

## DELTA Course application form

Please complete all sections where you see this \_\_\_\_\_. Please complete the form without any help from anyone else. When you have finished, email or post it to the address below:

I am applying for:  
Module One preparation course  
Module Two preparation course  
Both preparation courses

**International House Milan**  
**Viale Brenta 27**  
**20139 Milano**  
**ITALY**  
Email: [teachertraining@ihmilano.it](mailto:teachertraining@ihmilano.it)

### Personal details

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Gender \_\_\_\_\_

Nationality(ies) \_\_\_\_\_

Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Codice Fiscale (if applicable-this is to allow us to provide you with a receipt for payment) \_\_\_\_\_

Health (any issues which may affect your performance on the course. We ask for this so we can decide how best to support you on the course-the information will not be taken into consideration when deciding on your



CAMERA DI  
COMMERCIO  
MILANO



Cambridge Assessment  
English

Authorised Exam Centre

**IELTS**<sup>™</sup>

Official Test Centre



suitability) \_\_\_\_\_

**Next of kin (In case of emergencies. Name, relationship and phone number)**

\_\_\_\_\_

**Will you require assistance with accommodation? (Y/N) \_\_\_\_\_**

### **Your education**

(Please include dates, name and location of institution)

\_\_\_\_\_

**Any other training/qualifications/courses**

\_\_\_\_\_

**Knowledge of English**

(Please include any exams you have taken)

\_\_\_\_\_

**Knowledge of other languages**

(Please specify the language and your level)

\_\_\_\_\_

### **Your professional experience**

**Your current position:** \_\_\_\_\_

**Language teaching experience:** (Please give details of group size, ages, materials used, length of courses) \_\_\_\_\_

**Other teaching/training/coaching experience:** \_\_\_\_\_

**Other work experience:** (Please include dates, name and location of employers,

job title and responsibilities) \_\_\_\_\_

### **IT skills, experience and access**

**You will find the course more straightforward if you have access to a computer, the internet and an ability to use email and word processing software. Please include any difficulties you may have with this here \_\_\_\_\_**

### **Part A-lesson plan**

Please submit a lesson plan for a recent or upcoming language (grammar, lexis, functions etc) lesson using the tables below:

#### General info

Brief description of class (group size, ages, course type etc)	
Materials used	
Main aims of lesson	

#### Target language

What is the target language (TL) for this lesson? How will it be encountered/noticed by the students?	
Analysis of meaning of TL	
Anticipated problems of meaning	
Analysis of form of TL	
Anticipated problems of form	
Analysis of pronunciation of TL	
Anticipated problems of pronunciation	

#### Lesson procedure (use the tab key if you need more rows)

Stage name/aim,	Interaction (T-	Procedure (What you do, what the
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timing	Ss, pairs etc)	students do-please be as detailed as possible)

### **Part B-rationale**

Please write at least 250 words describing why you chose the topic, materials and activities for this lesson for these students.

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### **Part C-reflection on the lesson**

**After you teach the lesson described above, describe it below in around 200 words, without saying whether it was a positive or negative experience.**

This task is to encourage your reflective skills, which will be very important on the course. Following an experience (in this case, teaching the lesson), the next step is to describe it from a neutral point of view.

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**Say whether you thought the lesson and/or specific aspects of it was/were effective or not and why. (200 words)**

Following a description of the experience, the next step of the reflection process is to analyse it.

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**Considering this experience and your analysis, what would you do in the future to include these principles or avoid these issues? (100 words)**

The final stage of the reflection process is to plan what you will do as a result of the analysis.

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## Self-awareness

**As well as the importance of reflective skills, described above, there are other skills less related to teaching which are also important for successful completion of the course.**

For each of the areas below, comment briefly (a few sentences is fine) on your abilities (actual or predicted) and experience (if any) in these areas. Experience in these areas is not a requirement for the DELTA-the aim of this section is for you to be aware of them.

1. Dealing with a heavy workload \_\_\_\_
2. Organisation and time management \_\_\_\_
3. Academic writing (longer texts, using a variety of sources, including references etc) \_\_\_\_
4. Being observed while you teach \_\_\_\_
5. Giving and responding to feedback appropriately \_\_\_\_
6. Developing as a teacher \_\_\_\_

## Language awareness

### Part A-Grammar

**Look at the following examples of grammar mistakes made by students. In each case, correct the error and briefly explain why the sentences are wrong. You are welcome to use a reference book for this task.**

**Example:**     “Why don’t we go to the cinema tonight?”  
                  “I’m sorry, I can’t. I’ll go to the cinema with Mary”

*The correct form is “I’m going to the cinema with Mary”. “Will” is not appropriate for future arrangements. In this case the present continuous form is used.*

- a) Despite it was raining, we went to the beach. \_\_\_\_
- b) I’ve been to Spain on holiday last year. \_\_\_\_

- c) She's lived here since two years. \_\_\_\_
- d) I wish it is sunny today! \_\_\_\_
- e) We'll go skiing if it will snow this weekend. \_\_\_\_
- f) Ski is a popular sport in Norway. \_\_\_\_
- g) It's difficult understand people on the phone \_\_\_\_
- h) Could you tell me where is the station? \_\_\_\_

### **Part B-Vocabulary**

**A student of yours is having trouble understanding the following pairs of items. Clarify the differences and give examples of how they are used. Remember that you are speaking to someone with a limited command of English.**

**Example :** to fit/to suit

*"Fit" is about size, big or small or OK, "suit" is about style or colour.*

*"These shoes don't fit me, they're too small"*

*"Yellow doesn't suit me-it makes me look pale"*

- a) lend/borrow \_\_\_\_
- b) bored/boring \_\_\_\_
- c) scared/terrified \_\_\_\_
- d) angry/disappointed \_\_\_\_
- e) go shopping/do the shopping \_\_\_\_
- f) challenging/difficult \_\_\_\_
- g) she looks.../she looks like... \_\_\_\_
- h) thank you/thanks \_\_\_\_

## **Practicalities**

### **Interviews**

#### **In person:**

Interviews are held on zoom.

Please indicate here any days/times which are NOT convenient for you:

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### **Feedback: How did you find out about us?**

How did you learn about the International House Milan DELTA course? Please tick as appropriate below, and, if possible, provide more detail such as a website or dates:

From a recommendation from a friend/colleague \_\_\_\_

From a private language school \_\_\_\_

From an advertisement \_\_\_\_

By contacting International House \_\_\_\_

On an Internet search/website/blog \_\_\_\_

On a social network \_\_\_\_

From a conference/seminar/workshop \_\_\_\_

Other (please specify) \_\_\_\_

### **Disclaimer: Please read carefully and sign at the end**

International House is an equal opportunities employer and does not discriminate on the basis of race, colour, age, gender, religion or physical disability. However, applicants should be aware of the intensive nature of the course and the fact that it is possible to fail.

International House cannot be held responsible for failure if details of illness or physical disability are not declared at the application stage.

Upon acceptance to the course, candidates are required to pay a 30% non-refundable deposit to confirm their place. The remainder of the fee is due two weeks before the start of the course. In the event of cancellation by the candidate less than two weeks before the start of the course no money will be refunded. This includes cancellation for medical reasons. In exceptional cases your place may be transferred to another course subject to availability and

at the school's discretion.

-Although the course is part-time, the workload is significant as there will be a considerable amount of work to do at home outside of course hours

-Acceptance on to the course is based on the application form and interview, but does **not** guarantee passing the course.

-Language analysis skills are an important component of the course and therefore I commit to working on them from the tasks/texts recommended/ provided prior to the commencement of the course. I accept that if I fail to do so, this may have an impact on my successful completion of the course.

-My English has been judged as suitable for the DELTA based on the application process, so my tutors will have high expectations of the accuracy and appropriacy of both my written work and spoken language. I understand that not being able to handle the pressures of the course can have a negative effect on someone's English.

-Tutors expect independence at DELTA level, and will not be able to give specific feedback on lesson plans.

-It is possible to fail the course and that in such an event no money can be returned. If I am in danger of failing Cambridge English Language Assessment require my tutors to inform me of this.

-I will receive feedback on my performance from both my tutor and my peers. I understand that some of this may be constructive criticism and I will be expected to apply it in future lessons and/or assignments.

-I understand the best way to improve my teaching is to apply the feedback I have received, and that "Improving my teaching" is a more important goal than "Getting a good grade". Previous experience and/or qualifications does not guarantee a higher grade.

-At least 99% of jobs requiring the DELTA ask for no more than a Pass, so this is a sensible objective. The final grade is ultimately based on my efforts, and is assigned based on my teaching, planning, assignments, language awareness, reflective skills, independence, overall behaviour and professionalism.

-Tutors want all of us to pass, and they will do their best to help us achieve this. They have been trained to assess us as objectively as possible, using the official Cambridge criteria, but teaching has a degree of inherent "fuzziness". For this reason, to judge the overall effectiveness of my lesson I should carefully consider the oral and written feedback provided.



-The ratio of trainees to tutors is six to one, and that the tutors will try their best to give everyone the appropriate amount of time and support when they need it, but I accept that sometimes I may have to be patient, and understand that I am not being ignored. I am encouraged to approach tutors at any point during the course, either face to face or via email (if appropriate), if I need help.

-If I withdraw between and 15 and 29 days before the start of the course, I am required to pay 80% of the balance, and if I withdraw 14 days or less before the start of the course I am required to pay the full amount of the course.

-My place on the course is not confirmed until I have paid the deposit, and that failure to make the balance payment by the agreed date will result in my losing the place offered to me.

-The deposit is non-refundable, unless it is received by the school after all the spaces on the course have been filled, in which case it will be returned to me.

-There is a limited number of spaces available on the course. Once the application process has been successfully completed, spaces are awarded on the basis of when the deposit is received by the school. Any delays on the part of the bank or myself cannot be taken into consideration.

-On the first day of the course I will be asked to show identification and proof of my education (high school or university certificate). I will also be asked for a deposit of €20, in return for free access to a range of books during the course. I understand that these books must be signed out with my tutor, and that should any books go missing they will be replaced using the deposits provided by the trainees.

-International House reserves the right not to start a course. All deposits and fees will be refunded in the event of a course being cancelled and if subsequent courses are not suitable for the candidate.

-Attendance is compulsory, and I have informed International House of any unavoidable absences. Any work missed must be made up, and attendance on the course does not in itself guarantee I will reach the standard to pass the course. In the event that minimum attendance requirements are not met, I will be unable to pass the course.

I hereby declare that I have read and understood the above conditions and the information included in this form is true and correct and that any written work is my own.

Signed:

**Signature/email** (Your email address written here will be considered a signature. You will be asked to sign a paper copy upon acceptance to the course) \_\_\_\_

**Date** \_\_\_\_

**Please ensure you have completed all the sections.**

**What happens next?**

Thank you for taking the time to complete this application form. As soon as IH Milan receives your application, a member of staff will contact you to arrange an interview.

(To be completed at interview)

I.....confirm that I have read and understood all the above points.  
(PRINT NAME)

**Signed:**..... **Date:** .....