

# Flying Teachers CELTA (Certificate in Teaching English to Speakers of Other Languages)

## General information and application process

<b>WHEN?</b>	The dates are on page 3 of this document.
<b>WHERE?</b>	<b>Face-to-face: Löwenstrasse 20, Zürich</b>
<b>WHAT TIME?</b>	From 09:00 to approximately 17:00 (face-to-face), from 08:00 to approximately 15:00 (online). The <b>mixed-mode course</b> combines both face-to-face and online. During the first two weeks, all training is face-to-face; the following three weeks are fully online.
<b>FOR WHOM?</b>	For people with little or no previous teaching experience who wish to acquire an internationally recognized certificate in English teaching. The course is also for people who have been teaching English without a qualification. <b>It is essential to have basic digital skills (Microsoft Word and PowerPoint, for example).</b>
<b>WITH WHOM?</b>	Anne Skulicz and Daniel Nadig (Accredited University of Cambridge English CELTA trainers).
<b>PROGRAM:</b>	Training course on modern English teaching methodology, including how to teach vocabulary, reading, listening, grammar, phonology, speaking and writing in a student-centred and communicative way. The course includes six hours of <b>assessed</b> teaching practice with real pre-and upper-intermediate adult students. During the course, trainees have to complete four written assignments. <b>The final grade is based on both the teaching practice grades and on the four assignments.</b>
<b>CERTIFICATE:</b>	Upon successful completion of the course, you will receive a Cambridge English CELTA certificate, issued by Cambridge English. The qualification is valid for life.
<b>FEES:</b>	<b>CHF 3,250.00 (mixed-mode)</b> <b>CHF 3,500.00 (face-to-face)</b>
<b>WHY FT?</b>	Flying Teachers has been organizing CELTA courses since 2002 and the school hires and has hired lots of English teachers through CELTA. <b>Please refer to the part of this document that describes the Flying Teachers Supervised Teaching Practice Programme.</b>

More than 1000 people have completed their CELTA course with us.



The Teacher Training courses offered by Flying Teachers combine tutor experience, support and a structured approach which new teachers need in order to achieve the Cambridge English Teaching Awards. We have an excellent CELTA success rate, **but we expect you to follow the guidelines set forth by Cambridge English, which are highlighted throughout the course.** Our experience has shown us that successful trainees are organised, open to feedback and are able to plan and teach lessons following the guidelines received.

The Flying Teachers CELTA course will prepare you for the job market in Switzerland from the first day of the course on.

**The application process and pre-course work:**

1: Please complete the enclosed application form by hand and send a scanned copy to **teachertraining@flyingteachers.com**. It is always a good idea to keep a copy of the document.

2: If the application and writing tasks are considered suitable, you will be invited to an information session/group interview with your future course tutor and other potential trainees. The information session aims to provide you with some essential information about CELTA and it also includes a one-to-one interview. In addition, it will give you the chance to see the school premises if the course is face-to-face. We generally organise these sessions when we have **at least four applications** for a course.

3: If you and the course tutors consider that CELTA is the right course for you, **you will be asked to sign a course contract and you will receive an invoice that must be paid four weeks before the course start date.** It is only after these two procedures (contract and payment) that your participation in the course is confirmed. To prevent last minute changes, this is generally done one month before the course start date.

4: After this stage, cancellations and refunds will not be possible. Please read the course conditions you will find at the end of this document.

5: The pre-course preparation stage involves:

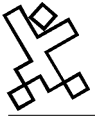
- Completion of pre-course work after you get access to the Flying Teachers CELTA electronic library. This is done about three weeks before the course start date.
- The pre-course mandatory reading is the book **Learning Teaching by Jim Scrivener**, 3rd Edition. MacMillan Books for Teachers. The cost of the book is **not** included in the course fee.

**6: The course is offered on a “first come, first served basis”, but we recommend that you should send your completed application at least two months before the course start date.**

7. Before you register for the course, please remember:

Former trainees highlight that they spend on average six hours for planning each lessons that they teach to real learners. This amount of time needs to be taken into consideration by future trainees.

8. Last but not least: We have guided hundreds of trainees, from a variety of origins, ages and professional backgrounds in all these years. We run courses with a small number of trainees to give you the best possible support. So come to Flying Teachers and make sure you will pass your CELTA course.



## Flying Teachers Cambridge CELTA course application form

Please send your completed application (the document must be handwritten) as an electronic / PDF copy to [teachertraining@flyingteachers.com](mailto:teachertraining@flyingteachers.com).

Course dates (please select the course you would like to apply for):

### Cambridge English CELTA 2023

- 09 January to 10 February 2023 (mixed-mode)  
(09 January to 20 January face-to-face, 2 weeks, Mon to Fri, and 23 January to 10 February online, 3 weeks, Mon to Fri)
- 27 April to 7 July 2023 (part-time face-to-face)  
(every Thursday and Friday all day, no course on 18 and 19 May – public holiday)
- 14 August to 8 September 2023 (4 weeks full-time face-to-face)
- 6 November to 7 December 2023 (5 weeks full-time face-to-face, 4 days/week: Mon to Thurs)

#### Part one: PERSONAL INFORMATION (PLEASE WRITE CLEARLY IN BLOCK CAPITALS)

SURNAME Mr/Mrs/Ms	
FIRST NAME(S)	
DATE OF BIRTH	
PLACE OF BIRTH	
FIRST LANGUAGE	
MAILING ADDRESS Street PLZ / Town	
TELEPHONE	
EMAIL	
PRESENT OCCUPATION	

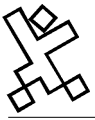


**Part two: EDUCATION AND QUALIFICATIONS**

University Degree(s) (please state where you studied and give dates)	
Other relevant qualifications (Teaching qualifications, for example)	

If you have a Cambridge Certificate level C1 or C2, please attach it to the application documents. Non-native speakers might have to submit a copy of a C1 Advanced certificate grades A or B.

If you require additional support for a condition such as dyslexia, you should include this information with your application. Our course trainers can then make every effort to accommodate your needs.



**Part three: LANGUAGE AWARENESS TASKS**

Complete these tasks carefully. Your written language is one of the factors we consider when assessing your application.

These tasks are designed to help us assess your language awareness, as well as your ability to do language research before teaching. Please feel free to use a grammar book like Essential Grammar in Use (Raymond Murphy, CUP) to help you answer the tasks below. By using the book, you will start practising using resources for language research, which is an essential part of your future job as a teacher.

**TASK 1 (Focus on Grammar)**

Look at the verbs underlined in the following incorrect sentences. In each:

- a. Correct the mistake, using the same verb given
- b. Name the verb form
- c. Say what the meaning of the correct verb form is.

<i>example: I <u>read</u> a book at the moment</i>	
a)	Correction: <i>I'm reading a book at the moment</i>
b)	Tense: <i>Present continuous</i>
c)	Use: <i>Used here to describe an action happening now</i>
<b>1.</b>	<b>A: Where are you from? B: <u>I'm coming</u> from Egypt.</b>
a)	
b)	
c)	
<b>2.</b>	<b>How are things? <u>I didn't see</u> you for ages.</b>
a)	
b)	
c)	
<b>3.</b>	<b><u>She's been</u> to the bank yesterday.</b>
a)	
b)	
c)	

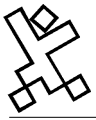


4	<u>I waited</u> for the bus when the accident happened.
a)	
b)	
c)	

**TASK 2 (Grammar)**

Look at the following pieces of language. Attempt to describe the meaning of the word or words underlined as if you are talking to a learner of English, without repeating those underlined words. The first two have been done for you.

He <u>used to</u> go to the park every Saturday.	In the past, years ago, he went to the park on Saturday, regularly. Not just one time, but many times. He probably doesn't go anymore.
I <u>had</u> my television repaired.	
You <u>don't have to</u> wear a crash helmet.	
He <u>should</u> have finished this by now.	



**TASK 3 (Focus on vocabulary and phonology)**

**Describe here how you would convey the meaning of the following words to a group of intermediate learners (do not give a dictionary definition or translations).**

**Use a dictionary to identify the word stress:\***

<b><u>Lexical item</u></b>	<b><u>How the meaning will be shown</u></b>	<b><u>Word stress</u></b>
shoplift	Teacher uses a picture from google, for example, to elicit word from students: The man took something from the shop without paying. What is the verb we use for this? Class: To shoplift. T asks: Is this a crime? Class: Yes, it is. T asks: Is this about big or small things? Class: Small things.	Stress on the first syllable as in /'ʃɒp.lɪft/
boiling		
reliable		
satisfying		
satisfactory		

**\*You can use the back of the page for answers.**



**TASK 4 (Functions)**

**Pieces of language can be categorised grammatically, but also according to the job they do, i.e. functionally. What are the functions of the language items of the left? The first has been done for you.**

Would you like a whisky?	An offer
I wish I hadn't missed that train!	
You really ought to see a doctor.	
Do you mind if I open the window?	

**Part four: WRITING TASK**

**This task must be handwritten and please include the word count.**

**Please write a formal letter to the assessor of the course detailing:**

- The reasons why you would make an effective English Language Teacher (about 150 words). Include what you know about the teaching of English as a foreign language.
- The reasons for and feelings about taking the course, including:
  - What you know about the CELTA programme (course content and assessment)
  - What you know about Teaching Practice
  - How you will deal with the intensive programme
  - How you cope with feedback and action plans
  - Include some information about your own level of language awareness and what you will do to improve this (about 250 words)





### **CELTA Course Conditions**

- The course is offered on a first come, first served basis. We advise candidates to apply for the course at least two months before the course start date.
- All applications will be reviewed and you will be asked to attend an interview if your application meets the criteria. After the interview/information session, you will be asked to pay for the course.
- **CANCELLATION:** You may cancel your application up to four weeks prior to the course start date without loss on your part. Cancellations made within 2 weeks of the course start date will result in payment of 100% of costs.
- In the event that you do not complete the course or pass the course, we are in no position to refund your payment.
- Doing your CELTA course with us does not guarantee future employment with Flying Teachers.

### **CELTA cancellation policy or Withdrawal during course**

The full amount is due one month prior to the course and cancellations will not be accepted without penalty after this time.

### **ILLNESS**

1. If you become ill within one month of the course start date or during the course and cancel, you must provide the Flying Teachers with a doctor's certificate (from a 'neutrale Vertrauensperson'). Flying Teachers will charge an administration fee for your cancellation as follows:
  - CHF 1'000 within 4 weeks of course start
  - CHF 2'000 within 2 weeks of course start
  - CHF 3'500 (face-to-face), CHF 3'250 (mixed-mode) within 1 week of course start/during course
2. In the event you would like to join a future course with Flying Teachers, you must re-apply for the course and re-interview, as well as provide a doctor's note stating your condition has improved. This doctor's note must be from a neutral doctor ('neutrale Vertrauensperson'). We will provide you with a list of doctors in this situation. Flying Teachers reserves the right to deny you on a future course, and you will not be given priority on a future course.
3. In the event that you join a second course and fall ill again, we reserve the right to deny you the opportunity to reapply without refund.

### **OTHERS**

1. If you must cancel your participation within one month prior to the course start date, Flying Teachers will charge you a penalty as follows:
  - CHF 1'000 within 4 weeks of course start
  - CHF 2'000 within 2 weeks of course start
  - CHF 3'500 (face-to-face), CHF 3'250 (mixed-mode) within 1 week of course start/during course
2. **Cancellation during the course will result in no refund.** No refunds will be given if you do not complete or pass the course.
3. I understand that I will not pass the course if I do not attend it on a daily basis and meet all the requirements as set forth by Cambridge ESOL.
4. I have read and I accept the Flying Teachers **CELTA Course Conditions** and **CELTA Cancellation Policy or Withdrawal during course** as stated above.

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Signature

Date

Place



## **Supervised Teaching Practice (STP) at Flying Teachers Zurich and Bern**

- The programme is only available for teachers who have done CELTA with Flying Teachers.
- In order for us to offer Supervised Teaching Practice, we need to have students for the programme and we might not be able to offer the courses on a monthly basis.
- **We always contact the CELTA tutors for feedback on the candidate's suitability for the Supervised Teaching Practice.**
- We have been offering the Supervised Teaching Practice for newly CELTA graduates since 2003. The aim of the programme is to provide the Flying Teachers CELTA graduates with an opportunity to acquire a minimum of 45 teaching hours in a supported environment. The trainees teach groups of adult learners using a coursebook and following detailed course programmes prepared by the Flying Teachers Teacher Training Department.
- The lessons are generally in the morning or in the evening, for about two hours, from Monday to Friday. The course generally last one month.
- The teachers receive a detailed certificate of participation in the programme (Arbeitszeugnis) describing what they have done during the month. Participating in STP does not mean that the candidate will be hired by Flying Teachers.
- Our Quality Management Department and class observations will enable us to assess the success of the programme and the suitability of the new teacher to become a Flying Teacher. This means that the teacher will have access to the internal emails advertising teaching jobs on a daily basis. Our statistics show that we offer part-time teaching positions to 80% of the people who take part in the STP.



**Do your Cambridge ESOL CELTA COURSE at Flying Teachers. The comments below, made by people who have done the course with us, highlight the quality of our training:**

"Doing the Celta course at Flying teachers continues to be an ever-rewarding experience for me. Despite the heavy workload and time pressure, the course programme was absolutely well-organised and made clear for participants on how to cope with its content. In addition to being a highly-skilled Celta tutor, the tutor possesses that remarkable quality of being focused on the key techniques and strategies leading to successful results. Thank you Flying Teachers for your support and dedication."

- **HiyamTonazzi, from Brunnen**

I attended the 2013 summer CELTA course at Flying Teachers in Zurich and was very impressed by the know-how and dedication of both our teachers. The course was well-organized and professional, yet at no time impersonal. Classroom theory was immediately put into practice in regular training opportunities. After each session we received constructive feedback and guidance. The insights the course has provided have proven to be extremely helpful in structuring the courses I now teach and I would certainly recommend it to anyone interested in learning teaching methodology for adults.

- **Tessa Pfenninger, from Zurich**

"I signed up for the CELTA course with Flying Teachers and have to say that all my expectations were well exceeded. Our trainers were amazing. They didn't only make the classes extremely exciting, fun and interesting but were always there for us too. Their ongoing support, kind help and endless motivation were truly unique. I thoroughly enjoyed this course and would sign up for it and do it all over again. Thank you very much for everything! "

- **Marlis Cox, from Zurich**

What makes my Flying Teachers tutor an amazing tutor is the fact that she doesn't only just teach the "theory of teaching", she really LIVES it. She's always a role model teacher throughout her courses and beyond. I can wholeheartedly recommend this school. They have the ability of turning a shy person - like me - into a competent teacher. I owe them a lot!

- **Diana Andrea, from Bern**



"...A fundamental class for both new and more experienced ESL teachers. This course offers the perfect mix of theoretical background with hands on training."

- **Emilia Siravo, from Zurich**

I'm a native speaker with (until CELTA) no formal teacher training and "just started" teaching English when I arrived in Switzerland. I think this is not such an unusual scenario!

After 5 years I was wondering what my next step could be and this turned out to be the CELTA.

- The CELTA gave me the "nuts and bolts" of all the grammar I'd forgotten plus many new tools to teach adults. Most importantly, it gave me the chance to see our trainer teaching in action. She had the utmost respect for - and genuine interest in - each and every one of us and this created a dynamic and comfortable, yet still very structured, learning environment.

The "what" and "how" she taught has filtered into my own lessons and I really consider it a privilege to have trained under her. I can thoroughly recommend doing CELTA with Flying Teachers. It opens doors not only professionally but personally.

**Anna-Marie Stanger, from Reiden**

"The CELTA course was extremely intense in every aspect. The tutors were just great. Over all, an unforgettable summer month!"

- **Robert Brunner, from Zurich**

"The CELTA is a must for every hands on teacher. I've learnt so many techniques and exciting ways to make teaching English fun. I also learnt about how to integrate new technologies into class."

- **MirjamWinzeler, from Bern**

" It definitely made a difference in my career. Even though I'd already had some teaching experience, I could learn a lot from the classes, the excellent tutors I had and also my colleagues. I strongly recommend the CELTA at Flying Teachers."

- **Erika Fauchere, from Lausanne**

„As a novice to the teaching field, I really appreciated the step-by-step teaching instructions given by the two tutors at Flying Teachers during the CELTA training. This efficiently organised course opened up a whole new world while giving me the confidence necessary to start my teaching career. All queries were taken seriously and answered systematically which created a dynamically healthy atmosphere. The constructive criticism given enabled me to continuously improve my skills throughout the course. Thank-you Flying Teachers!“

- **Viviane Beyeler, from Ponthaux**