?	YES	NO

How did you hear about our courses? _____

Do you know of anybody else who might be interested in the course? We offer commission or discounts for referred candidates. _____

Signature _____ Date _____

TERMS AND CONDITIONS:

1. Acceptance on a course does not mean a place has been reserved for you. Your place will only be guaranteed once you have paid a 50% deposit.
2. The balance of the full fees must be paid no later than four weeks before the start of the course.
3. It is highly recommended that trainees attend the whole course. Failure to do so may lead to the trainee not receiving their certificate and report.
4. All written assignments must be submitted on time in order to gain the certificate.
5. Courses are subject to enrolment.
6.
 - a. In the case of cancellations made earlier than four weeks before the start of the course, the full course fee will be refunded, less a R 1000 registration fee.
 - b. In the case of cancellations made later than four weeks before the start of the course but before the first day of the course, the fees will be refunded, but the deposit will not be refunded.
 - c. The trainee can withdraw from the course, however they must do so in writing and TEO will not refund fees (except for cases mentioned in point 8) or offer the trainee a place on a subsequent course without payment of further fees.
7. In the event of a course being cancelled by TEO all course fees will be refunded. Alternatively the trainee can use their fees for a later course.



- 8.
9. If the trainee's health changes during the course and they decide to withdraw from it, the trainee will be reimbursed the balance with the deduction of the cost of the attended classes, less the R 1000 registration fee. To claim the refund, the trainee must show the relevant medical documents.
10. In cases of gross misconduct (inappropriate behaviour towards students, teachers, trainers, or administrative staff, such as verbal abuse, threatening behaviour, sexual harassment, racial remarks) TEO reserves the right to remove the trainee from the course and the course fee and deposit will not be refunded.
11. TEO is not responsible for objects left unattended on their premises.
12. All refunds are made on the above mentioned conditions only.
13. Assistance will be given in placing successful trainees after the course.
14. We cannot guarantee that all trainees will be placed.
15. We cannot guarantee that trainees will be placed in their country of choice.

I confirm that I have read and understood the terms and conditions.

Signed (sign and write your full name) _____

Date _____



PRE-INTERVIEW TASK

Please complete these tasks carefully as they will prepare you very well for the course.

We strongly suggest that you purchase one or both of the following grammar books as well as a good dictionary.

Grammar for English Language Teachers by Martin Parrott
ISBN 978-0-521-71204-0

Practical English Usage by Michael Swan
ISBN 978-0-19-442098-3

Doing language research, using and referencing grammar and vocabulary materials is an integral part of the TEO TEFL course. In addition these books will be an invaluable resource during your teaching career. Both can be purchased on www.loot.co.za. Please remember to give enough time for delivery.

1. Teaching: Please answer the following questions in 3 to 4 sentences.

- a. What helped you personally to learn a new language and what could you take from this experience into teaching?

- b. How would you get shy students talking in class?

- c. How would you help students understand the meaning of new vocabulary items?

- d. What are the advantages and disadvantages of correcting students' mistakes?



2. Grading your Language: Look at the sentences below and try to rewrite them in a way that an Elementary level student could understand.

- a. If you wouldn't mind finishing reading, because it's time to start answering the questions, please.

- b. What I'd like you to do now is to take your seats and note down the new words I've written on the board.

3. Language Awareness and Error Correction: The sentences below were made by a learner of English. For each sentence identify the error, give the correct version and explain to the student who made the error why the sentence is incorrect.

- a. If I'll pass my exams, my father will be very proud of me.

- b. He gave me very useful advices.

- c. Do you think we should talk to him first? - I think yes.



d. They have been knowing each other for ten years.

4. **Vocabulary:** What's the difference in meaning between the following pairs of words? Briefly describe how you would teach them to a group of students.

	Meaning	How would you teach this difference to a class of students?
Example: lie lay	to lie – to have or put one's body in a flat horizontal position, usually while relaxing to lay – to put something or somebody in a certain position, for example on a table	To lie – I will sketch a person lying on a bed on the whiteboard. Alternatively I will show a picture of people on the beach and ask SS 'What's the man doing?' or 'What are the people doing?' - <i>Lying (on the beach). What's the infinitive? - Lie.</i> To lay – I will pick up a book and put it on the desk in the classroom. 'What did I do?' - SS might answer "You put the book on the desk". "OK, what's another way of saying "put"? - Lay. To reinforce the difference I'll point at the picture of a person and then demonstrate putting a book on the desk to check which verbs should be used.
burglary robbery		
imply infer		



sensible		
sensitive		

5. **Pronunciation:** Look at the sentences below and comment on at least 2 pronunciation problems that students might experience with each sentence (e.g. sounds, connected speech, stress patterns, intonation).

a. You must have been doing it for ages.

b. Last month my brother lost his job, but he found a new one almost immediately.

I confirm that I completed this form on my own.

Signed (sign and write your full name) _____

Date _____