



TEFL Toulouse blended course guide

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1. Overview

The course runs over 13 weeks in total, which allows you to work at a manageable pace from home during the first 12 weeks, before joining us in Toulouse for your final teaching practice week.

During the 12-week online phase, you will watch video input sessions, complete worksheets, participate in forum discussions, carry out assignments, attend tutorials, and teach your first three teaching practices using Zoom or by recording yourself in person. You will then come to Toulouse to complete your final three teaching practices face to face.

Most trainees find that the course requires around 12 to 25 hours per week, though this

varies slightly from week to week – and everyone is different of course.

Weeks 1 to 3 are intentionally more demanding, as you will be learning everything you need to know to understand the rest of the course, and to do a successful first teaching practice.

Please note that your access to the course platform ends 6 months after your course ends.

2. What you'll need to start the course

- A laptop or desktop computer with a working microphone and camera
- A reliable internet connection suitable for video calls and online teaching
- Regular access to a printer, as many worksheets throughout the course need to be printed and completed by hand
- A small group (or two) of English learners (friends or colleagues at similar levels) for your first three lessons
- If you want to teach any of your first 3 lessons at home, then you need a whiteboard (minimum size 50 x 80cm) and whiteboard pens. You can make your own whiteboard for the course but you should consider buying one anyway if you intend to teach at home later on. You'll need a recording device (phone or laptop camera) too.
- Basic IT knowledge and we recommend downloading "Apache Open Office" for reading and sending documents. It's free.
- A selection of books:

Student's (course) books

You'll need access to a student coursebook for each of the six levels: Elementary, Pre-Intermediate, Intermediate, Upper Intermediate, Advanced and Proficiency. These books will help you understand what learners typically study at each stage and will give you ideas for planning your own materials and lessons later on.

Many trainees prefer owning physical copies of books. However, you can also find sample pages from coursebooks online. Publishers often provide free previews on their websites, and similar short extracts also appear on platforms like Scribd and other document-sharing

sites. If you choose this option, make sure you are only viewing material that has been uploaded legally by the publisher, and note that these previews are for reference only, not for teaching.

Commonly used series in Europe include:

- Headway (Oxford University Press)
- English File (OUP)
- Speakout (BBC / Pearson)
- Life (National Geographic)

We recommend choosing a mixture, as this will help you to evaluate which books you prefer, and what makes a good book.. For example, you might choose *Headway Elementary*, *Speakout Pre-Intermediate*, *English File Intermediate*, *Life Upper Intermediate*, and *English File Advanced*.

Whatever you choose, please make sure you buy the “student’s book” or “coursebook” (not the teacher’s book, workbook, or practice tests).

You'll need access to online previews and/or physical copies in the first week of the course, and again in week 8.

There is no need to buy new copies of any books, secondhand is fine and will save you money. You might want to check that they haven't been written in too much if you want to actually use them beyond just referring to them.

Grammar reference book

You should have either *English Grammar in Use* (Intermediate, with answers) by Raymond Murphy, (Cambridge University Press) or *Practical English Usage* (Oxford University Press) by Michael Swan. The Murphy book is particularly popular as it contains exercises as well as explanations.

Optional books

Business English course books

If you'd like to teach Business English, consider choosing books such as *Market Leader*, *Business Result*, or *International Express*.

Young Learners course books

If you'd like to teach Young Learners, *Fun for Starters* (Cambridge University Press) is a good option, and there are also books for *Movers* and *Flyers* (these are the names of Cambridge exams for young learners). The Headway series listed above in "student's coursebooks" is often appropriate for teenagers.

Books for teaching exam groups, one to one lessons and pronunciation

Consider:

- Cambridge First Certificate exam or Cambridge Advanced exam past papers books
- TOEIC or Linguaskill past papers (Business English exams)
- *Ship or Sheep* by Ann Baker (with audio) for pronunciation
- *Teaching One to One* by Ingrid Wisniewska (Cambridge University Press)

Important notes on books

These books will to give you a feel for what is taught at different levels and give you ideas for lessons.

Avoid books published in other languages (for example, with "Anglais" in the title).

The Young Learners, Exam and Business English books can be bought later in the course if you prefer.

If you intend to use any of your books for teaching later on, then you would be wise to get hold of the "teachers book" too, as it contains all the answers to the activities! Make sure you get the right one, ie "100% new edition" may not be the same as "New edition".

Note that you will be creating your own original materials for your observed lessons, not using books or online published materials.

3. How the TEFL course is structured

The blended course follows the same sequence of input sessions and teaching practice requirements as our in-class course, but just more spread out.

This means that we have made sure the course progresses in complexity, with each week

building on the previous one, exactly as the in-class course does. This is also true for teaching practice expectations. For example, earlier teaching practice lessons are partly planned for you. Most online TEFL courses don't do this.

Theory part of the course

Each of the theory sessions, around 40 of them, is presented using a video of Jonathan Davies, the course director. As you watch the videos there are several things you are asked to do, usually:

1) Fill in the handout that the in-class trainees use, and print it out for future reference. This is particularly important for the grammar and phonology videos as you will need your printed out papers to refer to when doing the grammar tests in Toulouse (more about that below).

2) Do an assignment or "task". We read each of your assignments, and will occasionally make a comment for you to read. If we don't write anything then you can presume you are doing OK

Sometimes the assignments are in the form of "forum tasks". This means that you have to do something (eg teach something to the others on the course or to a friend) and comment about how it went.

3) Do multiple choice quizzes. These are graded electronically, so you have to get the answer right before you can move on.

Teaching practice part of the course

In weeks 4, 7 and 10 you will record a teaching practice lesson (either live or by Zoom) and send it to us. You can use our own Pro Zoom account so that you can record a 1 hour lesson and not be limited to the "free 40 minutes".

For every lesson you teach we will give you around 45 minutes of planning help, as well as detailed written feedback

The help is in the form of a combination of Zoom tutorials that you can book, and us commenting on your draft lesson plans.

You finally come to Toulouse for one week for:

- Your final 3 lessons of teaching practice, and observing your peers teach

- Grammar and phonology tests
- Job guidance session and debriefing

"Zoom" tutorials

You should book a tutorial once a week ,to ask us about anything, particularly lesson planning.

At the start of the course we will ask you when you think you can be available so that we can try to offer tutorial days and times that suit you.

Please be aware that tutorials must be booked over 3 days in advance using the calendar system. See "book a tutorial" on the learning platform

4. The online learning platform

We recommend that you have a good "click around" the platform to start with.

Scrolling down the left hand margin, you'll see a **Course Materials** area, where you'll find general resources, handouts, tasks and reference documents to use and refer to throughout the course, alongside the materials for each individual lesson. This is also where you find the forms you have to fill in when you do your teaching practices, along with all sorts of tips on how to plan lessons.

You can see the area where you can **book a tutorial** with a trainer and see a **lesson plan bank**, copies of past trainees' lesson plan documents. This will give you a good idea of how to write a lesson plan. Note that tutorials must be booked at least 3 days in advance.

Finally you'll see a **help** tab which summarises the course, materials and how the platform works.

You will be able to see all input (theory) sessions and clearly laid out week by week on the course platform, which is updated as you progress.

At the beginning of each week, you'll see an overview of the work required for that week (videos to watch, quizzes and assignments to complete, teaching practice to do) so that you can plan your time.

At the end of each week's lessons, you'll see a weekly **"wrap-up"**. This is important to read carefully, as the wrap-ups summarise the week ahead and remind you of any approaching

deadlines or other things to remember.

All weekly work must be completed and submitted by **Sunday at midnight**, unless your trainer advises otherwise. Please let us know right away if you are falling behind.

5. Theory element of the course

Video input sessions and tasks

Most input sessions start with a video. The trainer will often ask you to pause the video to think or write down your ideas. This active pause-and-think stage is an important part of your learning, so try not to skip ahead to the answers.

For most video sessions there are the usual course handouts (the ones that the in-class trainees use) to fill in and print out. Over time, these worksheets will form your TEFL “portfolio”, which employers also appreciate seeing so that they can see all the content of your TEFL course. In particular, you will **need the grammar and phonology handouts that accompany the videos in order to do the grammar tests** in week 13 in Toulouse with us. They are the only work you will be allowed to refer to in the tests. More about this later in this guide.

Most video sessions are followed by a short quiz, written task or assignment to check your understanding of the key concepts.

Some sessions also have additional handouts that are not referenced in the video itself; these are there to support your learning and you are welcome to use them, for example when teaching your students after the course.

All the tasks you do which relate to the videos form 50% of the total theory grade. The other 50% is made up of the following:

Unknown foreign language lesson and observation task (UFL/UFL0T)

As part of the theory component, you’ll watch a video of a lesson delivered in a language you probably don’t know. The aim is to experience what it feels like to be a beginner with limited understanding of the teacher - much like many of your own students will feel at lower levels.

Try to imagine you are in the classroom with the learners and put yourselves in their shoes if you can.

You'll then complete an observation task analysing the techniques used by the teacher and reflecting on what this tells you about good practice when teaching beginners.

Video observation task

We send you a short video of a teacher teaching grammar to watch, and you answer questions about this. This is to check you have understood the basic principles regarding how to teach and have your students practice grammar in class.

One-to-one assignment

In Week 6, you'll be introduced to the One-to-One project, which will begin to run in parallel with the rest of your course. You do it in your own time - there are no weekly deadlines for making progress with this.

The one-to-one assignment involves choosing a student - any learner of English - and setting up two meetings. Most people use one of the students they have been teaching already.

The meeting and / or lesson can be done in person or via Zoom. Please consider teaching via Zoom if you need the experience of teaching online - many employers will want to see that you have experience of teaching a "zoom lesson".

Here is an overview - all this will be clarified in week 6:

Meeting 1: you diagnose their language needs, strengths, and areas of interest.

Then, in the weeks that follow, you'll prepare a lesson.

Meeting 2: you teach a one-to-one lesson to that student based on the diagnosis. Neither the interview nor the lesson you teach need to be recorded or presented to us.

Afterwards, you'll write up the whole experience as a project, reflecting on your planning, the lesson itself, and what you learned from teaching it. Full guidance will be provided during the course, and the final written assignment is **due within 2 weeks after the online part of the course ends. This usually translates as 9 days after your teaching practice week.** The written project represents 40% of your theory grade for the course, so it's worth doing well. You will see a model project to give you an idea of what constitutes a good piece of work.

6. Teaching practice element of the course

You will teach six observed, one hour **group** lessons in total - three during the 12 week online phase of the course, and then your final three in Toulouse in Week 13.

Lessons 1, 2 and 3:

Lesson 1

Taught either live on Zoom or in person at your home or somewhere similar. You'll be given an activity to teach and shown how to structure this lesson.

Lesson 2

This time you'll be teaching using a text and / or a clear lesson objective provided by your trainer.

Lesson 3

This time you create the whole lesson yourself, basing it on what you have learned so far on the course and in the first two lessons, and what your students would like / need to be able to do in English.

How to teach these first three lessons::

Option 1: Teach live on Zoom

You teach your students and record the lesson using Zoom. You will have access to our Zoom Pro account so you can teach your full one-hour lesson without time restrictions.

Option 2: Teach in person and record the lesson

You may prefer to teach in person at home. If you choose this option, you can use your phone camera or webcam to record your lesson, using a built-in recording app on your device. Full details of how to record and send us your lesson will be provided closer to the time of your first teaching practice.

You'll need a whiteboard or another suitable writing surface so that your trainer can see everything clearly when you film the class. This should be a bare minimum of **50 × 80 cm**, so that the observer watching your video can see clearly what you're writing. You can also try the "window trick" - tape white sheets of paper to the outside of a window and write on the window using a whiteboard pen - not a permanent marker!

Who you teach for your first three lessons

You'll need to create one or two groups of at least two learners in each group. For example, you might have a couple of friends at Intermediate level who could be one of your groups, and another group of three beginners who could be the other.

If you only have one group of friends to teach, that is fine, but it's more valuable for you to gain experience teaching different levels. In any case, please ensure that you have roughly the same level students in any group. Small differences are okay (e.g. A2 with B1) but a big difference in level makes lesson planning and execution very difficult, so please avoid this.

If you have difficulty finding students / friends, TEFL Toulouse may be able to help find you some students who you can teach as a "Zoom group".

If you are teaching via Zoom, why not swap students with another person on your TEFL course?

When you do lesson 1, lesson 2 and lesson 3

Lessons 1-3 are scheduled to take place in weeks 4, 7 and 10. The main thing is that we receive the lesson recordings as follows:

- Lesson 1 by the end of **Week 4 or early week 5**
- Lesson 2 by the end of **Week 7 or early week 8**
- Lesson 3 by the end of **Week 10 or early week 11**

These deadlines ensure there is enough time for feedback (the trainers have set aside certain weeks to watch your videos) and for you to apply what you've learned to your next lesson.

Then the last 3 lessons - 4, 5 and 6 (in class in Toulouse)

Your final three observed lessons take place during your teaching practice week in Toulouse (Week 13). This is a busy but very rewarding week, where everything you've been learning over the previous 12 weeks comes together in real classroom teaching.

You'll need to spend some hours in the evenings too, preparing your lessons.

You will normally teach groups of three to six students. If student numbers happen to be

low, other trainees who are also doing their practice that week may step in and role-play as students so that you have a realistic class to teach. Feel free to invite one or two of your own friends to come along, as long as they are the same level of English as the group you are scheduled to teach. The two levels we usually offer are Intermediate and Upper intermediate.

The students you will be teaching are the same ones as the in-class students teach.

New students come all the time, but they are generally aged from 45 to 70, mainly French, and are very nice people, interested in travelling and mainly practising speaking English. They are very understanding that you are in training.

Throughout the week you'll receive daily lesson planning help. It's important to arrive at each help session with your ideas already drafted so that you can make the most of the support.

You'll need to already have at least two of these lessons "semi planned" before arriving in Toulouse, so that there isn't too much to do in the evenings during your week in Toulouse.

We will send you the "record of work" so that you can see what our in-class students have been doing recently, so that you don't plan to teach them exactly the same thing.

Teaching practice 6 should be largely based on a coursebook / student's book - either one of your own or one that we have at the training centre. This lesson can be largely planned once you arrive in Toulouse, and mainly involves selecting and rejecting activities from some pages from a coursebook.

See below for an example timetable for the lessons.

Teaching practice requirements in Toulouse

Before each lesson, please provide the trainer observing you with a copy of your lesson plan and materials. Make sure you start your lesson on time, even if some students arrive late. You can always use your peer "observers" as fake students to top up numbers.

After teaching, complete your self-evaluation as soon as possible while the lesson is still fresh in your mind. At the end of each teaching practice day, we have a live feedback session with both teachers.

If you are teaching the first slot at 3.30 pm, you will stay and watch the second teacher

who takes over at 4.40pm, and vice versa.

If you are observing your peers, please be a “professional observer”. Avoid using your phone, planning your own lesson, or chatting. Your feedback should be supportive, clear and specific, referring to what you actually observed during the lesson.

Materials, technology and “records of work”

Make sure any technology you plan to use (e.g. mini speaker, laptop, projector...) is set up and tested well in advance of the lesson start time.

Before your teaching practice in Toulouse, you'll also need to refer to and fill in the online “records of work” of what Toulouse students have studied (we'll make this available to you before you come to Toulouse). The records of work ensure that the students don't get the same lessons twice and you need to refer to them to decide what (not) to teach. Filling in the records of work regularly forms a part of your professionalism grade.

Of course you will also need to liaise closely with each other so that you don't plan to teach the same lessons to the same group.

7. Other things that happen during your week in Toulouse

In addition to teaching your final three lessons, your week in Toulouse includes several other important parts of the course. This week is designed to bring everything together: your lesson planning, your theoretical understanding, your practical teaching, and the work you have completed throughout the online phase.

It is a full and rewarding week, and you should plan to be in Toulouse from **Sunday to Saturday**. Arriving late or leaving early will affect your ability to complete all of the required assessments.

Postponing

Please note that staff are confirmed several weeks before you come to Toulouse. So if we have to reschedule your week in Toulouse, this will cost 200euros and is subject to availability of premises and staff.

Individual teaching practices or redo lessons cost 80euros, and again is subject to availability of premises and staff.

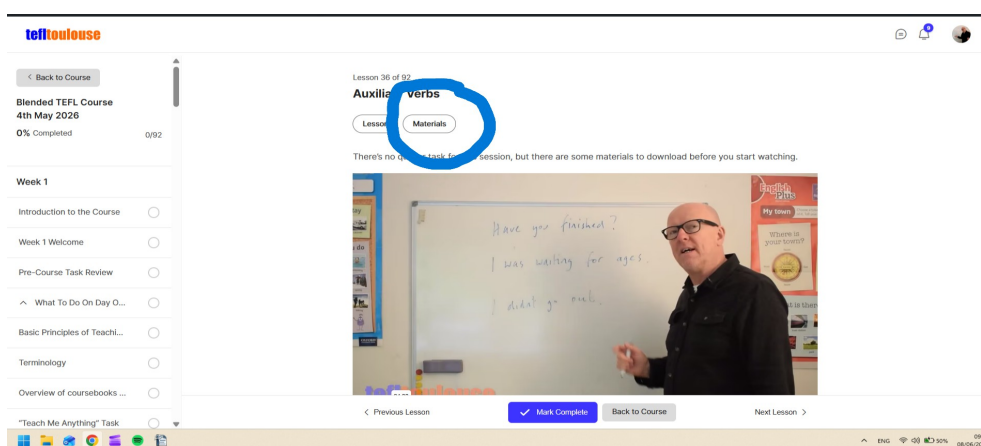
Grammar tests

During the Toulouse week, you will sit two written grammar and phonology tests, perhaps on the Monday and Wednesday mornings. The first of these tests covers grammar and phonology input from the first half of the course; the second covers input from the second half. Most people take around 2 hours to complete each test.

Grammar tests in Toulouse – bringing filled in paper handouts:

As mentioned above. for the grammar tests you will need filled in paper copies of the handouts for the following grammar and phonology sessions:

Auxiliary verbs, parts of speech, present tenses, past tenses, referring to the future, conditionals, modal verbs, passives and reported speech, as well as the handouts for the three phonology sessions.



These are downloaded and printed out by pressing "materials" (see photo above)

Note that you will not be allowed to look at laptops, phones or books during the grammar tests in Toulouse. So it is crucial that you have your filled-in paper copies of the above handouts.

80% is required to pass each grammar test. A “re-do” test will be needed if you don’t pass one, this can often be done on the Friday and will cost 50 euros – subject to availability of staff.

Job guidance

We will send you job guidance handouts this week. Please make a note of any questions

you have, so that we answer them with a Zoom call or by email. Note that you have lifelong job guidance with us

Example Toulouse week schedule:

Week 13	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	Friday
<i>June 15- 19</i>	<i>Upper intermediate teaching practice</i>	<i>Intermediate</i>	<i>Upper intermediate</i>	<i>Intermediate</i>	Back up day
10am-1pm	10am Coffee and tour 10.30am Grammar test 1		10.30am Grammar test 2	back up morning	
2pm-3.30pm	Lesson planning help	Lesson planning help	Lesson planning help	Lesson planning help	
3.30pm-4.30pm	Alice room 1 Ben room 2	Helen room 1 Ben room 2	Ben room 1	Alice room 1 .	
4.40pm-5.40pm	Helen Room 1	Alice room 1	Helen room 2	Group games	
Feedback	All teachers and observers	All teachers and observers	All teachers and observers	All teachers and observers	

8. Assessment and final grading

Your final result on the course is based on three main components:

- your theory work,
- your teaching practice lessons
- your overall professionalism throughout the thirteen weeks

Successful trainees receive a certificate from the moderating body IATQUO, and another certificate from TEFL Toulouse, which shows your grades.

Theory grade

Your theory grade will be based 50% on your tasks and assignments which accompany the video, and then 50% on the following

- the UFLOT assignment (5%)
- your One-to-One project (20%)
- a video observation task (5%)
- the two grammar and phonology tests in Toulouse (10% and 10%)

Teaching practice grade

Your teaching practice grade will be the average of your six observed lessons. See the “grading grid” (available in the course materials) to find out what we are looking for.

To pass the course, you must pass **all six** teaching practices. If you receive a “Below Pass” grade, you will need to set up another teaching practice with us, which costs 80 euros.

Professionalism grade

There is a professionalism grade on your TEFL Certificate. This grade reflects:

- showing a positive, proactive and supportive approach towards your peers, the trainers, the course content and pace, and any problems that may arise.
- completing the “assignments and tasks” linked to the video input sessions and submitting them on time
- teaching your lessons in the designated weeks, and submitting lesson plans and lesson videos on time
- completing your handouts and worksheets
- forum tasks and contributions (see below)
- filling in peer and self-evaluation forms
- general attitude during the Toulouse week
- behaving responsibly and respectfully in tutorials, lessons and observations

- contacting blendedtrainees@gmail.com in the case of any problems or delays

Professionalism in forum participation

Several assignments throughout the course require you to take part in a forum discussion and this forms part of your professionalism grade.

When you contribute, try to make your comments as personal and reflective as possible rather than just quoting theory. In most forum tasks you will be asked to make **at least two comments** - usually one initial response and at least one reply to another trainee. Forum participation is expected and contributes to your overall grade.

It's a good idea to subscribe to each forum thread so you receive alerts when someone replies or when your trainer posts additional guidance.

9. After the course

As a graduate of the TEFL Toulouse course, you'll have lifetime access to our job guidance service, so please stay in touch with us. We can also provide references for you if employers contact us directly to ask for one.

Job opportunities come in regularly, and we will share them with you if you let us know regularly that you are looking for work.

10. Course policies and requirements

Below is a summary of some important course policies and requirements. These form part of the conditions under which you are enrolled - you can see the [full terms and conditions here](#).

- To successfully complete the course, you must pass all six of your observed lessons and achieve at least 80% in your two grammar and phonology tests. There are grammar test "re-dos" if you gain a below pass grade for your first attempts, so you need to be available to sit these in Toulouse if necessary. You must also complete all required assignments, worksheets and observation tasks, and submit them by the deadlines given.
- All teaching practice materials must be your own original work. This means you should not use photocopies from published books, downloaded worksheets from

the internet, or materials created by AI tools. You are welcome to use published books for inspiration, but the materials you give to students must be written and designed by you.

- Assignments should be submitted in Word, ODT or PDF format. Please avoid sending files created in Pages, as these cannot be opened at the training centre.
- If you need to cancel one Teaching Practice lesson, you'll need to pay **€80** to book another. If you cancel an entire Teaching Practice week, the fee is **€200** to rebook the whole week, and you may have to wait several months until a free week is available.
- Access to the online course platform and materials continues for **six months after the end of Week 12**, so you can review the content and revisit sessions once your assessed work is completed. After this date you will no longer have any access to any of your work or videos.

Contact

For any course-related or personal matters, please use blendedtrainees@gmail.com.

Please avoid contacting the main TEFL Toulouse phone number, as the blended course is managed separately. For any admin enquiries, eg funding and payment, please contact booking.tefl@gmail.com