



TKT Essentials

e-learningový kurz

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Co je TKT ESSENTIALS?

- **TKT=Teaching Knowledge Test**

Test vytvořený Cambridge ESOL pro učitele angličtiny, který ověřuje nejen znalost jazyka, ale jeho použití, hlavní komponenty a dovednosti

U účastníků se očekává minimální vstupní úroveň B1 dle SERRJ, ideální je B2

E-learning

- Kurz probíhá on-line z pohodlí domova, s vlastním počítačem, který má připojení k internetu.
- Pro práci není třeba žádné speciální aplikace, veškeré komponenty je možné si stáhnout přímo z prostředí MOODLE, ve kterém se pracuje
- Účastníci mohou pracovat kdykoliv, nejsou stanoveny žádné přesné časy, kdy musí být u svého počítače

Úvodní stránka TKT

BRITISH COUNCIL

TeachingEnglish

Home Help & Support

Login

Username

Password

Login

[Lost password?](#)


Global Search

Search TKT Essentials

Go!

TeachingEnglish - TKT Essentials

Welcome to TKT Essentials! This online course will introduce you to the basic ideas and methods behind the communicative approach to teaching English. The course material is based on the syllabus of Cambridge ESOL's Teaching Knowledge Test (TKT) but even if you are not interested in taking the TKT exam, you will find this course provides a valuable introduction to communicative teaching.



[Course objectives](#)

After you have logged on, use the navigation menus above to access the course materials.

Useful sites

Join these British Council learning communities to get access to great resources for you and your learners.

- [TeachingEnglish](#)
- [LearnEnglish](#)
- [LearnEnglish Kids](#)

Internet | Chráněný režim: Zapnuto

Co se dozvíte v úvodu

- Kde se na stránkách přihlásit (username, password)
- Informace o studiu (Course Objectives)
- Další odkazy na stránky BC
- Jaké moduly jsou součástí kurzu

Course objectives

- 4 moduly, 34 lekcí, 90-180 min/lekce
- **Preparation** – an essential introduction to online learning (1 unit; 1.5 hours)
- **Module 1** – language and background to language learning and teaching (18 units; 31 hours)
- **Module 2** – lesson planning and use of resources for language teaching (8 units; 16.5 hours)
- **Module 3** – managing the teaching and learning process (7 units; 13 hours).

Module 1

Language & Background		Less
1.1	Grammar	
1.2	Lexis	
1.3	Phonology	
1.4	Functions	
1.5	Reading	
1.6	Writing	
1.7	Listening	
1.8	Speaking	
1.9	Motivation	
1.10	Focus on Form	
1.11	The role of error	
1.12	L1 and L2 learning	
1.13	Learner characteristics	
1.14	Learner needs	
1.15	Presentation techniques	
1.16	Practice activities	
1.17	Assessment types	

- **V prvním modulu prostudujete:**
- Jazyk a jeho komponenty
- Práci s chybou
- Charakteristiku a potřeby žáka
- Prezentační techniky

Module 2

Lesson Planning | Processes

2.1 Aims

2.2 Components

2.3 Short- and long-term planning

2.4 Assessment activities

2.5 Reference resources

2.6 Coursebook materials

2.7 Supplementary materials

- **Ve druhém modulu prostudujete:**

- Cíle
- Komponenty
- Plánování
- Hodnocení
- Materiály

Module 3

Processes	Admin	Finish
3.1 Classroom functions		
3.2 Learner language		
3.3 Learner mistakes		
3.4 Teacher roles		
3.5 Grouping learners		
3.6 Correcting learners		
3.7 Feedback		

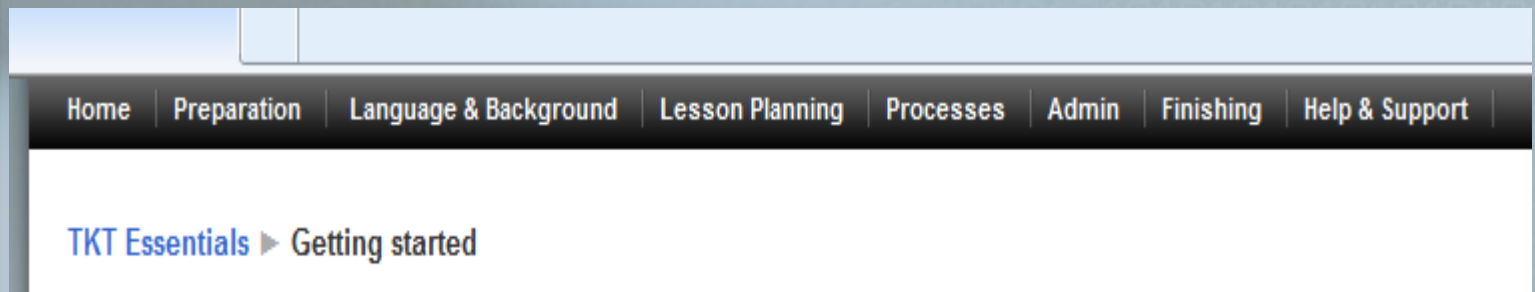
- **Ve třetím modulu prostudujete:**
- Jak funguje třída
- Jak mluví žáci
- Role učitele
- Tvoření skupin
- Opravování žáků

Co budu umět, až dokončím kurz

- **various teaching methodologies**
- **the 'language of teaching'**
- **a range of teaching resources**
- **different approaches to lesson planning**
- **effective classroom management techniques**

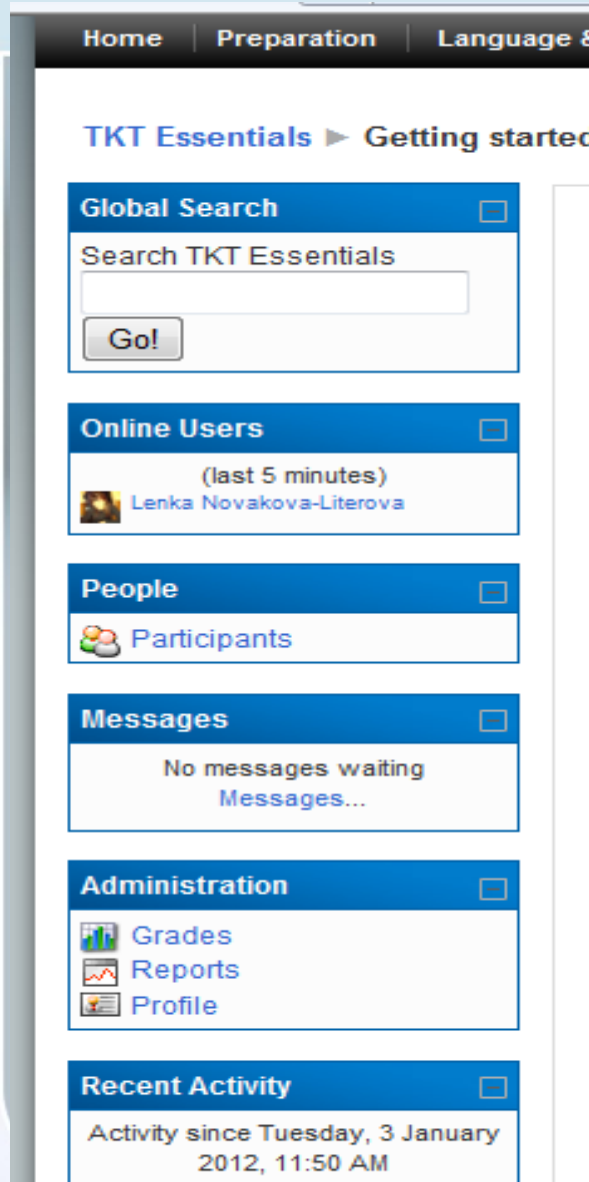
Jak se v moodlu pracuje 1.?

- Všechny části mají stejnou strukturu
Moduly jsou rozděleny v horní liště následovně



Rozkliknutím položky hlavního menu se dostanete do podsložek, které pak samostatně studujete

Jak se v moodlu pracuje 2.?



The screenshot shows the Moodle interface for 'TKT Essentials'. At the top, there are navigation tabs: 'Home', 'Preparation', and 'Language &'. Below the tabs, the breadcrumb path is 'TKT Essentials > Getting started'. The sidebar menu on the left contains several sections, each with a blue header and a close button (checkbox):

- Global Search**: Includes a search box labeled 'Search TKT Essentials' and a 'Go!' button.
- Online Users**: Shows '(last 5 minutes)' and a user profile for 'Lenka Novakova-Literova'.
- People**: Shows 'Participants' with a group icon.
- Messages**: Shows 'No messages waiting' and a link to 'Messages...'. There are three colored squares (green, blue, light blue) on the left side of the page.
- Administration**: Includes links for 'Grades', 'Reports', and 'Profile' with corresponding icons.
- Recent Activity**: Shows 'Activity since Tuesday, 3 January 2012, 11:50 AM'.

- **Na hlavní stránce vlevo vidím mj:**
- vyhledávač hesel
- kdo je on-line
- můžu se podívat do seznamu spolužáků
- zkontroluji si zprávy


Jak se v moodlu pracuje 3.?

Getting started with TKT Essentials

Learning online is not quite the same as working face-to-face, so establishing some guidelines for this environment is a good idea. Where can you go for help? How can you navigate around this website? What is the best way to interact with the other trainees and with the trainer?

There are five sections in this unit to help ensure you have a successful and enjoyable course.

1. Reflecting on your expectations of the course
2. Writing your personal profile
3. Getting to know the other participants
4. Establishing our online social rules ("netiquette")
5. Getting to know the features of the website

 Approximately 1.5 hours, including reflective tasks and discussion activities.

- Na začátku každého modulu je vysvětlení, o co půjde
- Obsah je přehledně uveden
- Je uveden čas potřebný k prostudování modulu

Různé typy úkolů - FORUM

- Při studiu se setkáte s různými typy cvičení a úkolů

3


Getting to know the other participants




Now you have created your profile, you need to introduce yourself to the other participants. Click on the *Introductions* forum below and tell us about yourself. In addition to the usual details (i.e. your name, where you study or work, etc.), tell us:

- what you like most and least about your job/study at the moment
- a website that best highlights your favourite hobby
- why you are doing this course

Word length: approx. 100 - 200 words

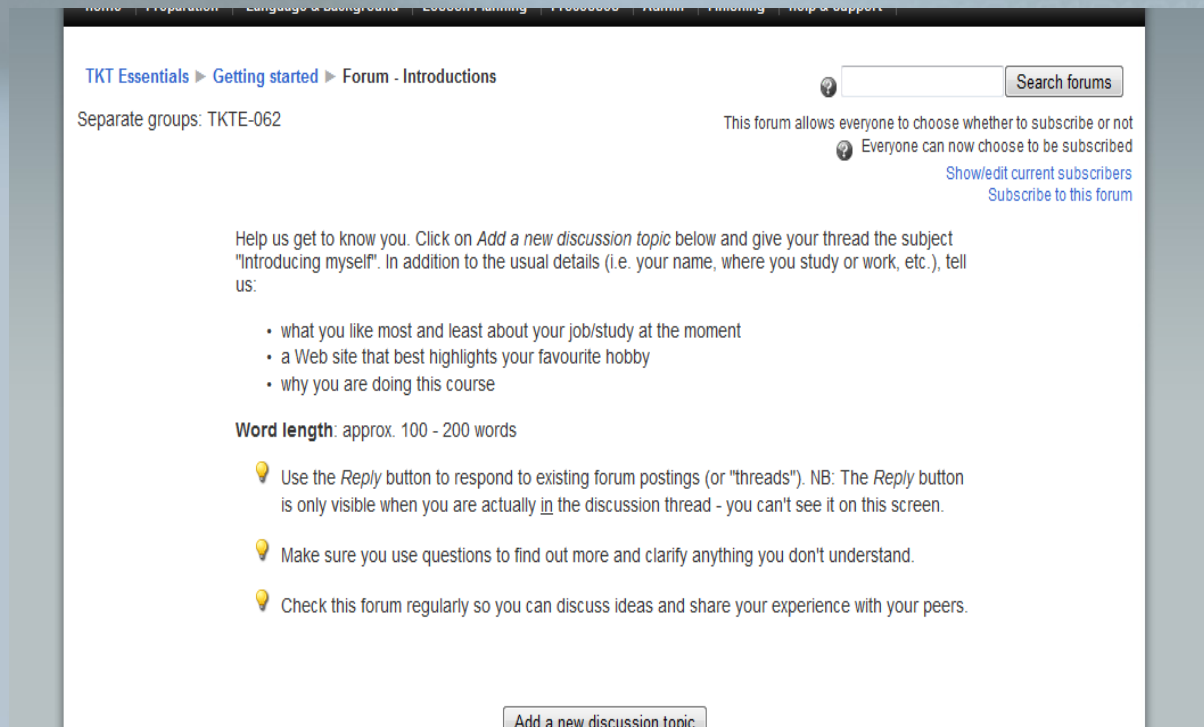
 Don't forget to come back to this forum over the next few days, responding to others' postings as appropriate.

 [Forum - Introductions](#)

- Podle zadání zapíšete do fóra úkol

FORUM

- Po rozkliknutí úkolu se objeví následující stránka, kde je znovu popsáno, co se od očekává



The screenshot shows a forum page with the following content:

TKT Essentials ▶ Getting started ▶ Forum - Introductions

Separate groups: TKTE-062

This forum allows everyone to choose whether to subscribe or not

Everyone can now choose to be subscribed

[Show/edit current subscribers](#)

[Subscribe to this forum](#)

Help us get to know you. Click on *Add a new discussion topic* below and give your thread the subject "Introducing myself". In addition to the usual details (i.e. your name, where you study or work, etc.), tell us:

- what you like most and least about your job/study at the moment
- a Web site that best highlights your favourite hobby
- why you are doing this course

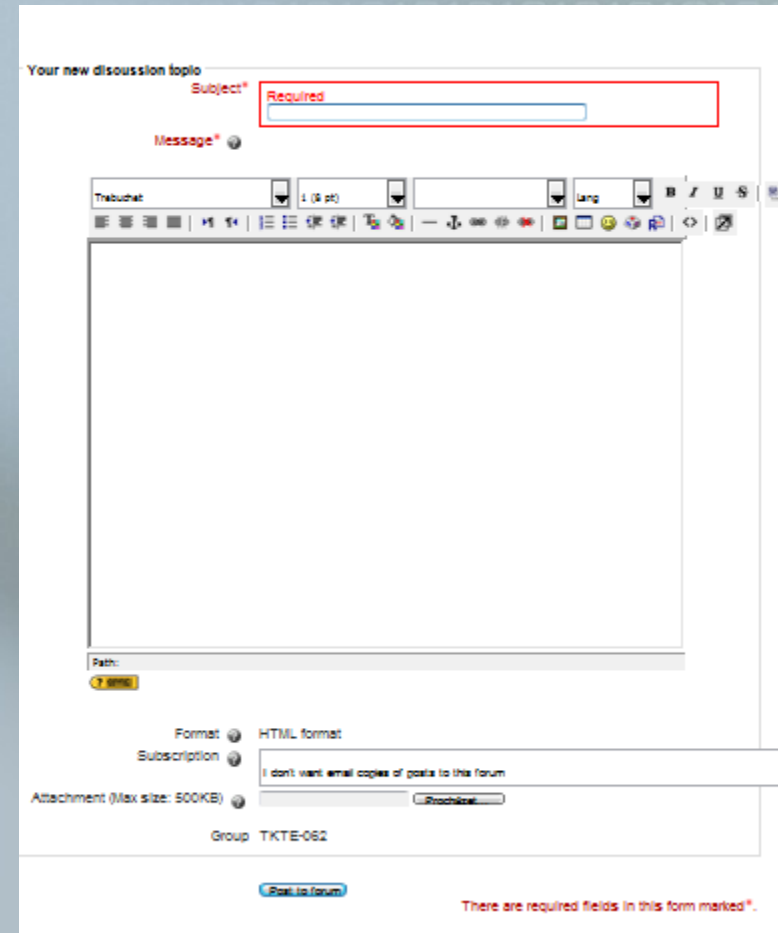
Word length: approx. 100 - 200 words

- 💡 Use the *Reply* button to respond to existing forum postings (or "threads"). NB: The *Reply* button is only visible when you are actually in the discussion thread - you can't see it on this screen.
- 💡 Make sure you use questions to find out more and clarify anything you don't understand.
- 💡 Check this forum regularly so you can discuss ideas and share your experience with your peers.

[Add a new discussion topic](#)

FORUM

- Po kliknutí na *Add a new discussion topic* můžete začít psát
- Do fóra můžete nahrát dokument
- Po dopsání text uložíte kliknutím na *Post to forum*



The screenshot shows a web form titled "Your new discussion topic". It includes a "Subject" field with a red border and the word "Required" above it. Below is a "Message" field with a rich text editor toolbar. The toolbar includes options for font face (Trabuciat), font size (1 (8 pt)), font color, background color, bold, italic, underline, link, unlink, list, and image. Below the message field is a "Path:" field with a "Browse" button. At the bottom, there are sections for "Format" (HTML format), "Subscription" (I don't want email copies of posts to this forum), "Attachment (Max size: 500KB)" with a "Browse" button, and "Group" (TKTE-062). A "Post to forum" button is at the bottom center. A red note at the bottom right says "There are required fields in this form marked*."

Různé typy úkolů - QUIZ

- Kvízy se jednoduše rozkliknou a splní podle zadání

4

Ways of interacting

In the same way as we have guidelines about social norms in day-to-day life, *Netiquette*, or *Net etiquette*, is a set of guidelines about what is appropriate behaviour in an online community.


1. Before you begin, take a moment to write down some things you think are particularly important when communicating in an online (or virtual) environment. Think about wording of messages, tone, style, and the fact that you can't see the person you are communicating with.
2. Next, read at least two of the following resources. Remember that even though some of the ideas refer specifically to email, they may be just as relevant for a forum. Are there any of the points that you noted in step 1? Are there any other ideas that you thought were especially relevant or important? How appropriate are the different ideas for our course?

- [Netiquette quiz](#)
- [Netiquette - study guides and strategies](#)
- [Open University Netiquette summary](#)
- [Master the Basics: Netiquette](#)


Now that you have considered some different ideas about working together online, take a look at the *online interaction* forum. How should the theory be applied in each of these situations?

Různé typy úkolů - EXERCISE


■ Cvičení se rozkliknou a splní

5 **Finding your way around** 

The website you are looking at now is a virtual classroom called Moodle. Open the *Moodle basics* quiz to start learning where to locate some of the important features of Moodle.

 [Exercise - Moodle basics quiz](#)

■ Otázky mohou vypadat následovně

1 **What does this symbol mean?** 

Marks: -/1

Choose one answer.

- A. How difficult the section is
- B. Points received on completion of the section
- C. An indication of how long the section will take

Různé typy úkolů - ASSIGNMENT

- Tento úkol znamená, že dle zadání vypracujete written assignment a vložíte ho do systému

Terminology and subskills

It is useful when thinking about any of the main skills in language teaching to look at some of the terminology commonly used to talk about them and their subskills.


Begin by completing the *Reading terminology* exercise to see how much you know about terms such as *productive skills*, *receptive skills* and other frequently used ones.

 [Exercise - Reading terminology quiz](#)

All of the 'four skills' mentioned in the *Reading terminology* exercise have subskills. The exercise mentions five subskills related to reading:

- Skimming (reading for gist)
- Scanning (reading for specific information)
- Intensive reading (analysing the language in a text closely)
- Reading for detail (analysing a text very closely in order to understand its meaning)
- Extensive reading (reading for pleasure/interest)

The *Ways of reading* assignment gets you to think about which of those sub skills are applied to reading the texts from the *What do you read?* document.

 [Assignment - Ways of reading](#)

Různé typy úkolů - WIKI

- WIKI je spolupráce celé skupiny, kdy na jednom úkolu pracují všichni
- Po rozkliknutí úkolu se objeví většinou tabulka, která se pomocí tlačítka EDIT upravuje a doplňuje

4

Optional activity

Motivating websites

For those who love the web! Check out the wiki with web pages which can aid **motivation** - add your comments and share your favourite sites!

 [Wiki - Web pages and motivation](#)



Další možnosti práce v Moodle

- Dále se v kurzu objevují různé odkazy na související stránky


Optional activity

For information on gesture/body language in a cultural context, see the following links:

-  <http://en.wikipedia.org/wiki/Gesture>
-  <http://www.teachingenglish.org.uk/think/articles/non-verbal-communication>
-  <http://www.teachingenglish.org.uk/think/articles/listening-body-language>

- Dokumenty ve formátu pdf ke stažení a prostudování

Here are two useful sites with illustrations and a discussion on ways of presenting classroom language.

 <http://www.cambridge.org/us/ESL/letstalk/support/language.htm> (or click on 'classroom language' from the home page: <http://www.cambridge.org/us/ESL/letstalk/support/default.htm>)

 [Ways of presenting language \(PDF - 2.1MB\)](#)



Když mám problém

- Pokud se objeví technický problém nebo problém studijního rázu, je řešen je s moderátorem nebo ostatními účastníky v těchto fórech

4




Help and support



You can use these discussion forums at any time during your studies.

- For questions about any of the **activities** or **pedagogic issues**, go to the *Plenary forum*.
- For **troubleshooting** help and technical problems, use the *Technical support forum*.
- Use the **social forum** for stuff that's not related to the course and just to relax with your peers.

Check these forums regularly so you can stay in contact with your peers and support each other.

-  [Plenary forum - Module 3](#)
-  [Technical support forum - Module 3](#)
-  [The social forum - Module 3](#)

Závěrem

- Kurz je velmi přehledný
- Moderátor je ve studijním čase k dispozici, informuje o časovém harmonogramu, hodnotí a motivuje
- Studium probíhá v klidu domova a přesto v interakci s ostatními