

This timetable is **provisional**.

TIME	Monday	Tuesday	Wednesday	Thursday	Friday	WEEKEND
9.00 - 10.15	Course overview and administration/GTKY Activities/Orientation	Lesson Frameworks 1: <b>Situational presentation</b> including <b>Timelines</b>	Lesson Frameworks 2: <b>Test-Teach-Test</b>  <b>DVD lesson observation</b> (Catherine: test-teach-test)	<b>Vocabulary</b> Conveying meaning (What's in a word?) <b>Checking Meaning</b> concept check questions and other techniques	<b>Phonology 1:</b> The phonemic alphabet	<ul style="list-style-type: none"> <li>Complete - assignment 1</li> <li>Review input materials</li> <li>Write up lesson plan for TP3</li> </ul>
10.15 - 10.30	Break	Lunch	Lunch	Lunch	Lunch	
10.30 - 11.45	Classroom Management	introduction to <b>Language Analysis MFPA</b>	<b>Lesson Planning</b> aims and stages, language analysis, anticipated problems and solutions	Lesson Frameworks/ Receptive Skills 1: <b>Reading</b>	Error Correction	
11.45 - 13.00	Lunch	Break	Break	Break	Break	
13.00 - 15.00	Classroom Observation of Tutors	<b>Teaching Practice 1</b> Teach your first lessons!	<b>Teaching Practice 1</b> Teach your first lessons!	<b>Teaching Practice 2</b>	<b>Teaching Practice 2</b>	
15.00 - 15.15	Break	Break	Break	Break	Break	
15.15 - 17.00	Feedback on tutor's lesson and introduction to Teaching Practice	Feedback and planning	Feedback and planning	Feedback and planning	Feedback and planning	
Notes	<ul style="list-style-type: none"> <li>Start getting your notes organised</li> <li>Read any admin notes.</li> </ul>	<ul style="list-style-type: none"> <li>Read "CELTA lesson planning guide"</li> </ul>	<ul style="list-style-type: none"> <li>Record live and DVD observation in CELTA 5</li> </ul>	<ul style="list-style-type: none"> <li>Set up <b>Language Related Tasks</b>; due <b>Monday Week 2</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Stage One progress report</b></li> <li><b>Update portfolio</b></li> </ul>	

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**Timetable - Week Two:**

TIME	Monday	Tuesday	Wednesday	Thursday	Friday	WEEKEND
9.00 - 10.15	Lesson Frameworks 3: <b>Text-based presentation</b>	How to Teach <b>Functional Language</b>	Receptive Skills 2: <b>Listening</b>	Productive Skills: <b>Speaking</b> Focus on fluency	<b>Assignment Research Slot (Focus On The Learner)</b>  <i>+ info exchange for level change</i>	
10.15 - 10.30	Break	Break	Break	Break	Break	
10.30 – 11.45	<b>Focus on the Learner: Learning styles and Supplementary Materials</b>	<b>Teaching pronunciation (stress and intonation)</b>	<b>Grammar and Vocabulary Practice Activities</b>	Productive skills: <b>Writing</b>	<b>Authentic Materials and Task Design</b>	
11.45 – 13.00	Break	Break	Break	Break	Break	
13.00 – 15.00	<b>Teaching Practice 3</b>	<b>Teaching Practice 3</b>	<b>Teaching Practice 4</b>	<b>Teaching Practice 4</b>	<b>Teaching Practice 4</b>	
15.00– 15.45	Break	Break	Break	Break	Break	
15.45 - 17.00	<b>Feedback and planning</b>	<b>Feedback and planning</b>	<b>Feedback and planning</b>	<b>Feedback and planning</b>	<b>Feedback</b>	
<b>Notes</b>	<ul style="list-style-type: none"> <li>• <b>Full Plans required for TP3</b></li> <li>• <b>Hand in Language Related Tasks</b></li> <li>• <b>Set up Focus on the Learner - assignment due Monday Week 3</b></li> </ul>	<ul style="list-style-type: none"> <li>• Watch and Re-record DVD observation 2 in CELTA 5</li> </ul>	<ul style="list-style-type: none"> <li>• <b>*Those not teaching this afternoon observe other group/level</b></li> </ul>	<ul style="list-style-type: none"> <li>• Set up <b>tutorials</b> after feedback</li> <li>• <b>*Those not teaching observe other group/ level</b></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Swap books before you go home!!</u></li> <li>• Set up <b>Skills</b> assignment due <b>Fri- day</b> week 3</li> </ul>	<ul style="list-style-type: none"> <li>• Half way there!</li> <li>• Complete <i>Focus on the Learner</i> assignment</li> <li>• Find a text for Skills assignment</li> </ul>

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**Timetable - Week Three:**

TIME	Monday	Tuesday	Wednesday	Thursday	Friday	WEEKEND
9.00 - 10.15	Use this time to do your assignments and plan your lessons.	Use these free mornings to work on your Skills assignment and your Lesson plans.		Assignment Research Slot (Skills)	Stage Three tutorials, as needs dictate/or work on TP7	
	Responding to students' output (DVD observation 3: Jonathan)  ABCDEF - Tutorials  Schedule to be arranged with your Tutor.			Tutors are available by appointment.		
10.15 - 10.30		Break	Break	Break	Break	
10.30 - 11.45		Professional Development For Lessons from the Classroom	Teaching Methods: Guided Discovery Student-centred clarification	Course planning: Planning for more than one lesson (TP7 & 8)	Recycling language Warmers and Fillers  Followed by Portfolio update	
11.45 - 13.00			Lunch	Lunch	Lunch	
13.00 - 15.00			Teaching Practice 5	Teaching Practice 6	Teaching Practice 6	
	Observe New Level	Teaching Practice 5 CHANGE LEVEL				
15.00 - 15.45	Break	Break	Break	Break	Break	
15.45 - 17.00	Feedback and Planning	Feedback and Planning	Feedback and Planning	Feedback and Planning	Feedback and Planning	

<b>Notes</b>	<ul style="list-style-type: none"> <li>Hand in: <b>Focus on the Learner (17.00)</b></li> <li><b>Check portfolios</b> up to date at tutorials</li> <li>Record DVD</li> <li>observation in CELTA 5</li> </ul>	<ul style="list-style-type: none"> <li>Set up “<b>Lessons from the Classroom</b>” assignment; due <b>Monday</b> week 4</li> </ul>			<ul style="list-style-type: none"> <li>Ensure portfolios are complete for assessor’s visit</li> <li>Hand in <b>Skills</b> assignment</li> </ul>	<ul style="list-style-type: none"> <li>Complete <b>Lessons from the Classroom</b> assignment</li> </ul>
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### Timetable - Week Four:

TIME	Monday	Tuesday	Wednesday	Thursday	Friday	WEEKEND
9.00 - 10.15	<b>Task-Based Learning</b>	<b>Teaching Business English and 1-1</b>	Work on Final Resubmissions - Hand it all in <b>Q &amp; A session: Being a professional</b>	<b>Q &amp; A session: Being a professional</b>	Administration - check all portfolios are updated and completed	
10.15 - 10.30	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>		
10.30 - 11.45	<b>Task-Based Learning</b>	<b>Teaching Young Learners</b>	<b>Tests and Exams</b> teaching exam classes	<b>How Languages are learned</b>	Teaching Practice 8	
	(DVD observation 4: Frances Eales)			The principles behind what we do		
11.45 - 13.00	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	Teaching Practice 8	
13.00 - 15.00	<b>Teaching Practice 7</b>	<b>Teaching Practice 7</b>	<b>Teaching Practice 8</b>	Teaching Practice 8		
15.00 - 15.45	Break	Break	Break	Break	Break	
15.45 - 17.00	Feedback and Planning	Feedback and Planning	Feedback and Planning	Feedback	Feedback and Course Closing Ceremony	

Notes	<ul style="list-style-type: none"> <li>• Hand in: <b>Lessons from the Classroom</b> assignment.</li> <li>• <b>Assessor's visit</b> Ensure <u>all</u> assignments (complete, resubmissions etc.) are on-site!</li> </ul>	Record yesterday's DVD observation in CELTA 5.	<ul style="list-style-type: none"> <li>• <u>Final deadline</u> for any outstanding re-submissions of assignments</li> <li>• Copy any parts of portfolio you want to keep.</li> </ul>	<ul style="list-style-type: none"> <li>• Update your CELTA 5</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure your portfolio is completed, signed off, and handed in;</li> <li>• Start launching your career!</li> </ul>	
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