



Bachelor of Arts Degree (BA) TEFL

Welcome to Grace Hardison TEFL University.

Empowering Future Educators to Inspire and Transform.

Instructions

Submitting Assignments

Individual assignment submissions or collective submission upon completion of all assignments are both acceptable. However, it is imperative to ensure that no assignment is submitted in an incomplete state.

It is important to note that grading will commence only upon receipt of all modules.

Prior to grading, our Faculty and Academic Advisors meticulously examine your submission to ascertain its completeness and adherence to requirements. Should any issues arise with your submission, our dedicated Academic Advisors will promptly reach out to you in order to rectify the matter.

- Submit assignment documents in Word format preferably.

Submit to:

email: vinny@gracehardisontefluniversity.com

OR

email: info@gracehardisontefluniversity.com

- Save a backup copy of your assignment before submitting it.

- If any technical issues arise during the submission process,

- Be specific when asking for help, providing context and explaining the issue clearly.

email: vinny@gracehardisontefluniversity.com

OR

email: info@gracehardisontefluniversity.com

OR

gracehuniv@gmail.com

Step 1: Understanding the Assignments

- Read the assignment instructions carefully to grasp what is expected of you.
- Identify the key requirements, such as the word count, format, and any specific guidelines provided.
- If you have any questions about the assignments, email us: vinny@gracehardisonetfluniversity.com

Step 2: Planning and Organizing (Self Paced – Self Study)

- Create a study schedule or a to-do list that includes your deadlines for each assignment.
- Break down larger assignments into smaller, manageable tasks.
- Allocate specific time slots for research, writing, reviewing, and editing your work.
- Use tools like calendars, planners, or online task management applications to stay organized.

Step 3: Conducting Research

- Begin by brainstorming ideas and creating an outline for your assignment.
- Utilize the resources provided for each module.
- Utilize other reliable sources such as academic journals, books, reputable websites, or scholarly databases to gather information.
- Take notes during your research process, ensuring you properly cite any sources you use.
- Analyze and evaluate the information you find to support your arguments or ideas effectively.

Step 4: Writing and Reviewing

- Start by writing a draft of your assignment, following the provided guidelines and structure.
- Aim to address each requirement and include relevant supporting evidence or examples.
- Proofread your work for grammar, spelling, and punctuation errors.
- Ensure your writing is clear, concise, and coherent, with logical transitions.

Course Assessment

At Grace Hardison TEFL University, we have implemented an assessment-based evaluation approach to assess the learning of our students. It is conducive to learning online/correspondence and, more importantly, facilitates assessment advanced by the perennial need for a work-life balance of our students.

We assess our students with assigned coursework (assignments) to read their writing and work skills, discernment of the subject, and overall success in their course.

Living in an information-driven society, students need to construct their meaning and apply what they have learned in new situations. To do so, they need to learn to think critically about knowledge and the world.

Thus, academic success should go beyond achieving grades to developing reflective minds that can search for and evaluate information, solve problems, and learn through interacting and collaborating with others.

The Grading System of the University

Our grading system is a comprehensive evaluation of your assignments, and as such your Official Transcript will reflect both the US 4.0 GPA system as well as the UK module marks according to the Fulbright US- UK Commission. From our experience this helps your future employers ease of reference in terms of your overall academic performance.



Remember, effective time management, clear communication, and careful attention to guidelines and requirements will greatly contribute to your success in completing your tasks in your program.

Happy studying!

Detailed Course Curriculum – BA (TEFL)

Module	Unit	Unit Description	Learning Outcomes	Requirements
1. GHBA 06761	1.1	The preliminaries of TEFL	<ul style="list-style-type: none"> • Compare and contrast between TEFL and TESOL and other acronyms. • Describe the qualities of a role model TEFL teacher. • Describe 'Standard English' and explain the history of English. • Evaluate ways to find a TEFL job and list potential TEFL job interview questions and how to answer them. 	<p>Write a 2000 word essay on the preliminaries of TEFL. Structure an essay using the following sub – headings.</p> <ol style="list-style-type: none"> 1) The difference between TEFL and TESOL and other acronyms used in the field of teaching English to foreign students. 2) The qualities of a role model TEFL teacher. 3) 'Standard English' and the history of English 4) How to structure, design, prepare and present the perfect CV/resume for TEFL/ESL Teaching jobs. 5) What information will be included in my Self Introduction VIDEO. 6) Ten Possible TEFL job interview questions and how to answer them. 6) How to ace my Demo Lesson. 7) Ways to find a TEFL job.
2. GHBA 06762	2.1	Second language acquisition - (SLA).	<ul style="list-style-type: none"> • Describe the origin of language and communication. • Explain the five stages of the language acquisition journey. • Differentiate between language acquisition and language learning. • Name the structure elements of the learning pyramid and identify the aspects of each. • Compare and contrast who is better at learning a second language, children or adults • Explain language problems in the TEFL classroom and how to deal with them 	<p>Write a 3000 word essay on Second language acquisition. Structure an essay using the following sub – headings.</p> <ol style="list-style-type: none"> 1. The origin of language and communication. 2. The five stages of the language acquisition journey. 3. Language acquisition vs language learning. 4. The learning pyramid. 5. Children or adults? Who is better at learning a language? 6. Language problems in the TEFL classroom and solutions to deal with them.

	2.2	ESL Teaching methods – The Old and the New	<ul style="list-style-type: none"> • Describe how the English language has changed over the decades. • Name the teaching methods over the decades • Explain the principles of modern ESL teaching methods and provide reasons for their use in the modern classroom. • Identify alternative methods of ESL language instruction and provide reasons for their use in the modern classroom. • Identify technology based ESL lessons. • Linguistics – Identify language teaching approaches. • Pedagogy – Identify and language teaching approaches. • Artificial Intelligence (ai) 	<p>Write a 3000-word essay on ESL teaching methods.</p> <p>Structure an essay using the following subheadings.</p> <ol style="list-style-type: none"> 1. The evolution of the English language over the decades. 2. ESL Teaching methods over the decades – The Old and The New. 3. Five Modern ESL teaching methods used in ESL classrooms and their principles 4. Why Modern ESL teaching methods work in contemporary ESL classrooms. 5. Why and how to use technology in contemporary ESL classrooms. 6. Linguistics a definition and language teaching approaches. 7. Pedagogy – a definition and language teaching approaches 8. List 5 ways and explain how artificial intelligence (ai) can be used to advance language learning in modern day classrooms.
	2.3	Developing a growth Mindset in the classroom	<ul style="list-style-type: none"> • Contrast between growth mindsets vs fixed mindsets. • Recognize one's mindset and comfort zone. • Explain the importance of a growth mindset approach to teaching. • Provide an understanding of how to foster a growth mindset. • Name and demonstrate ways to avoid mistakes teachers make that cause learners to fail. 	<p>Write a 1500 word essay on developing a growth mindset in the classroom</p> <p>Structure an essay using the following sub – headings.</p> <ol style="list-style-type: none"> 1. Growth mindsets vs Fixed mindsets 2. How to recognize one's mindset and comfort zone. 3. The importance of a growth mindset approach to teaching. 4. How to foster a growth mindset in ESL classrooms. 5. Three major mistakes teachers make that cause learners to fail.
	2.4	Understanding my students' and their English language proficiencies.	<ul style="list-style-type: none"> • Describe each student level as identified and categorized. • To be able to identify the English language proficiencies in a given class. • Define Mixed level classrooms. • Provide teaching methods to deal with 	<p>Write a 2500 word essay on Understanding my students' and their English language proficiencies.</p> <p>Structure an essay using the following sub – headings.</p> <ol style="list-style-type: none"> 1. ESL Student Language Levels. 2. A description of each ESL student

			mixed level classrooms.	<p>language level.</p> <ol style="list-style-type: none"> 3. How students learn – Types of Learners 4. Mixed level ESL classrooms. 5. Modern ESL – TEFL teaching methods used to deal with mixed level ESL classrooms. 6. The Psychological factors that impact ESL learners including language transference, memory, student attention and motivation to learn.
3. GHBA 06763	3.1	How to inspire your students	<ul style="list-style-type: none"> • Recognize the variance between motivation and inspiration. • Explain the two main types of motivation • How to use the motivation types to inspire students. • Identify teaching methods to build student confidence. • Provide classroom concept checking activities to build student confidence. • What teaching considerations will need to be made in the planning stages of a lesson. 	<p>Write a 2500 word essay on how to inspire your students.</p> <p>Structure an essay using the following sub – headings.</p> <ol style="list-style-type: none"> 1. The variance between motivation and inspiration. 2. The two main types of motivation. 3. Teaching methods that build student confidence. 4. Concept checking activities that build student confidence. 5. Teaching considerations for inspirational lessons when planning lessons. 6. Why inquiry based instruction matters. 7. The concept of One Student Two Languages.
	3.2	Classroom management.	<ul style="list-style-type: none"> • Define classroom management • Explain the importance of classroom management • Propose and provide classroom rules. • Recognize various classroom management techniques and identify the techniques that are significant and effective in an ESL classroom 	<p>Write a 2500 word essay on ESL classroom management.</p> <p>Structure an essay using the following sub – headings.</p> <ol style="list-style-type: none"> 1. Definition of classroom management 2. Importance and benefits of effective classroom management. 3. Ideal rules for an ESL classroom. 4. Ten ESL classroom management techniques that work! 5. What is positive discipline?

	3.3	Student centered vs Teacher centered classrooms	<ul style="list-style-type: none"> • Contrast and compare between Student and Teacher centered classrooms. • Explain the intention of shifting from teacher-centered to student-centered classrooms. • Identify the principles of generating and sustaining Pro- active classrooms. • Describe and demonstrate the variances between Proactive vs. Reactive Teachers. • Demonstrate the concept of being a classroom "edutainer." • Propose and provide a list of Teacher commitment Statements 	<p>Write a 1500 word essay on student centered vs teacher centered classrooms Structure an essay using the following sub – headings.</p> <ol style="list-style-type: none"> 1. Definition of student centered and teacher centered classrooms. 2. The importance and benefits of Student centered classrooms. 3. Proactive vs reactive teachers. 4. What is an ESL classroom “edutainer” and what characteristics/mannerisms are required to be a classroom “edutainer” 5. Positive Guided Instruction 6. A list of my Teacher Commitment Statements.
	3.4	Pronunciation, Intonation and Articulation	<ul style="list-style-type: none"> • Define pronunciation, intonation and articulation and their descriptive variances. • Define and demonstrate vowel sounds and consonants. • Provide uses for the International phonetic alphabet (IPA) • Demonstrate the "chaining" method to help students with pronunciation. • Describe and demonstrate the skills related to teaching Intonation. • Identify the places of articulation • Explain minimal pairs and demonstrate how they will help your students. • Provide and propose activities to teach pronunciation. 	<p>Write a 2000 word assignment on pronunciation, intonation and articulation. Structure an essay using the following sub – headings.</p> <ol style="list-style-type: none"> 1. Definition of pronunciation, intonation and articulation. 2. The International Phonetic Alphabet (IPA) and it's uses. 3. Vowels, consonants and diphthongs. 4. The ‘chaining’ method and other teaching skills for teaching pronunciation in ESL classrooms. 5. Six Teaching skills to teach intonation in ESL classrooms. 6. Four Teaching skills to teach articulation in ESL classrooms.
	3.5	Error Correction in ESL classrooms	<ul style="list-style-type: none"> • Cite the difference between an error and a mistake. • Contrast and compare Accuracy and Fluency. 	<p>Write a 2000 word essay on ESL error correction in ESL classrooms Structure an essay using the following sub – headings.</p> <ol style="list-style-type: none"> 1. Errors vs mistakes.

			<ul style="list-style-type: none"> Identify types of errors in ESL classrooms Describe when and how to correct errors Define and demonstrate error correction methods 	<ol style="list-style-type: none"> Accuracy vs fluency. Types of errors that ESL students make. When to correct errors in the ESL classroom. Ten Error correction teaching techniques that work in the ESL classroom.
4. GHBA 06764	4.1	The 4 Major Language Skills: Listening, Reading, Writing, and Speaking	<ul style="list-style-type: none"> Explain the importance of Listening, Reading, Writing and Speaking skills Describe the associated sub-skills for each of the four major language skills. Explain the differences and benefits of receptive and productive skills. 	<p>Write a 2000 word essay on the 4 major language skills. Structure an essay using the following sub-headings.</p> <ol style="list-style-type: none"> Definition: listening, reading, writing and speaking skills. The sub-skills of listening, reading, writing and speaking. Definition of receptive and productive skills. Benefits of receptive skills for ESL students. Benefits of productive skills for ESL students.
	4.2	Elicitation and Language Retention Techniques	<ul style="list-style-type: none"> Define effective eliciting. Explain the importance of elicitation. Describe the advantages of elicitation. Recognize and explain the various elicitation techniques. Identify the importance of classroom materials and equipment. Explain TTT – (Teacher talk time), and how to reduce TTT. Describe the importance of understanding language retention techniques Discuss teaching considerations for effective elicitation and language retention techniques in lesson planning. Explain student learning styles. 	<p>Write a 3000 word essay on Elicitation and Language Retention Techniques in ESL classrooms. Structure an essay using the following sub-headings.</p> <ol style="list-style-type: none"> Definition of elicitation. Importance and advantages of elicitation in ESL classrooms. Ten Elicitation techniques teachers use in the ESL classroom. Importance of classroom materials and equipment. Managing teacher talk time in the ESL classroom. Importance of language retention techniques. Student learning styles.
	4.3	Teaching Vocabulary	<ul style="list-style-type: none"> Explain the stages that students go 	<p>Write a 2000 word essay on teaching</p>

			<p>through to acquire new vocabulary</p> <ul style="list-style-type: none"> • Identify ways to choose vocabulary. • Identify what a student may need to know about explicit vocabulary • Describe ways to present vocabulary. • Explain the concept of Pre-teaching vocabulary. • Describe ways to help student retain new vocabulary 	<p>vocabulary in ESL classrooms. Structure an essay using the following sub – headings.</p> <ol style="list-style-type: none"> 1. The five stages that students go through to acquire new vocabulary. 2. A description of each of the 5 stages. 3. How to choose vocabulary for ESL Lessons. 4. The concept of explicit vocabulary. 5. Ten Ways to present vocabulary in the ESL classroom. 6. The benefits of Pre-teaching vocabulary. 7. Five Teaching techniques that help students retain new vocabulary.
	4.4	ESL Games and Activities	<ul style="list-style-type: none"> • Identify the key reasons for conducting games and activities. • Describe how to choose games and activities. • Explain when to use games and activities. • Name and describe some popular ESL games and activities • Explain the importance of quizzes. • Demonstrate how games, activities and quizzes are conducted in the classroom 	<p>Write a 2000-word essay on ESL Games and activities Structure an essay using the following subheadings.</p> <ol style="list-style-type: none"> 1. Why is it beneficial to conduct games and activities in an ESL classroom. 2. How to choose ESL games and activities. 3. When to conduct games and activities in an ESL classroom. 4. Ten popular ESL games and activities and how to conduct them. 5. The importance of quizzes. When and how to conduct them in an ESL classroom. 6. Five Effective Teaching Control techniques to conduct games and activities in an ESL classroom.
	4.5	Teaching Very Young and Young Learners	<ul style="list-style-type: none"> • Describe student characteristics of very young and young learners. • Explain how to use the classroom for optimum learning. • Explain the use of the TPR (Total physical response) method for these age groups. • Identify why 'growth mindset' approaches are beneficial for these age groups. • Differentiate the various key teaching 	<p>Write a 3000-word essay on Teaching Very Young and Young Learners. Structure an essay using the following subheadings</p> <ol style="list-style-type: none"> 1. Age groups of very young learners vs. young learners. 2. Student characteristics of very young and young learners. 3. Five ways to use the classroom to optimize learning for these age groups. 4. Importance of the Total physical response

			<p>considerations during lesson planning for these age groups.</p> <ul style="list-style-type: none"> Name and demonstrate lesson plan ideas for optimum engagement and maximum student talk time. Propose and provide fun games and activities to concept check the target language. 	<p>(TPR) teaching method.</p> <p>5. Use of growth mindset approaches for these age groups.</p> <p>6. Ten Lesson plan ideas for maximum student engagement and student talk time.</p> <p>7. Ten Fun games and activities that work for these age groups.</p>
5. GHBA 06765	5.1	Essential Grammar and the Teaching of Grammar	<ul style="list-style-type: none"> Describe the importance of grammar for a second language learner. Explain the teacher's approach to teaching grammar. Identify how much grammar your students know and can use correctly. Identify and define the eight parts of speech. Identify and define the important extensions to some of the eight parts of speech. Identify and define the 12 verb tenses. Describe methods to teach grammar in an ESL classroom 	<p>Write a 3000 word essay on essential grammar and the teaching of grammar. Structure an essay using the following sub – headings</p> <ol style="list-style-type: none"> The importance of grammar in the ESL classroom. The TEFL teacher's mindset and approach to teaching grammar. Identifying how much grammar my students know and can use. The eight parts of speech and definitions thereof. The definite and indefinite articles and definitions thereof. The 12 Verb Tenses and definitions thereof. Five ESL teaching methods to teach grammar.
	5.2	Teaching English ONLINE	<ul style="list-style-type: none"> Identify the advantages and disadvantages of teaching English online Recognize and explain the importance of updated technology and the use thereof. Describe the types of online teaching platforms and discuss the pros and cons for each type. Explain the subtle variances in teaching methods between In-class teaching and teaching Online. Characterize the teacher-student dynamics involved for online lessons. Describe teaching considerations 	<p>Write a 2500 word essay on Teaching English Online. Structure your essay using the following sub – headings</p> <ol style="list-style-type: none"> The advantages and disadvantages of teaching English Online. The importance of updated technology. "The tools of my trade". Three Types of Online teaching platforms. Five Variances in teaching methods between in-class teaching and online teaching. Student-teacher dynamics in Online lessons.

			<p>during lesson planning for online classes</p> <ul style="list-style-type: none"> Describe the hiring process that schools and employers follow to hire Online ESL teachers. 	<ol style="list-style-type: none"> Five Teaching considerations during lesson planning for online lessons. The hiring process for Online teachers and ways to find an online teaching job.
	5.3	Lesson Planning, Structure, and Implementation	<ul style="list-style-type: none"> Explain the importance of lesson plans Describe the benefits of lesson planning. Describe and discuss lesson flow and structure. Recognize and explain lesson planning considerations. Explain how to make a lesson plan for various student levels and language skills. Describe each stage of a lesson for each language skill. 	<p>Write an essay – (The word count is determined by your research.) on Lesson Planning, Structure, and Implementation.</p> <p>Structure an essay using the following sub – headings</p> <ol style="list-style-type: none"> The Structure, Stages and Flow of a typical Lesson plan. The importance and benefits of lesson planning. Key factors to consider as a TEFL teacher prior to planning my lessons. The aims and direction of the teacher in the delivery of each stage of a typical ESL lesson plan. Why a logical sequence instructional method matters. Search the internet for the following lesson plans and submit them with this assignment. <ol style="list-style-type: none"> Speaking skills lesson plan for beginner students Reading skills lesson plan for high beginner students Listening skills lesson plan for intermediate students Writing skills lesson plan for kindergarden students Grammar lesson plan for 'Adjectives' Grammar lesson plan for 'Prepositions' Grammar lesson plan for 'Pronouns' Grammar lesson plan for

				<p>'Present simple tense'</p> <p>i) Grammar lesson plan for the 'Past continuous tense'</p> <p>j) Grammar lesson for the 'Future simple tense'</p>
	5.4	Dealing with ESL textbooks	<ul style="list-style-type: none"> Identify the types of ESL textbooks by grades and language proficiencies. Recognize the structural layout of typical ESL textbooks. List the breakdown of sections within a typical lesson. Adapt and adjust typical lessons to accommodate for mixed ability ESL classrooms. Define critical thinking skills and cite strategies to boost students' critical thinking using ESL textbooks. <ul style="list-style-type: none"> Identify the good, great and not so good things about ESL textbooks Define student assessments and evaluating student performance 	<p>Write a 4000 word essay on dealing with ESL textbooks</p> <p>Structure an essay using the following sub – headings</p> <ol style="list-style-type: none"> Types of ESL Textbooks used in schools, colleges, universities. Structural layout of typical ESL textbooks. (Use an example to support your answer) Various sections of a typical lesson. (Use an example to support your answer) Adapting lesson material of a typical lesson from an ESL textbook for a mixed ability classroom. (Design a lesson plan to support your answer) Critical thinking skills and Strategies to boost Students' Critical Thinking using ESL textbooks. The good, great and not so good things about ESL textbooks used in schools. Ten ways in which technology is used in the classroom. Five ways to Assess, evaluate and grade student performance.
6. GHBA 06766	6.1	Teaching ESL Business English	<ul style="list-style-type: none"> Identify the benefits of ESL Business English for students Conduct a needs analysis for their students Recognize and connect with the teacher's attitude and approach to teaching business English Design lesson plans for the key lesson outcomes 	<p>Write a 1500 word essay on teaching ESL Business English.</p> <p>Structure an essay using the following sub – headings</p> <ol style="list-style-type: none"> Business English students. Why do they want to learn Business English? Conducting a student needs analysis for business English students. The teachers approach and attitude to teaching Business English. The importance of providing lessons

				<p>for specific job related scenarios.</p> <ol style="list-style-type: none"> 5. The benefits of student practice and production activities for Business English lessons. 6. Search the internet for 3 ESL Business English lessons and submit them with this assignment.
	6.2	How ESL teachers adjust and adapt to new cultures	<ul style="list-style-type: none"> • Recognize and Identify culture types . • Recognize and identify one's own cultural baggage. • Describe the components of cultural competency. • How to deal with different cultural challenges within ESL teaching environments. 	<p>Write a 1500 word essay on how ESL teachers adjust and adapt to new cultures. Structure an essay using the following sub – headings</p> <ol style="list-style-type: none"> 1. Basic Culture types. 2. One's cultural baggage. 3. Components of cultural competency. 4. Five ways on how to deal with cultural challenges within ESL teaching environments. 5. Six ways to adapt easily to a new culture when teaching abroad.

End of Program