

**Section A****PERSONAL DETAILS**

Title (Mr / Mrs / Ms / etc.)	
Family Name:	Given Name:
Male / Female (please circle)	
Date of Birth:	
Place of birth:	Nationality:
First / other languages spoken:	
Permanent Address:	
Current Address (if different)	
Phone No.	
Skype Address	
Email:	
Do you have any dietary, health or other special needs (include any information which you feel might affect your performance on the course bearing in mind it is of a stressful nature)	
Next of kin name and emergency contact details	
English language level (include IELTS, TEOFL, TOEIC if available)	
Other languages and level	
Highest Qualification Attained:	
Place and dates of study	
Subject & awards	
Teaching qualification attained	
Place & dates of study	
Subject & awards	
Experience of teaching English at a foreign/second language (give dates, institutes/schools levels taught etc)	
Experience of teaching other subjects (give dates, institutes/schools levels taught etc)	
Other work experience	
Any other information regarding your work or experience which you think may be relevant to this application.	
Do you want Polyglot / Polyskills to arrange for your visa? Yes / No	
if yes, please write your Passport Number & attach a copy of your passport	

Do you want Polyglot / Polyskills to arrange your Accommodation? (4 week minimum booking)

O Yes                      O No

Do you require airport pickup?      O Yes                      O No

Airline:                                      Flight No.

Arrival date:                              Time:

**Application Form****COURSE DETAILS**

O Cambridge CELTA      O Full time                      O Part time

Start Date:

**ENTRY TEST**

Date:                                      Time:

**CENTRE LOCATION**

O Oman                      O UAE                      O Germany

**REFERRAL**

How did you hear about us?

O Website      O Social Media                      O Newspapers      O Friend

O Education Agency                      O Other

**STUDENT DECLARATION**

I declare that all the information on this form is correct and that I have read, understood and accept Polyglot / Polyskills enrolment, cancellation and refund policies stated on the next page.

Full name:

Signature:

Date:

**PAYMENT (once invoiced) can be made by:**

Credit Card (2% Surcharge)	Card number:	CVC:	
	Expiry date:	Type: Visa / Master	
	Name on Card:	Amount:	
Online or Bank Transfer (local currency)		Oman	International
	Bank Name	Bank Muscat	Mashreq Bank
	Account Name	Polyglot Institute Oman	Polyskills Institute
	Account Number	0331-01090753-0014	019120021061
	Account Currency	OMR	AED
	SWIFT Code	BMUSOMRX	BOMLAEAD
	IBAN Number	AE130330000019120021061	

\*Please add AED 50 to total owing for international transactions, to cover bank charges.

**PRIVACY** The information you provide in this application will be used to process your enrolment at Polyglot / Polyskills Institute (hereinafter called "**The Institute**"). This information will be treated as confidential and is available for your review. However, it may be made available to UAE/Oman/German Immigration and education authorities in relation to your visa (if applicable). The Institute may send you information about our center or other courses. You may request not to receive further information at any time.

**TERMS AND CONDITIONS** I the candidate/trainee, note the availability of pre-enrolment information at Polyglot [www.pi.om/celta](http://www.pi.om/celta) / Polyskills [polyskills.ae/celta/](http://polyskills.ae/celta/) and agree to the following terms and conditions:

- The acceptance on a course does not mean a place has been reserved for you. A place cannot be reserved until the (non-refundable) deposit has been paid.
- If I was not contacted for an interview, then the application has been unsuccessful on this occasion. If I was contacted for an interview this will involve a 30 minute (timed) written test, a test on language awareness and an interview with a tutor.
- **The Institute** reserves the right to increase fees at any time and to cancel a course if there is an insufficient number of candidates
- I need to disclose, during my interview, any medical problem that may affect my ability to participate and complete the course I am applying for in accordance with the course requirements
- The following may affect my grade and may be grounds for dismissal from the course:
  - lack of punctuality on my part
  - failure on my part to co-operate reasonably with other trainees, students, **The Institute** personnel and third parties (such as, but not limited to, work experience providers)
- Noncompliance on my part with **The Institute** code of conduct. (A copy of the code can be obtained from **The Institute**)
- Failure on my part to complete any written assignments on time and to a satisfactory standard will affect my grade. I accept as final all decisions made by **The Institute** in regard to certification, grading and dismissal from the course
- I accept financial responsibility for any books and materials borrowed by me
- Trainees/students on **The Institute** courses will have different trainers/teachers during their courses and class sizes may vary.
- I may be photographed and videotaped during my time at **The Institute** and that these images may be used for marketing communications
- I must inform **The Institute** in writing if I do not wish to be photographed or videotaped and have these images used for marketing communications
- That this agreement signed by me, and the availability of complaints and appeals processes, does not remove the right for me to take further action under UAE/Oman/German law.

**INDEMNITY AND RELEASE** I, the candidate/trainee, am aware that certain risks and dangers may be associated with any study undertaking and participation in associated activities including but not limited to participation in compulsory practice teaching and observation activities, travel and optional recreational activities. In

consideration of **The Institute** accepting my application as a candidate and/or trainee, I agree that I will not hold **The Institute** responsible or liable for and will not make any claim against **The Institute** by reason of any injury, damage or loss which I may suffer as a result of or in connection with or during the period of –

1. my attendance at **The Institute** and /or
2. my participation in activities whether educational, social, recreational or otherwise, conducted or arranged by or on behalf of or by arrangement with **The Institute** or in any way associated with **The Institute**
3. whilst in accommodation whether short term or long term arranged for me by **The Institute**.

On behalf of myself, my executors, administrators and assigns, I hereby release **The Institute** from all liability to myself or to any other person for any such injury, damage or loss and from any actions, claims or demands which, if I had not entered into this Agreement, I might hereafter have been entitled to take or make against **The Institute** in respect of any such injury, damage or loss and I hereby indemnify **The Institute** against any such liability.

I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the law of UAE/Oman/German. I certify that the information I have given is true and correct and that I have read the 'Terms and Conditions' and 'Indemnity and Release' above, and agree to be bound by them.

- Once a place has been offered, it can only be secured when a deposit or full fee (as stated in the Course Dates and Fees Schedule) has been paid. I agree that if I do not pay the balance of fees 14 days prior to course commencement that my position on the course can be offered to another candidate.
- I am obligated to inform **The Institute** of a change of address while enrolled on a course.
- I accept the following refund policy:  
More than 28 working days written notice before the original course start date: Full refund of tuition fees less any enrolment fees, additional fees, course deposit and accommodation booking fees. USD 260 Admin Fee applies to all refunds.  
28 working days or less but greater than 14 working days written notice before the original course start date: 80% of tuition fees less any enrolment fees, additional fees, course deposit and accommodation booking fees. USD 260 Admin Fee applies to all refunds.  
14 working days or less written notice before the original course start date: 0% refund. There is no refund of tuition or any fees for cancellation fewer than 14 working days before the original course start date.

**Notes to Refund Policy:**

- It may be possible, up to two weeks before a course starts, to transfer to a later course date
- CELTA deposits are non-refundable.
- No refund will be issued if I do not commence a course for which I have paid or if I withdraw after I have commenced the course

## Part B: Language awareness

**One:** For each of the following sentences:

1. Correct the error, which is **highlighted**. Write the corrected sentence as done in the example.
2. Explain, as simply as possible, why the corrected version is more appropriate.

Example:

Incorrect sentence	I <b>read</b> a book at the moment.
Why is this incorrect?	Because the present simple does not refer to what you are doing at the moment of speaking but, for example, to habits. "I read a book every month" would be correct.
Corrected sentence	I'm reading a book at the moment.
Why is the sentence correct?	We use the present continuous to express the idea of an action taking place at or around the moment of speaking.

### 1.1

Incorrect sentence	I'm <b>going</b> to the cinema at least once a week.
Why is this incorrect?	
Corrected sentence	
Why is the sentence correct?	

### 1.2

Incorrect sentence	A: Do you fancy playing tennis tomorrow at midday. B: I'm sorry I <b>will have</b> lunch with Mary tomorrow.
Why is this incorrect?	
Corrected sentence	
Why is the sentence correct?	

**Two:** How would you explain to a learner of English the difference in meaning between the following pairs of sentences / words?

Example:

If he comes with us, he'll learn how to swim.	if + present tense indicates a possible and likely event. "will" indicates a real consequence. It is likely that he will and that he will learn to swim.
If he came with us, he'd learn how to swim.	If + past tense indicates a hypothetical or unlikely event. "would" indicates an imagined/ hypothetical consequence. It is unlikely that he will go and that he will learn to swim.

2.1

He likes coffee.	
He'd like a coffee.	

2.2

John went to university	
John went to the university	

2.4

Smile	
Sneer	

2.5

Economics	
Economical	

### Part C: Teaching ideas

3.1

Imagine you are teaching a <b>multilingual</b> group (therefore no use of translation) of <b>beginners</b> studying English for the first time (they have had two lessons and can use language such as "Yes", "No", "Please" and "Thank you"). How will you try to <b>convey</b> the meaning of the <b>phrase</b> "Would you like...?" with the target sentence being "Would you like a cup of coffee?"	
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3.2

Imagine you are teaching an intermediate group of multilingual learners. You want to teach the word ' <b>rarely</b> '. How would you teach the word. How would you make the meaning clear without using complicated language. How could you check that learners had understood the meaning?	
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### Part C: Extended writing

This task should be handwritten (not typed) on a separate piece of paper and then scanned.

Please write in continuous prose (as in a semi-formal essay).

You should write approximately 200 words (and no more than 300 words)