

## Cambridge CELTA Course Application Form & Pre-Interview Task

### Course entry criteria

Candidates must:

1. Be 18 years or over
2. Have a level of English equivalent to C1 (European Framework) or above
3. Have an educational level equivalent to degree entry
4. Successfully complete the application task and interview.

Please complete the following form to apply for the CELTA Course. Return the completed form to: [celta@tegenenglish.com](mailto:celta@tegenenglish.com)

Once we have received the completed form it will be assessed by a course trainer. If the application is satisfactory, the trainer will contact you to arrange an interview. If the application needs work, the trainer will give you feedback on areas to work on for future applications. We aim to contact you within a week of receiving the application. Please note that the application plus an interview must be completed before you can be offered a place on the course.

The course dates for 2017 are:

Dates	Days and times
<b>27 January - 29 March 2018</b> (Part-time)	Tuesday & Thursday 17.00 - 20.00 Saturdays 9.00 - 16.00
<b>01 May - 25 May 2018</b> (Full-time)	Monday to Friday 12.00 - 19:00
<b>08 September - 08 November 2018</b> (Part-time)	Tuesday & Thursday 17.00 - 20.00 Saturdays 9.00 - 16.00
<b>12 November - 07 December 2018</b> (Full-time)	Monday to Friday 12.00 - 19:00

## CELTA Application Form

Personal Details		
Family Name:	First Name:	Passport Style Photo:
Email Address:	Date of Birth:	
Postal Address:	Address in the UK (if known):	
Home Number:	Gender:    Male <input type="checkbox"/> Female <input type="checkbox"/>	
Mobile Number:	Nationality:	
Other:	Mother Tongue:	
Other Languages spoken:	Level:	
Do you have any allergies or medical conditions? <small>(Please give details of any medication taken)</small>		

Emergency Contact Details	
Name:	Telephone Number:
Relationship to you:	Email Address:

Course Details	
Course Starting Date (1 <sup>st</sup> Choice):	
Course Starting Date (2 <sup>st</sup> Choice):	
Course Starting Date (3 <sup>rd</sup> Choice):	

Accommodation			
Do you need accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>		Arrival Date:	Departure Date:
Homestay	With Meals	Self-Catering	Halls of Residence
	Single Room <input type="checkbox"/>	Single Room <input type="checkbox"/>	Self-Catering
	Shared Room <input type="checkbox"/>	Shared Room <input type="checkbox"/>	Single Room <input type="checkbox"/>
	With (name)	With (name)	<i>All accommodation is subject to availability. Please let us know if you have any other requirements such as en-suite bathroom.</i>
Special Diet:	Halal <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Gluten Free <input type="checkbox"/>		
Other	Smoker: Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(Please note that smoking is not permitted inside the house)</small>		

Airport Transfer		
Do you need Airport Transfers? Yes <input type="checkbox"/> No <input type="checkbox"/>	Arrival Date:	Departure Date:

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Arrival Airport:	Flight No:	Terminal:	Time of Arrival:
Departure Airport:	Flight No:	Terminal:	Time of Arrival:

**Do you have a valid DBS Certificate or Police Report? If not, you will have to apply for one if accepted onto the course.**

DBS Certificate    Yes  No                       or                      Police Report    Yes  No

**How did you hear about us?**

Walked by the school  Google  Facebook  Advertisement  Friend or Family  Employer   
tegenlish.com  Other

## Education and Qualifications

High/Secondary

Dates	Qualification	Subjects	Grades

Tertiary Education (Graduate and Post-Graduate)

Dates	Institution	Degree/Diploma	Grades

Professional Qualifications

Dates	Institution	Qualification	Grades

## Teacher training and teaching experience

Do you have any formal training as a teacher or trainer? If yes, give details below:

Dates	Institution/school	Levels/Ages

## Other work experience

Is there any other relevant information you would like us to know?

## Reasons for wanting to do the course

Write at least 150 words on why you wish to attend the Cambridge CELTA course at TEG English Portsmouth, and what you intend to do upon completion of the course.

## Conditions of Application

Acceptance onto the Cambridge CELTA course at TEG English Portsmouth is not guaranteed. Applicants must satisfactorily complete a Language Awareness and Teaching Ideas Task, a Free Writing Task and pass a Screening Interview to be accepted. Candidates must be able to demonstrate that their level of English, both spoken and written, is suitable for the demands of the course. The decision of the centre is final.

Both full time and part time CELTA course are very intensive and challenging - equivalent to doing a whole undergraduate semester in one month. You should be aware that the demands of the course may exacerbate any condition that is likely to be aggravated by stress.

By submitting this application, you accept that in addition to the 120 contact hours during the course, you will have to work least a further 80 hours in your own time over the duration of the course in order to produce work of a 'pass' standard.

100% attendance is expected. Owing to the practical, experiential nature of the course there is little chance of making-up days missed. Any exceptions to this are made by the Main Course Tutor on a case-by-case basis.

No refunds can be made for candidates withdrawing within 5 working days from the commencement of the course. Withdrawals before this period are subject to £200 administration fee. A full refund will be given in the case of the centre cancelling a course. The centre will give one week notice if the course is not going to run. No refunds can be made once the course has started and this includes candidates who are withdrawn from the course through gross misconduct.

I have read and understood the conditions of application, and agree to abide by them.

**Signed:**

**Date:**

Please send the completed application form and application task via email or to:

### CELTA Administration

TEG English Portsmouth,  
7-9 Edinburgh Road  
Portsmouth  
Hampshire PO1 1DE  
Tel: + 44 (0) 2392 732 113

Email: [celta@tegenlish.com](mailto:celta@tegenlish.com)

## Language Analysis Task

Name: \_\_\_\_\_  
\_\_\_\_\_

Date of Application:

### Pre-interview Task

You must complete this with your application form in order to be considered for the CELTA. This must be completed in full and you may use reference material to complete it if you wish.

#### *Part 1 - The Cambridge ESOL CELTA*

<p>Briefly describe an occasion when you had a successful learning experience. Comment on what made this a successful experience.</p>	
<p>Briefly describe an occasion when you had an unsuccessful learning experience. Comment on what made this experience unsuccessful.</p>	
<p>Briefly describe some of the elements of an ideal learning environment or situation for language students.</p>	
<p>Briefly describe the skills you hope to develop on this course</p>	

**Part 2 - Methodology**

Giving instructions efficiently and effectively is an important part of teaching. How would you change the following lengthy instructions, (given to a class of elementary students) into something they would understand?

(Examples taken from Scrivener, J. *Learning Teaching*, Macmillan, 1994)

<p><i>Example:</i></p> <p>Now actually I would really like it if you could now stand up yes everyone please.</p>	<p><i>Simplified:</i></p> <p>Stand up (or just gesture)</p>
<p>a) If I were to ask you for your opinion on smoking what do you think you might say to me?</p>	
<p>b) Would you like to tell everyone the answer you were thinking of again, because I don't think they heard it when you spoke so quietly and I'm sure we'd all be interested in hearing it again if you could please?</p>	
<p>c) Well that wasn't really what I was hoping you'd say when I asked that question. I was actually looking for the name of the verb tense not an example sentence but what you gave me was fine only does anyone I wonder have to answer I'm looking for?</p>	

### Part 3 - Language Analysis

#### Task 1

The following sentences are incorrect. They contain errors in the use of tenses. These are common errors in the language classroom.

- Correct the sentence
- Name the tense used in the correct sentence
- Briefly describe its use.

<i>Example</i>	<i>Correct sentence, tense and use</i>
Do you go to the beach next Saturday?	<ul style="list-style-type: none"> <li>• Are you going to the beach next Saturday?</li> <li>• Present continuous</li> <li>• Used to talk about a future arrangement</li> </ul>
I am in Portsmouth since last year.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
When I got home, I realized I read the book before.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
I can't go on holiday with you because I will go with my brother.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
I am living here for more than 10 years.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>

#### Task 2: Focus on Parts of Speech

Read the following sentences and categorise the words into their correct parts of speech:

Noun	Verb	Adjective	Adverb	Article	Preposition	Conjunction	Pronoun

A small dog ran quickly down the road. It rounded the corner and vanished from my sight.



### Part 4 - Functions

Look at the following conversation between two people. They are strangers. Identify the function of each part of the conversation. Then re-write the conversation as if it were between 2 friends.

#### Example

Can you pass me the salt, please?      *Requesting*  
 Yes, of course.                              *Agreeing*

Sentence	Function
<p>1</p> <p>A. Excuse me!</p> <p>B. Can I help you?</p> <p>A. I wonder if you could tell me the way to the Post Shop.</p> <p>B. Of course! If you walk along this road and take the second turning on the left you should see it.</p> <p>A. Thank you so much. That's very kind of you.</p> <p>B. Not at all.</p>	<p><i>Attracting attention</i></p>
<p>2</p> <p>A. Hey, John!</p> <p>B.</p> <p>A.</p> <p>B.</p> <p>A.</p> <p>B.</p>	<p><i>Attracting attention</i></p>

### Vocabulary and pronunciation

7-9 Edinburgh Road, Portsmouth, Hampshire, PO1 1DE  
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Identify the number of syllables in the following words and then mark the stressed one

For example:

photograph	3 syllables	<u>ph</u> otograph
photographic		
photographer		
politics		
political		
politician		

Now look at the following sentences and underline the word which is stressed in the answers

For example:

Are you a teacher?	No, Actually I'm a <u>professor</u> .
What are you looking for?	I'm looking for a book
Do you live in the suburbs?	No, we live in the city centre.
I'm 28.	No, not how old! How tall are you?