



Diploma in Teaching Methods and Techniques



1- *Teachers Training Course*

The proposed course intends to develop teaching skills and practical experience. The theoretical sessions deal with lesson planning, classroom management, motivating students and presentation skills.

2- *About the program*

Comboni College of Science and Technology has a good reputation in Khartoum for the quality of its courses of English, Italian and Spanish languages. This program intends to raise the quality of its teaching staff and benefit other teachers from schools and language centers or lecturers who wish to enrich their teaching skills.

Participants of this course should have a prior knowledge of English and be able to communicate comfortably with other English speakers. If they can't spell or identify parts of a speech, they would not be qualified to teach. Therefore candidates for this course should be screened to ensure that they qualify.

3- *Program Objectives:*

By the end of this course candidates will be able to:

- Know simple and specific ways in which teachers can help students in large classes to practice and develop their language skills.
- Provide training and skills needed to begin a career as a teacher of a foreign language in countries and institutes around the world.
- Acquire effective teaching skills for teaching adult learners.
- Apply their learning in a real teaching context.
- Reflect, analyze and evaluate their own teaching practices, allowing for growth in their respective areas of practice.
- Create materials for lesson planning and develop effective presentations.
- Improve their own language skills in the process of learning to teach others.
- Practice correct forms of error treatment.

4- *Target Groups:*

- a) Graduates of the Bachelor's Degree (BA) in English Language and Literature who would like to teach.
- b) Teachers of English by experience who don't possess a certificate.

5- *Conditions of Admission:*

- a) Possessing a work experience as language teacher for more than two years.

Or

- b) Holders of the BA in English and Literature.
Both of which must pass the selection test of English language.

6- *Program Structure:*

- A) Weekly workshops: on Saturdays from 1.30 to 3.00 pm
- B) Weekly meeting with coordinator: from 12.30 to 1.30 pm
- C) 100 hours of practical sessions.

Contents

1- Intensive English Course:

Although Headway presents vocabulary through the development of the four skills, there is still a need for a quick method for the enrichment and consolidation of these important areas. The series that will be used is Vocabulary in Use. These two series have the advantage of organizing the material in a user-friendly manner which is easily accessible to both teachers and students. They provide the materials by topics and areas and they give a lot of practice which is contextualized and immediately follows the presentation of materials.

This course is an important course because it provides the participants with the basic knowledge and skills of English language.

Aims:

By the end of the course, the participant will be able to:

- improve their general level of English.
- fill any gap that might have resulted from their previous English language education in areas such as: pronunciation, vocabulary, grammar, listening, speaking, reading, writing.

Textbooks:

- Headway series
- Cutting Edge series
- Clockwise series
- Materials from media
- Vocabulary in Use
- Grammar in Use
- Pronunciation in Use

2- Language and Literature:

Literature is a major component in the program. It is informed by all of the linguistics components of the course: semantics, pragmatic, stylistic, etc. learners will be exposed to different genres of literary works and from different areas and backgrounds worldwide. This course takes the participants deeper into the study of literature. The work begun in those courses will be more detailed and concentrated.

Aims: The course aims to:

- draw the attention of the participant to the importance of literature as a crucial components of language study,
- raise the participant awareness of the significance of literature as a means of reflecting the different aspects of life,
- lay the foundations for the aesthetic appreciation of literary works
- provide the participants with a clear view of the different aspects of literature and how relate to one another.

Contents:

- Literature and language.
- Importance of literature as a discipline.
- Historical development of literature.
- Literature as a means of understanding human nature.
- Literature as an aesthetic art.
- Literature and ideology.
- Literature and culture.
- Literature as a reflection of life.

3- Language and Linguistics:

This is a course that introduces the participants to the basic notions of linguistics. They will be about the following core topics of linguistics:

- **Morphology:** how words are formed from smaller units of meaning.
- **Syntax:** how words come together to form sentences.
- **Semantics:** how we extract meaning from sentences.
- **Pragmatics:** how we acquire meaning from context and sentences.
- **Phonetics:** what sounds make up human language.
- **Phonology:** how our brain categorizes the sounds (or sings) we hear (or see).

Aims: By the end of the course, the participant will be able to:

- Identify the basic concepts related to language and linguistics
- Realize the relationship between the different field of linguistics
- Learn the basic terminology in the field
- Link the concepts of linguistics with their real life.

References:

Mihalick, W. (2011). Language Files. An Introduction to Language and Linguistics. Eleventh Edition. Ohio State University Press.

4- TEFL:

This course introduces the learners to theory and practice of how to teach English as a foreign language. It deals with lesson planning and classrooms procedures.

This is an introductory course about teaching English as a foreign language. it includes aspects of teaching the four macro skills. it will also give a brief account of the most important teaching methods.

Aims:

- Apply the methods and techniques of foreign language teaching effectively.
- Teach the different components of English as a foreign language effectively.

Content:

- Teaching the macro skills
- Teaching the macro skills
- Teaching pronunciation
- Assessment
- Aspects of psycholinguistics
- Using visuals
- Lesson planning
- Error teaching
- Peer teaching
- Micro teaching

References:

- Richards, J. and Willy A. (2003). Methodology in Language Teaching: An Anthology of Current Practices, 3rd Printing. CPU.
- Scott Thornbury and Peter Watkins (CELTA CourseBook+Teachers book)
- Cang Thaine (2010) Teachers Training Essentials
- Sarosdy, J. et al (2006). Applied Linguistics 1 for BA Students. Bolesesz Konozorcium
- Stern, H.H. (1983). Fundamental Concepts of Language Teaching Oxford: Oxford University Press.
- Zainuddin, H. et.al (2011). Fundamentals of Teaching English to Speakers of Other Languages, 3rd Edition. Kendall Hunt Publishing Company.

5- Research Methodology (Projects):

Strictly speaking, this course does not belong directly to linguistics and literature. However, the students need it to do their course project. They need to do a study in linguistics or literature. So, they need to know how to carry out such studies. This course will deal with both aspects research methodology; the theoretical and the practical.

This course introduces the participants to standard scientific research. It mainly deals with the theoretical and practical aspects of research methodology.

Aims:

This course aims at:

- Training the participants on how to write a good proposal for a study.
- Formation of the statement of the study,
- Formation of the research questions,
- Formation of the hypotheses.
- The research design.
- Introducing the participant to the theory and practice of scientific research.
- The identification of the different stages of the research process and how they relate to each other.
- Establishing the concept of originality in scientific research.

Contents:

- Definition of research methodology.
- Characteristics of the research process.
- Differences between research methods (techniques) and research *methodology*.
- Types of research methodologies (designs).
- Function of research methods.
- The research process in brief.
- Using references and documentation of sources.

6- Teaching Practice:

This course introduces the learners to theory and practice of how to teach English as a foreign language. It deals with teaching and evaluation.

This is the application part of (TEFL) teaching English as a foreign language. It includes aspects of teaching the four macro skills. It will also give a brief account of dealing with students in different classes.

Aims:

- Apply the methods and techniques of foreign language teaching effectively.
- Teach the different components of English as a foreign language effectively.

Contents:

- Teaching the macro skills.
- Teaching pronunciation.
- Assessment.
- Aspects of psycholinguistics.
- Using visuals.
- Lesson planning.
- Error teaching.
- Peer teaching.
- Micro teaching.

References:

- Richards, J. and Willy A. (2003). *Methodology in Language Teaching: An Anthology of Current Practices*, 3rd Printing. CPU.
- Scott Thornbury and Peter Watkins (CELTA Course Book + Teachers book)
- Cang Thaine (2010) *Teachers Training Essentials*
- Sarosdy, J. et al (2006). *Applied Linguistics 1 for BA Students*. Bolesesz Konozorcium

- Stern, H.H. (1983). *Fundamental Concepts of Language Teaching* Oxford: Oxford University Press.
- Zainuddin, H. et.al (2011). *Fundamentals of Teaching English to Speakers of Other Languages*, 3rd Edition. Kendall Hunt Publishing Company.

7- Teaching staff

- Mr. Mohamed Abdalla
- Dr. Kirya Ahmed
- Dr. Tag Elsir Bashoum
- Mr. Yousef Salih
- Mr. Stephen Lixon

8- Syllabus of the weekly workshops

A) Weekly workshops: Teaching Skills

Week	Sessions	Study focus
1	Motivation of learning English as an adult	To help learners how to set goals that strengthen their motivation and encourage them to have initiative in order to be motivated
2	Presentation skills	To learn how to present a talk, speech or topics through presentation skills and to know some principles of effective presentation.
3	Classroom management	How to manage classroom successfully
4	Teaching the four language skills (Reading, Speaking, Writing and Listening)	To get the learners know how to teach effectively through these four given skills.
5	Classroom techniques and manners of teaching	Different activities that help in classroom such as role play, simulation and games.
6	How to teach multilingual classroom	Understanding in multilingual classroom.
7	Lesson planning	Writing an effective lesson plan that can improve the standard of class.
8	Classroom materials and visual aids	Example for materials and tools that help in the classroom.
9	Strategies for teaching vocabulary	Tips and classroom work sheets.
10	Second language acquisition	Acquiring the main aspects of language.
11	Technology in ELT classroom	To enable and encourage both teachers and students to surf the Net and build their confidence in using technology in their classroom.
12	Keys strategies for teaching quotation marks	To get them know how to use punctuation marks correctly.
13	Multilingualism and the role of first language	Using more than one language in communication
14	Error treatment	Dealing with different error in classroom.
15	Testing and assessment	To know characteristics of a good test, types of test and how to formulate different questions.

16	Tips for teaching Grammar effectively	Facilitation of Grammar rules to the students so that they form sentences correctly.
17	Communicative competence	To encourage purposeful and meaningful interaction between students.
18	Teaching pronunciation (manner of articulation)	To know how to pronounce accurately through getting the right use of phonetic symbols (vowel and consonant)
19	How to improve spelling	Get them know how to improve the way of spelling especially with beginner class.
20	The importance of practice in classroom	Help learners get use to different manners of practice in classroom and how to improve them.
21	The role of parts of speech in language teaching	To explain the importance of parts of speech in language teaching and how to teach them effectively.
22	Strategies for teaching literature	To know elements of literature and how to focus on the theme, characters, plot and setting.
23	Teaching multi-level classroom	Get them know the significant aspects of multi-level classroom.
24	Methodology	An overview of current practices in theory and methodology.