

REGISTRATION FORM

Propell® Teacher Workshops for the TOEIC® tests

The **Propell® Teacher Workshops for the TOEIC® tests** are training courses for English teachers, in preparation for the **TOEIC tests**. Payment for these workshops (for professionals only) can be supported by an accredited collection organism (OPCA).

Important: these workshops do not give training to administer test sessions. To administer test sessions, please contact our customer service.

PROFESSIONNALS: registration accepted upon receipt of this signed and stamped form (invoice issued to your account).

INDIVIDUALS: registration accepted upon receipt of this signed form along with a check payable to ETS Global.

Please return this form:

- by e-mail: **serviceclient@etsglobal.org**
- by mail: **ETS Global - Service client
43, rue Taitbout, 75009 Paris - FRANCE**



DATES AND LOCATION

- Propell Workshop TOEIC® Speaking and Writing tests
- Propell Workshop TOEIC® Listening and Reading test



REGISTRATION FEE

- €260* incl. VAT, or €216,67 excl. VAT, per person and per day
- **Special offer:** €390 incl. VAT, or €325 excl. VAT, per person for two consecutive days

Price includes the full day training, from **9 a.m. to 5:30 p.m.** (i.e. 7 hours of training), lunch and coffee-breaks, a set of pedagogical resources, an official certificate of workshop completion.



PARTICIPANT(S)

	Last name**	First name**	E-mail address**	Phone number**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

* VAT price valid from 01/10/2017 to 30/09/2018 in Metropolitan France and French overseas.

** Compulsory fields

All of the participants listed are registered for the dates selected above.



BILLING ADDRESS

Institution name*:

Billing address*:

Postal code*:

City*:

ETS Global customer ID:

* Compulsory fields

Last name*:

First name*:

E-mail address*:

Phone number*:

BILLING INFORMATION:

The invoice must be addressed to your business and it will no longer be possible to change the invoice recipient after the workshop.

If your institution must issue an internal purchase order, necessary for billing, it must be returned along with the registration form.

Please specify to us all the documents needed if you want to apply for support by an accredited collection organism (OPCA).

We cannot directly invoice your accredited collection organism, you will therefore have to be reimbursed by them.

No. of statement of corporate existence:

11 75 311 68 75.

GENERAL TERMS OF SALE:

The following terms apply:

- Possibility to cancel 10 working-days before the workshop, without charge;
- From 10 to 5 working-days before the workshop, 50% of the total registration fee mentioned in the "Registration fee" section will be charged;
- Less than 5 working-days or if you do not come to the workshop, the total amount of the workshop will be charged;
- The participant can be replaced until 3 working-days before the workshop day (free of charge).

ETS Global reserves the right to cancel the workshop 15 working days before the workshop. If it is the case, the participants will receive an email and a full refund of the amount paid by the participant will be processed.

A week before the workshop, the participant will receive an email with the map to access the workshop and the detailed program.

After the workshop, the official certificate will be sent to the participant (provided that ETS Global has received full payment of the amount due).

Specific diet, allergies or any useful information:

I agree with the general terms of sale

Total amount of the order: €

incl. VAT

Date:

(DD/MM/YYYY)

Signature and company stamp:

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+33 (0)1 40 75 95 20 (non-surcharged) • serviceclient@etsglobal.org



GLOBAL

A subsidiary of Educational Testing Service

Propell® Teacher Workshops for the TOEIC® tests

	Propell® Workshop TOEIC® Speaking and Writing Tests	Propell® Workshop TOEIC® Listening and Reading Test
Topic	<p>Firstly, we will ensure that participants understand what the TOEIC® Speaking and Writing Tests are. Further to learning about the test formats, we'll have the opportunity to examine:</p> <ul style="list-style-type: none"> • the skills that are tested • how they are tested • how the focus on productive skills is key to success in the international workplace. <p>Second, we'll go through the scoring guides for both speaking and writing and listen to and look at benchmarks for both measures.</p>	<p>Firstly, we will ensure that participants know about the TOEIC® Listening and Reading Test and have the chance to examine some of the real-world skills that are tested, and see how they are key to success on the <i>TOEIC</i> tests, as well as in the global workplace.</p> <p>Third, we will go over the scoring descriptors for Listening and Reading that are linked to test scores and describe language skills at different score levels. This can help guide teachers and learners both in and outside of the classroom.</p>
Location	Club Confair – 54 rue Laffitte, 75009 Paris	
Duration	1 day from 9.00 to 17.00 (7 hours of training). Welcome starting at 8:45.	

TRAINING PROGRAM

08:45	Welcome coffee	
09:00 - 12:30	<ul style="list-style-type: none"> • Introduction/Warm-up Activities • Workshop Objectives • Overview of the <i>TOEIC®</i> Speaking and Writing Tests • <i>TOEIC®</i> Speaking and Writing Test Scores and Proficiency Levels • Learning Objectives and Assessment for Learning 	<ul style="list-style-type: none"> • Introduction/Warm-up • Workshop Objectives and Gallery Walk • Overview of the <i>TOEIC®</i> Listening and Reading test
12:30 - 13:30	Lunch break	
13:30 - 17:00	<ul style="list-style-type: none"> • Overview of Scoring: <ul style="list-style-type: none"> ◦ Speaking Scoring Guides & Benchmarks ◦ Writing Scoring Guides & Benchmarks • <i>TOEIC®</i> Activity Books: Putting it all together • Wrap up/Workshop Feedback 	<ul style="list-style-type: none"> • <i>TOEIC®</i> Listening and Reading Test Score Descriptors • Learning Objectives • Assessment for Learning • Teaching and Learning Strategies • Learning Activities • Evaluations and Closing

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