



## The Four key courses in Teaching English Bundle:

1. TEFL/TESOL
2. Train the Trainer
3. English Punctuation
4. Functional Skills English Level 2

### Course 01 – TEFL/TESOL

#### Curriculum

- Module 1 Introduction to TESOL TEFL
- Module 2 Teaching Basics
- Module 3 Essential Grammar Knowledge
- Module 4 Sentence Structure
- Module 5 Language Skills- Listening
- Module 6 Language Skills- Speaking
- Module 7 Language Skills- Reading
- Module 8 Language Skills- Writing
- Module 9 Language Skills- Pronunciation
- Module 10 The Fundamentals of Classroom Management
- Module 11 Feedback and Correction
- Module 12 Lesson Planning
- Module 13 Career Readiness

### Course 02 – Train the Trainer

#### Curriculum

- Module 1: Fundamentals of Training
  - Module 2: Adult Learning & Engaging Diverse Learners
  - Module 3: Mastering Communication & Building Trust
  - Module 4: Course Design: From Needs Analysis to Delivery
  - Module 5: Engaging Materials & Active Learning Strategies
  - Module 6: Workshop Design & Hands-On Activities
  - Module 7: Delivering Impactful Training Sessions
  - Module 8: Navigating Challenges & Ensuring Participation
  - Module 9: Assessment, Feedback & Continuous Growth
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## Course 03 - English Punctuation

### Curriculum

- Module 1: Introduction to English Punctuation
- Module 2: Terminal Points
- Module 3: Punctuation for Breaks or Pauses
- Module 4: Information on Parenthesis and Brackets
- Module 5: Connectors and Dividers
- Module 6: Quotes Material
- Module 7: Other Signs and Symbols
- Module 8: A Review on Abbreviations
- Module 9: Punctuation in Different Types of Writing
- Module 10: Punctuation in Professional Communication
- Module 11: The Uses of Capitalisation
- Module 12: Common Errors While Using Specific Punctuation

## Course 04 - Functional Skills English Level 2

### Curriculum

- Module 1: Introduction to Functional English Level 2
  - Module 2: Speaking - Basic Skills
  - Module 3: Speaking - Advanced Skills
  - Module 4: Listening and Communication
  - Module 5: Reading - Basic Skills
  - Module 6: Reading - Advanced Skills
  - Module 7: Writing - Basic Skills
  - Module 8: Writing - Advanced Skills
  - Module 9: Spelling, Punctuation and Grammar
  - Module 10: Revision and Assessment
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