

Sample programme: Full-time CELTA - 4 weeks

WK1	INPUT	TIMES	TP/Assignments/Notes
MON	Introductions and course outline Classroom Management – Giving Instructions Library talk 1 hour for lunch	12.00 – 5.30	TP preparation for unobserved lesson, familiarisation with course book
	Teaching Practice (TP) Points and Prep for Tuesday (unobserved) TP etiquette		Read through course notes and check materials for unobserved TP
TUE	1. Meaning Form and Pronunciation	9.00 – 10.45	1st TP unobserved – getting to know the students
	2. Learning Styles and Student Motivation (<i>relates to assignment 1</i>)	11.00	
	Supervised Lesson Planning	12 – 12.30	Assignment 1: Focus on the Learner <i>Choose a student and arrange to interview him/her</i>
	First Teaching Practice (TP)	1.30–3.30	Due Monday Week 3
WED	1. Checking Understanding - concept checking questions and timelines (<i>for assignment 2</i>)	9.00 – 10.45	TP - 1,2,3 teach
	2. Receptive skills (1)	11.00 – 12.00	Assignment 2: Language Related Tasks set today
	SLP	12.00 – 12.30	
	TP + Feedback	1.30 – 4.00	Due Tuesday week 2
THU	1. Phonology (1) Introduction to Pronunciation issues	9.00 – 10.45	TP - 4,5,1 teach
	2. Engaging Students in a Topic	11.00 – 12.00	Phonology input will help with Assignment 2
	SLP	12.00 – 12.30	
	TP + Feedback	1.30 – 4.00	
FRI	1. Lesson shapes - Teaching Language From a Text	9.00 – 10.45	TP - 2,3,4 teach
	2. Lesson Planning (full lesson plans due from TP3)	11.00 – 12.00	Over the weekend finish Ass.t 2 and continue working on Ass.t 1
	SLP	12.00 – 12.30	
	TP + Feedback	1.30 – 4.00	

WK2	INPUT	TIMES	TP/Assignments/Notes
MON	1. Lesson shapes – Test Teach Test	9.00 – 10.45	TP - 5,1,2 teach
	2. Lexis and Collocation	11.00 – 12.00	
	SLP	12 – 12.30	Sign off Stage 1 tutorials in CELTA 5
	TP + Feedback	1.30–3.30	Finish Ass.t 2 tonight
TUE	1. Receptive Skills (2) – Using Authentic Materials <i>(for Assignment 3)</i>	9.00 – 10.45	TP - 3,4,5 teach
	2. Anticipating Problems with MFP	11.00 – 12.00	
	SLP	12 – 12.30	Assignment 2 due today
	TP + Feedback	1.30–3.30	Assignment 3: Language Skills set today Due Thursday Week 3
WED	1. Phonology (2) phonemic chart and individual sounds	9.00 – 10.45	Unobserved TP new class/level
	2. Productive skills (1) Speaking	11.00 – 12.00	
	SLP	12.00 – 12.30	Description of Stage 2 Tutorial process – CP descriptions completed by Thurs am
	TP	1.30 – 3.30	
THU	1. Review of lesson shapes	9.00 – 10.45	TP – 1,2,3 teach
	1. Error Correction Techniques What/How/When	11.00 – 12.00	
	SLP	12.00 – 12.30	Complete stage 2 in the CELTA 5
	TP + Feedback	1.30 – 4.00	Work on Ass.t 3 and 1
FRI	Tutorials : (15 Minutes per person)	9.00 – 12.00	TP – 4,5,1 teach
	Work on assignments or TP Prep		
	No SLP today due to tutorials		Assignment 1 due today
	TP + Feedback	1.30 – 4.00	Check your room number/teacher/level for morning observations on Monday

WK3	INPUT	TIMES	TP/Assignments/Notes
MON	Whole Course Observations 9-11	9.00 – 10.45	TP – 2,3,4 teach
	1. Integrating checking questions	11.00 – 12.00	
	SLP	12 – 12.30	
	TP + Feedback	1.30–3.30	
TUE	1. Productive Skills (2) Writing	9.00 – 10.45	TP – 5,1,2 teach
	2. Anticipated Problems Review	11.00 – 12.00	
	SLP	12 – 12.30	Teacher 1 and 2 can exchange books with next level
	TP + Feedback	1.30–3.30	
WED	1. Language Analysis Workshop	9.00 – 10.45	TP – 3,4,5 teach
	2. Guided Planning for Week 3, 4 (Planning for the 60 minute lesson)	11.00 – 12.00	
	SLP	12.00 – 12.30	Teacher 3,4,5, can exchange books with next level
	TP + Feedback	1.30 – 4.00	
THU	1. Phonology (3) Word stress and intonation	9.00 – 10.45	Unobserved TP all teach
	2. Assignment 4 Workshop	11.00 – 12.00	
	SLP	12.00 – 12.30	Assignment 3 due today Assignment 4 set today due Tuesday week 4
	TP	1.30 – 3.30	
FRI	1. Language Awareness - The tense system	9.00 – 10.45	TP – 1,2 teach
	2. Teaching Vocabulary	11.00 – 12.00	
	SLP	12.00 – 12.30	No SLP next week, check all questions have been asked before the weekend
	TP + Feedback	1.30 – 4.00	

WK4	INPUT	TIMES	TP/Assignments/Notes
MON	1. Teaching Business English and 1-1 2. Using Supplementary Materials Freer practice activities TP + Feedback	9.00 – 10.45	TP – 3,4 teach
		11.00 – 12.00	
		1.30–3.30	
TUE	1. Using Technology in the Classroom 2. Planning quickly/Teaching with minimal resources TP + Feedback	9.00 – 10.45	TP – 5,1 teach
		11.00 – 12.00	Assignment 4 due today <i>All outstanding assignments to be handed in</i>
		1.30–3.30	
WED	1. Testing, Exams and EAP Classes 2. Professional Development with Director of Training TP + Feedback	9.00 – 10.45	TP – 2,3 teach
		11.00 – 12.00	
		1.30 – 4.00	Discuss with TP group members elective session for Thursday
THU	1. Teaching Younger Learners 2. Literacy Issues TP + Feedback	9.00 – 10.45	TP- 4,5 teach
		11.00 – 12.00	
		1.30 – 4.00	Course books All books returned to the library by today <i>One volunteer from each TP group to collect the books</i>
FRI	Revision of terminology End of course admin CELTA Quiz TP (no feedback!)	9.00 – 10.45	Unobserved TP all teach
		11.00 – 12.00	Complete admin, sign off course documents, say goodbye to the students
		1.30 – 4.00	<i>Remind students to come back next week!</i>