



Teaching with Linguarama



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Why work for Linguarama?

Why teach for Linguarama?

You will:

- * teach highly-motivated learners, appreciative of your teaching
- * teach learners from many companies and learn how business “works”
- * join a professional and enthusiastic team who will provide support and advice
- * work in a modern, well-equipped teaching environment
- * have access to a wide range of teaching materials and other resources
- * receive ongoing training and development during your career with Linguarama
- * be eligible for smooth transfers to work for Linguarama in other parts of Europe
- * be eligible for possible career development within the Group
- * develop your skills in delivering specific, needs related training

Why teach for Linguarama overseas?

- * working and living overseas will give you a valuable and fascinating insight into the life and culture of that country
- * Linguarama centres are mostly located in major European cities offering a wide choice of cultural and sporting activities

What does Linguarama offer you?

If you are recruited to work overseas from the UK, you receive:

- * return flight paid
- * initial paid accommodation for up to two weeks
- * assistance in finding local accommodation
- * health cover
- * guaranteed monthly salary
- * induction in the UK or at the overseas centre (depending on time of year)
- * professional and practical support
- * opportunities for career development

Training and development

Linguarama provides regular in-service training. More senior teaching staff are sponsored to obtain a higher level qualification such as the UCLES Certificate in English Language Teaching to Adults.



Career development

Internal transfers

If you have been a successful teacher, maintaining a good rapport with students, as well as working well with colleagues and management, you usually have the option to renew your contract at a centre.

However, you may wish to transfer and work in another centre within the Linguarama Group. Because of our network of centres, it is possible for teachers to gain a variety of experience and maintain continuity of employment. Thus, teachers are able to live in different countries while Linguarama retains their experience and develops stronger teams. The International Transfer Scheme is operated each year to encourage this process. You can discuss such a move with your manager and / or the Group Personnel Manager. All staff are invited to apply for such transfers each spring.



Summer courses in the UK

Your contract abroad may not be for a full twelve-month year. This is because, in some countries, Linguarama clients often only require language courses outside the summer months which are, of course, when many of their employees are on holiday. However, although the Linguarama centres abroad may have reduced teaching activities, the UK centres are very busy. Teachers working abroad are encouraged to consider teaching at a Linguarama UK centre in the summer and are normally given preference over external applicants. Teaching in the UK is an opportunity for teachers from abroad to network with teachers from other Linguarama centres and to experience teaching multilingual groups. Again, applications for summer course vacancies are advertised each spring.

Progression to management

The majority of Linguarama management staff have progressed from initially working as teachers for the company. To encourage such staff development all senior vacancies are first advertised internally and preference is usually given to suitable candidates with Linguarama experience.

Working for Linguarama

Qualifications

To work for Linguarama you should be a graduate possessing a recognised qualification in teaching your language as a foreign language (for example, the UCLES Certificate in English Language Teaching to Adults: CELTA, or the Trinity Cert TESOL). Ideally, you should have some work experience but this is not essential. **You must be eligible to work in the European Union.**

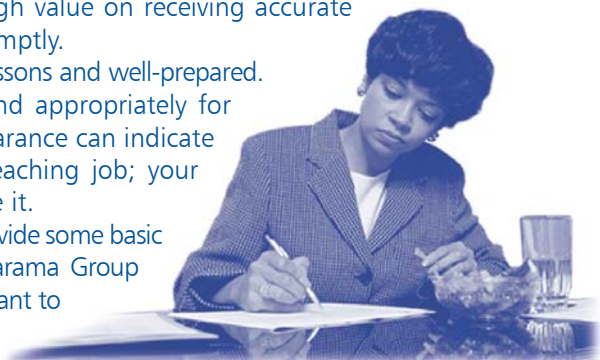
Attitude

Teaching is fun but it does require a lot of hard work. As part of a team you should be keen to co-operate in a supportive and positive manner with colleagues and management. You should also be prepared to be flexible in your approach. You will often, for instance, be required to teach at both ends of the day to suit students' work schedules. This will mean an early start and a relatively late finish to your working day. Also, some teaching will probably take place at the students' place of work which will mean that you will be required to travel across the city. Facilities for such in-company teaching can vary widely. On one hand, it is stimulating to experience the students' work environment at first hand. However, the lesson may have to take place in a student's office or even the boardroom. Sometimes you will not be able to use basic teaching support such as a whiteboard. Your colleagues will give you helpful ideas for coping with such situations.

Professionalism

Everyone who works for the company is expected to support Linguarama's efforts to provide a quality and effective service. Here are some examples of how we expect you to provide professionalism in our courses:

- ★ you should inform your students on an ongoing basis of the course targets, organisation and content. Students appreciate seeing a clear structure to the programme and being regularly informed about the rationale of activities and how aims are being met.
- ★ your teaching materials should be well-presented and clear. However good your lessons, the students also judge a course by the quality of the material.
- ★ you will have to mark attendance sheets for group courses.
- ★ you will have to write reports on your students. These are sent to the client company which places a high value on receiving accurate and informative reports promptly.
- ★ you should be punctual for lessons and well-prepared.
- ★ you should dress smartly and appropriately for the local culture. Your appearance can indicate a serious attitude to the teaching job; your students will certainly notice it.
- ★ you should be prepared to provide some basic information about the Linguarama Group to your students who often want to know about the company.



The Linguarama approach

All Linguarama teachers
are native speakers.

The target language only is
used in the classroom.

Linguarama teaching is centred
on the needs and requirements
of the learners.

Linguarama uses relevant teaching
materials and media to suit the
requirements of the language
programme.

Linguarama establishes realistic targets
for each individual programme, in
consultation with the learner.

Role-plays, case-studies, information-gap and
problem-solving exercises are typical activities
used by Linguarama to promote effective
communication in the target language.

Effective language learning is
further promoted by a focus on
learning to learn.

Types of courses

One-to-one

Linguarama teaches a lot of one-to-one courses. Individual tuition permits the teacher to tailor a course to a particular student. This is attractive to the business person who has clear and specific work-related language needs. Individual tuition can be organised on an intensive basis (*Business Track* programmes) or on a less intensive basis (for example, a 'module' of three lessons taken once or twice weekly over a period of time). Intensive individual tuition is often chosen in order to accommodate the business student who cannot attend regular tuition spread over a longer period. It is also useful for a business person who may have to improve his or her level of the language at very short notice (in order to take up a new job, for example). If you have not taught one-to-one before, you will be given training in your centre. Ask your colleagues, too, for tips and ideas.

Business Track

Business Track is the umbrella title for intensive courses available in all languages offered by Linguarama. *Business Track* courses aim to maximise the learner's potential to learn by preparing the learner in advance of the course, by helping the learner to develop effective learner strategies during the course, and by helping the learner to continue the learning process after the course.

The core elements of *Business Track* are:

- * Pre-course task (completed before the course)
- * Course profile (key course objectives)
- * Personal learning plan (completed on an ongoing basis)
- * Learning to learn (input on how to learn more effectively)
- * Integrated personal study (self-study activities as examples of useful post-course learning activities)
- * Progress check (measuring progress at the course end)
- * Post-course task (completed and returned to the centre after the course)

Groups

Linguarama teaches a range of group courses. Many are organised as in-company, "closed", courses with participants from the same company (average 6 to 8 in a group). These courses may be taught in the company or at the Linguarama centre. Such courses are usually organised in modules of three lessons held once or twice weekly.

In-company group members may well not work in the same department and often differ in their needs and wants; they will also have different learning styles and expectations. It is a useful idea to make the group aware of this and hence of the need to compromise and adjust the programme to accommodate such differences. You will usually need to negotiate the content of the programme at the course start.

Some students will also combine their language training in their home city with an intensive English in England course. To ensure this is successful you may be required to help liaise with teachers at UK Linguarama centres.

Teaching and learning with Linguarama

Materials

Each Linguarama centre staffroom is well stocked with course books, books to help with phonology, language skills etc. as well as many reference materials. There is also a significant amount of audio, CD-Rom and video-cassette material; all centres have access to the Internet to download appropriate authentic source material.



Linguarama materials

There is a range of published Linguarama material specially written to meet Linguarama students' needs. You will be encouraged to use Linguarama material as the core of a course in preference to published materials, when possible, for marketing as well as pedagogical purposes. Our materials strengthen our professional image. The Director of Studies will give advice and general guidance on which materials to use.

You will also be able to use 'authentic' work-related material which is supplied by students; the use of such materials can be highly motivating for students and builds their confidence.

Learning outside the classroom

It is now widely accepted that a language programme is more effective if the student has some understanding of the language learning process. All new Linguarama students are introduced to learning to learn. At the course start they often discuss their language learning experience and expectations. They are made aware of the nature of language and how language is most effectively learned. They are also made aware of how best to store, practise, memorise and retrieve new language.

Many Linguarama clients are aware of the benefits of multimedia for promoting language learning, especially outside the classroom. Linguarama has its own web-based English language learning program, **Linguarama Direct: Essential English**, for student self-study support. This program is designed to be used in combination with face-to-face tuition. It is ongoing support for in-company group courses: students are required to prepare for some of their lessons by completing sections of the material between lessons. **Linguarama Direct** also provides Linguarama students with consolidation and review opportunities after their course.

You can view a sample of this material by looking in the e-learning section of this web site.

You will also see **Postscript** in the e-learning section. This set of self-study material is free. It gives learners a wealth of exercises linked to useful work-related topics such as sales or marketing.



Linguarama material

GEM (Group English Material) forms approximately 60% of the core material for group courses (the remainder of the material needs to be selected to suit specific group needs). GEM consists of printed student booklets with tests, cassettes and cards plus helpful teacher's guides. This core teaching material is accompanied by a set of files containing supplementary resources: vocabulary, skills and fluency material available in looseleaf format and also on disk.



You will also find various Linguarama looseleaf files of extra teacher support material. Examples of these include **Activate English!** (worksheets and cards for communication activities) and **The Business English Vocabulary Workpack** (worksheets for developing specialist vocabulary).

Reference material

Linguarama provides its own free language reference material for use during and after a course. Language Reference Guides are available in English, French, German, Italian and Spanish. Each guide contains language examples in typical business contexts, includes essential grammar plus a small section on valuable socialising and telephoning language. These guides also contain self-study exercises for students to check how well they have mastered the content.



Self-study

Activate your **Socialising Skills** and **Activate your Telephoning Skills** are two self-study packs sold by Linguarama centres. They aim to meet the student demand for post-course self-study material. This intermediate level material contains two cassettes, a study script and a study file.



The **Business Skills Series**

consists of four books focusing respectively on the language of presentations, meetings, negotiations and writing skills. They are for reference only and are given free to Linguarama students on specific business skills courses or seminars.

Linguarama Direct: **Essential English**

is a web-based language learning program for students from false beginner to intermediate level. The content focuses primarily on grammar but there is extensive listening and reading skills practice together with pronunciation exercises. The units are set in realistic and relevant work contexts. There is a range of useful and appropriate vocabulary. The material is for use only in conjunction with a Linguarama course (it is not a stand-alone e-learning course).



Training and development

Induction

The induction course informs you about our students and their range of needs as well as the basic Linguarama approach and materials. It includes sessions on testing, levels, needs analysis and course design / programming. The UK induction courses are in the summer. Outside this period, induction is provided at the local centre upon arrival.

Centre support

A new teacher arriving at a Linguarama centre is provided with orientation and detailed centre information. You will receive on-going help and advice from the Director of Studies, senior teachers and other members of the team. There is also a small library of methodology books available as a teachers' resource in each centre.

In-service training

The centre runs regular training sessions (at least one session per month) on a range of topics designed to develop your skills and increase your confidence in the classroom.

Observation

Observation of teaching is part of Linguarama's in-service teacher training policy. After the initial observation (within the first three months of joining the centre) you will be observed every year.

You will be given advance notice of the observation plus information about what the observer (often the Director of Studies) is looking for, how the observation will take place etc. The observation feedback session allows you to discuss your development generally and often includes agreement on which aspect of your teaching to focus on in the following weeks.

External training

Established Linguarama teachers who have shown a commitment to the company and have the potential to assume more senior teaching responsibilities are sponsored for external training (for example, the UCLES DELTA course) by Linguarama. This sponsorship is determined on a case-by-case basis.

