

TRAINING COURSE FOR TEACHERS OF SPANISH AS A SECOND LANGUAGE - NON-NATIVE

Information about the course

- ◎ **Place:** Instituto Mediterráneo Sol
- ◎ **4 daily lessons:** 40 hours in total or 40 lessons of 45 minutes.
- ◎ **Maximum number of students per class: 10**
- ◎ **Starting dates:** 13.01.2014-10.02.2014-10.03.2014-14.04.2014-12.05.2014-16.06.2014-14.07.2014- 28.07.2014-18.08.2014 - 22.09.2014-13.10.2014-10.11.2014-24.11.2014-26.01.2014-16.02.2015-09.03.2015-20.04.2015-18.05.2015-15.06.2015-13.07.2015-27.07.2015-10.08.2015-24.08.2015-31.08.2015-28.09.2015-19.10.2015-09.11.2015-23.11.2015
- ◎ **Price: 730 euros (for 40 hours) or 545 euros (for 40 lessons of 45 minutes)**
- ◎ **The price includes:** Lessons, Certificate, free cultural activities
- ◎ **Training level:** From B1 level
- ◎ **Scholarships:** Contact the National Agency of your country to ask for the **ERASMUS PLUS** grant and take part in this course for free.



If you need **accommodation** just let us know and we'll offer you all our options.

Whom is this course for?

It's a general training course for both:

- ◎ Non-native Spanish teachers with professional experience and a skill level from B1.
- ◎ Non-native people, who wish to get into the didactics of Spanish as a second language with professional goals.



Options

Option A: For teachers of primary or secondary school with an independent use of the language (**B1- Beginner**), who wish to improve their grammatical and cultural skills aiming at Spanish teaching.

Lesson planning:

1st and 2nd class: *Spanish grammar*, depending on level.

3rd class: *Cultural contents about Spain* presented by the teacher.

4th class: *Conversation* and round table about *general affairs concerning Spain*, in which the teacher will act as supervisor.

Option B: For teachers with an independent use of the language (**B1-Beginner and B2-Intermediate**), who wish to improve their grammatical, teacher and cultural skills for the Spanish teaching. It's also directed to all those who wish to get into knowledge, skills, technics and instruments to start the professional Spanish teaching.

Lesson planning:

1st class: *Spanish grammar*, depending on level.

2nd class: *Methodology of Teaching Spanish* as a second language.

3rd class: *Cultural contents about Spain* presented by the teacher.

4th class: *Conversation* and round table about *general affairs concerning Spain*, in which the teacher will act as supervisor.

Option C: For teachers with an independent use of the language (**C1- Proficiency**), who wish to know about or improve all aspects of applied methodology of teaching and extend their knowledge about culture and traditions in Spain.

Lesson planning:

1st class and 2nd class: *Methodology of Teaching Spanish* as a second language.

3rd class: *Cultural contents about Spain* presented by the teacher.

4th class: *Conversation* and round table about *general affairs concerning Spain*, in which the teacher will act as supervisor.



Contents

Methodology of Teaching

© The cultural element

"Application of cinema and other audiovisual materials (short films, commercials, tv programmes) as instruments for the didactic in an ELE class"

"Spanish and Latinoamerican literature: didactics use in an ELE class"

"Spanish through the cooking"

"Expressions, phrases and locutions of the Spanish language"

"Songs and its use for the didactics"

© Communicative skill and communicative activities of the language

"Grammatical problems and instruments for its treatment in an ELE class:

- Ser and estar
- Object pronouns: me, te, nos, os, lo, la, los, las, le, les
- Differences about the aspectual or temporal use of past tenses in Spanish
- Prepositions: por and para
- The Subjunctive

"Know how to write, to be able to write: the writing in an ELE class"

"Approaches and resources to improve the vocabulary learning"

"European Common Reference Framework for Languages and the Curricula Plan of the Cervantes Institute: definition and uses"

© Language teaching and learning approaches

"Analyse and treat mistakes and in an ELE class"

© Methods and dynamics during the lessons

"TIC of Spanish teaching: new technologies in class"

"Games in an ELE class"

© Teaching and learning contexts

"Teaching Spanish as a new language in the secondary school"

"Approaches and beginners levels"

Culture

© Cultural references

General knowledge of the Hispanic countries

- Population.
- Government and politics: government system, legal framework, political parties, unions and civil society.
- Organisation of territory and administration: the autonomous communities, provinces, cities and villages.
- Economy and Industry: the productive sector, means and main companies.
- Medicine and Health: the public and private health.
- Education: academic institution, courses of studies and titles.
- Media: newspapers, magazines, television, radio and commercials.
- Religion: beliefs and social roots.
- Languages: use, diffusion and identity.

© Past and present events and personalities

Important events in the history of the Hispanic countries: eras, characters and relevance.

Spain in the XX century: Primo de Rivera's dictatorship, the Second Republic, the Civil War, the Francoism, the Transition to democracy and the Democracy.

© Cultural products and creations

Literature and thought: chronology, important authors and current view.

Music: chronology, authors and representative works. Popular and traditional music: the flamenco.



Cinema and theatre: chronology, directors and important films.

Architecture, painting, sculpture y photography: chronology, authors and salient works.

Celebrations and popular traditions: origin and current events.

© **Sociocultural knowledges and attitudes**

© **Life conditions and social organization**

Personal identification: names, surnames and identification documents.

Family: types and evolution.

Calendar, times and rhythm of life at work and during the free time.

Food and drink: places, social types and conventions associated.

Free time activities: shows, open air activities and sports.

Homes: type and problems related.

Shopping: buildings, social conventions and consumption habits.

Social services: attention towards elderly people, immigrants, means less people and maltreated women.

© **Interpersonal relationships**

Love, family and friends relationships.

School and work relationships.

© **Common Identity and life style**

Creation of own identity: language, tradition, social participation and antagonism.

Festivities, ceremonies and celebrations: folk festivals, baptisms, marriages, burials.

¿Why study Spanish in an Accredited Centre of Cervantes Institute?

Why study Spanish in an Associate or Accredited Centre of the Instituto Cervantes?

Accredited or Associate Centers:

- ©Meet certain quality standards in the teaching of Spanish
- ©Meet the legal requirements for carrying out teaching activities
- ©Have adequate teaching resources
- ©Have a properly qualified and trained teaching team
- ©Have a teaching plan guaranteeing satisfactory progress
- ©Set a maximum number of students per class
- ©Present publicity which reflects accurately the services offered
- ©Outline course and supplementary services fees clearly



The Instituto Cervantes carries out periodic inspections and renews accreditation permits every three years.

Only Accredited and Associate Centers may use Instituto Cervantes logos.

Source: www.cervantes.es

Contact :



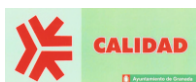
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www.inmsol.es

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The Granada City Hall gave IMSOL-Granada the distinction of "CONSUMO CALIDAD" for the professional work which is being made in terms of Eminence and Quality, attending all the established requirements of the AREA DE MEDIO AMBIENTE, SALUD Y CONSUMO (Environment, Health and Consumption).

www.cursos-profesores-ele.com



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The public holidays in 2014 are:

1st January, 6th January, 28th February (*local holiday*), 18th April (Holy Friday),
1st May, 19th June, 15th August, 13th October, 8th December, 25th December.

The Spanish Labour Laws say holidays falling on Sundays will be celebrated on the following Monday.

When there are two bank holidays in the same week, IMSOL only takes one of them.



Instituto Mediterraneo Sol

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REGISTRATION FORM

Name: _____ Surname: _____ Sex: _____

Address: _____ Post Code: _____ Town: _____

Country: _____ Telephone number: _____ Passport No: _____

Date of birth: _____ Nationality: _____ Profession: _____ e-mail: _____

How did you find out about us? _____

What **level** of Spanish do you think you have? ☐ A1 Beginner ☐ A2 Basic ☐ B1 Intermediate
☐ B2 Advanced ☐ C1 Superior ☐ C2 Proficiency

COURSE

I wish to register in the _____ Course with _____ lessons per week from _____ to _____

Price of Course: €

I will make the prepayment of **100.00 €** as advanced payment of the total price of the course by:

☐ Bank Transfer to: *Instituto Mediterraneo Sol*

Account Name: Instituto Mediterraneo Sol;
Address: Obispo Narváez 3, 23440 Baeza, Spain
Name of the bank: La Caixa
SWIFT CODE / BIC: CAIXESBBXXX
IBAN: ES43 2100 1630 1402 0007 8863

☐ Credit Card (Send details to the school)

☐ Post Office Giro

I wish to pay for the rest of the course:

☐ by bank transfer to the account mentioned above ☐ by Post Office Giro ☐ by Credit Card ☐ in cash in the school

I have read and I accept all stipulated conditions contained in "Information and General Conditions":

Date: _____ Signature: _____ (of parents or guardian in the case of under 18s)

Observations: _____

Accommodation: If required, IMSOL can also arrange accommodation, acting as intermediary:

☐ **Home-stay:** ☐ **Shared apartment:** ☐ **with Spanish people:** ☐ **Hotel:**

☐ Half board

☐ Full board

☐ Single room

☐ Double room

☐ Single room

☐ Double room

*Arrival day: _____

*Departure day: _____

(* See "**Accommodation**" in the "**Information and General Conditions**")

Do you wish to come **accompanied by someone?** ☐ Yes ☐ No

Price of accommodation: _____ €

Price for accompanying person: _____ €

Extra nights: _____ €

TOTAL _____ €

I have read and I accept all stipulated conditions contained in "Information and General Conditions":

Date: _____ Signature: _____ (of parents or guardian in the case of under 18s)

Observations: _____

Information and General Conditions

❖ Inscription and Course Payment

Inscriptions can be made in the following ways:

1. By internet through our web site **www.imsol.es**
2. By fax, sending the Registration Form to:
 - (0034) 958 293732
3. By ordinary mail, sending the Registration Form to:
Instituto Mediterráneo Sol
Enriqueta Lozano, 17
18009 Granada
Spain

4. Upon arrival, participants will hand in three recent passport-photos. It is also possible to make copies of a document with a photo.

The inscription is only accepted when a minimum prepayment of 100 €, which will be deducted from the total fee -or the total amount of the stay- is made by:

- (1) Bank / wire transfer, indicating the participant name. (**Instituto Mediterráneo Sol; Name of the bank: La Caixa; Address: Obispo Narváez 3, 23440 Baeza, Spain; SWIFT / BIC: CAIXESBBXXX; IBAN ES43 2100 1630 1402 0007 8863**)
- (2) Credit Card (Visa, Master Card)
- (3) Postal giro to **Instituto Mediterráneo Sol; Enriqueta Lozano, 17 18009 Granada (España)**
- (4) In cash, when the inscription is made directly in the school office.

Important:

- For stays for groups the only way to make the payment is via bank transfer.
- The participant will be responsible for paying all bank charges.
- It is necessary to send by fax (+34 958 293732) the receipt of payment indicating the participant's name.
- If only a prepayment has been made before arrival, the rest of the payment must be made on the first day of course, at the latest, in the school office and in cash.
- Travel Cheques are not accepted as valid means of payment.

❖ How to get to Granada

Participants will obtain detailed arrival information once they have received the IMSOL course confirmation and, subsequently, have paid the 100 € prepayment.

❖ Inscriptions of minors (individual and group stays)

A signed parental authorisation form must accompany any inscription of a minor. These kinds of stays (Individual and groups stays of minors) have to be paid in full before arrival.

❖ Visa

For those participants who need a travel visa in order to attend the course, Instituto Mediterráneo Sol will provide a confirmation letter so that they can arrange it. For this, participants will have to:

1. send the inscription form.
2. fax a copy of their current passport.
3. have paid the total amount of the course and the accommodation.

For minors, all this documentation must be accompanied by the signed parental authorisation form and a passport photocopy of the parent who signed the authorisation.

In case of travel visa denial/refusal the school will need a copy of it for any refund (see **Cancellation Conditions**).

❖ Supplements

- **Extra Night:** The week of accommodation begins on the Sunday before the start of the course, and ends on the following Saturday. When participants arrive before or leave after these days, they will have to inform the school for availability and then pay the respective extra nights (**see price list**).

- **Accompanying person:** Participants can come with other people who don't wish to attend a course. They will have to pay the price for their chosen accommodation plus 45 € per week. This will allow them to participate in all the free-of-charge activities organized by the school and to use other services from the school such as the internet access.

- **Deposit:** On the first day of class participants must leave a deposit of 60 € in the school (or its equivalent in their country's currency) to be held for the duration of the course. This deposit will be refunded in full at the end of the stay after the safe return of everything lent by IMSOL for the course and/or accommodation: books, films, novels, DVDs, blankets, sheets, keys, etc. If the participant, because of misuse or negligence, causes without justifiable reason, any type of damage to this material or the accommodation, the price of replacement or repair will be deducted from this deposit.

- **Pick-up Service for Individual Stays:** Instituto Mediterráneo Sol can arrange a pick up service from the airport direct to the chosen accommodation. This service is made by professionals of the Spanish transportation sector- i.e., taxi drivers- and the price will depend on the arrival/departure airport and the city where the course will be made (**see price list**).

❖ Organization and class schedule

Every lesson has a duration of 45 minutes. The classes will be carried out interely in Spanish from the first day and without using any other language. IMSOL teaching staff are all native Spanish speakers.

The maximum number of participants per class is 8 and the minimum is 2. If the minimum number cannot be reached, the participants will receive a 50% of the lessons in an individual way and without paying the difference of the price, always taking care of the participant, following these rules:

- Course of 20 lessons in group shift to 10 individual lessons.
- Course of 25 lessons in group shift to 13 individual lessons.
- Course of 30 lessons in group shift to 15 individual lessons.

5th and 6th lessons.

If the participant is the only one who has 5th and 6 th lessons, the lessons change as follows:

- 5 lessons in group shift to 3 individual ones
- 10 lessons in group shift to 5 individual lessons.

In any case, the participant has not to pay the difference of price.

The classes will be timetabled either in the morning or in the afternoon / evening, from Monday to Friday, except holidays.

Bank holidays: The bank holidays in the Spanish Labour Calendar are: 1 January, 6 January, 28 February, Monday or Holy Thursday, Holy Friday (Easter), 1 May, 15 August, 12 October, 1 November, 6 December, 8 December, 25 December, plus two local holidays.

The Spanish Labour Laws say holidays falling on Sundays will be celebrated on the following Monday. When there are two bank holidays in the same week, IMSOL only takes one of them.

There are no classes on these days, no replacement classes are offered (except for the individual courses and Group Stays) and there is no refund for lost classes.

❖ Teaching Material

Instituto Mediterráneo Sol provides the participants (as a loan service) with all the necessary teaching material during the course: books, complementary material, NOT DICTIONARIES. For this it is necessary to leave a deposit at the secretary's office on the first day of the course.

❖ Accommodation

A week's stay begins on the Sunday before the start of the course (from 16.00 hrs.), and ends on the Saturday, just after the end of it (before 12.00 hrs.). Any arrival before or departure after that which has been established must be made clear to the school and the extra nights paid depending on the type of accommodation.

All information concerning accommodation will be sent to the participant not less than one week before the arrival date and always after having received the prepayment of 100 € (for Group Stays, the amount previously arranged).

❖ Arriving late or Leaving early

The minimum stay for the course (except for individual lessons) and for the accommodation is 1 week. The later arrival or earlier departure with respect to the dates confirmed by the school does not imply any discount or refund on the price of the stay. Neither will it be possible to extend the length of the course or the accommodation for the above reasons.

❖ Cancellation Conditions

IMSOL Cancellation Conditions are:

1. Cancellations will be accepted only when the participant provides evidence of justifiable reasons for doing so.
2. The school must receive notification of a cancellation at least 15 days before the start of the course and in writing via e-mail, fax or letter. Then we will send confirmation of receipt. The school will take into account the date of delivery, not the date of posting.
3. **Refunds:** If the notification of cancellation is received:
 - **15 days or more before** the start of the course, the school will refund **all** money paid **except** the prepayment, i.e., 100 €
 - **Between 15 and 5 days before the start of the course**, the school will refund 50% of the money paid if this amount is higher than the prepayment (100 €).
 - **Less than 5 days before the start of the course or after the start of the course**, the school will not refund any money paid.

❖ Change of destination, course and/or accommodation

- **BEFORE ARRIVAL:** If after sending the inscription, participants wish to change location, type of course, accommodation or dates, they will have to inform the school in writing via e-mail, fax or letter at least two weeks before the start of the course (in high season, one month before) in order to assure the change. If the participant applies for a change less than 2 weeks before the start of the course, this will not be accepted. In case of cancellation of the booking, cancellation conditions will be applied.

- **DURING THE STAY:** postponement of the course: If for justifiable reasons participants (serious illness of the participant or his relatives – mum, dad, son/daughter, brother/sister) cannot carry out their stay in full as booked, they must provide proof with the corresponding document if possible. In this case, participants will have the possibility of postponing their course (for a minimum of 1 week and up to a maximum of 12 months) without losing any money at all on the course (participants will only have to pay the difference in price if the course takes place in a different year and IMSOL's prices have changed) but on the accommodation. Change of courses: if the participant, when the course has still started, would like to change it, this change will be possible if the following circumstances will be fulfilled:

- The course that the participant wants to attend, has to be active in that period and has to include the minimum number of participants
- The duration of the course has to be the same as the one in the previous course.
- The cost has not to be inferior of the previous course. If it is longer, the participant has to pay the difference.
- The change has to be permitted by headquarters and central office of the school.

In both cases (BEFORE ARRIVAL and DURING THE STAY) participants will loose any money paid for the accommodation. All changes of the former inscription will always be subject to availability at the moment of informing the school.

❖ Stay Extensions

If participants wish to extend the length of their course or attend a different one, it will be possible if there are free places. The same will happen with accommodation. For this reason it is important that the school has this information at least 1 week before the end of the first course.

❖ Complementary Courses

IMSOL will provide the participants with all the information concerning complementary courses, such as, guitar, windsurfing, flamenco, scuba diving, etc. which they wish to follow and will also be the intermediary if participants require it. But IMSOL WILL NOT assume any responsibility for these courses, because it is not the school that organizes or programmes them, but specialized organizations external to the school.

❖ Health and Travel Insurance

Instituto Mediterráneo Sol advises participants to bring, at least, a health insurance with them, and a travel one if they want it too. Those who come from the European Union can make use of the European Health Insurance Card, formerly called the E111. The school can arrange insurance with a Spanish company if it is required.

❖ Behaviour and Conduct Rules

If participants misbehave, have bad manners; are disrespectful to their schoolmates, teachers, etc. or break the school rules in class and/or their place of accommodation, the school will inform them verbally and in writing of the possible consequences of behaving that way. If their conduct does not change after this first warning, the school will start with the expulsion procedure if it is necessary and always in accordance with the current Spanish legislation.

In the case of breaking a local, national or international law during the stay, IMSOL will take all the necessary steps according to the seriousness of behaviour.

The expulsion of any participant implies the loss of any right to receive any kind of refund.

All the expenses caused by the participant's behaviour (damage compensations, fines...) will be satisfied by the participant and, in case of underage participants, by their parents or legal guardians.

❖ Complaints and Conflicts Resolution

Instituto Mediterráneo Sol can manage all the necessary procedures to solve any problem that may occur during a participant's stay at their earliest convenience. Participants will have to communicate their complaints in writing. Subsequently, the school will have to reply under the same conditions. In the case of not reaching a total agreement between both parties (school & participant):

- The problem will be submitted to the authority of *la Junta de Arbitraje de Consumo del Ayuntamiento* (The Consumers' Arbitration Department of the Provincial Government)
- IMSOL also has at your disposal if they should be required, in the secretary's office:
 - AEEA (Association of Andalusian Spanish schools) *complaint forms* which will be sent to an official Student defence lawyer.
 - The *Official Complaint Forms of Junta De Andalucía* (Andalusian provincial Government) which, in accordance with the law, has to be at the clients disposal in every establishment.

IMSOL will not accept any claim and/or complaint made after departure that was not made clear to the school during the participant's stay in a written form as it would therefore not have been possible to carry out any procedure to resolve the problem in time.

❖ Publicity/Advertisement

IMSOL is not responsible for any advertisement made by others concerning the school.

The very fact of enrolling and attending a course implies the acceptance and fulfilment on the part of the participant of all the Information and General Conditions included in these pages. Instituto Mediterráneo Sol s.l. reserves the right to change or modify anything expressed in these pages whenever there is a justified reason for doing so.