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**The *Propell®* WORKSHOP FOR THE *TOEFL® IBT* TEST**

The *Propell*® workshop is a one-day professional development program designed to help English-language teachers meet the challenges of teaching English to students. The workshop uses examples from the Reading, Listening, Speaking and Writing sections of the *TOEFL iBT*® test. It provides instructional techniques and strategies for using the integrated-skills approach to teaching language and for preparing students for success.

Led by ETS-approved facilitators in an interactive, hands-on classroom setting, the Propell workshop opens the door to increased success in teaching students English as a foreign language. Teachers will receive a Propell workshop kit that will guide them through stimulating sessions on teaching techniques and activities and help them learn more about the benefits of the TOEFL iBT test. The workshop is also an opportunity to interact with peers and provide feedback to help us improve and develop assessments that meet their needs.

**Frequently Asked Questions:**

1. Who is the training for?

The training is intended for English language professionals working in higher education establishments or in language centers who already prepare students to take the TOEFL iBT test or would like to feel prepared to do it.

1. How long is the workshop? How big are the groups?

The training lasts up to 7 hours (depending on the number and duration of breaks). The workshop can be organized for a group ideally from 8-10 up to 24 participants.

1. What is the language of the Workshop?

The language of the workshop is English.

1. Who are the facilitators of the workshop?

An ETS-Approved *Propell®* Facilitator will be leading the workshop. The details will be confirmed around one month before the training.

1. What will be discussed during the workshop?

The one-day workshop will offer instructional techniques and learning activities for English-language instructors to use in the classroom to build an engaging *TOEFL iBT* curriculum to effectively prepare students for test day. Based on the integrated-skills approach, the workshop will include:

* a comprehensive overview of the TOEFL iBT test
* a detailed review of the scoring guidelines for the Writing and Speaking sections of the TOEFL iBT test
* practice in scoring sample test-taker responses
* an engaging discussion on practical applications to guide classroom instruction

1. Is there any final exam? What do I have to do to complete the training?

There is no final exam; however, the participants are expected to take active part in discussion and group work. Participants who leave the workshop early may not be granted the certificate.

1. How should the hosting institution prepare?

The participants will be sent an introductory assignment to introduce themselves.

**It is essential that the room chosen for the group is big enough not only to sit in it, but also to move around the tables freely.**

Please make sure the room is also equipped with:

* digital projector & screen,
* computer speakers (very important),
* tables (not only chairs),
* 10 big sheets of white paper (A0 or A1 size)
* Some markers (ideally 1 per each participant)

**If any of the items above cannot be provided, please contact us in advance**

**REGISTRATION:**

The completed registration form should be sent by the group coordinator by e-mail to Liana Berkowitz at [lberkowitz@etsglobal.org](mailto:lberkowitz@etsglobal.org) at least two weeks before the workshop so that we can ship the Propell kits from our store room and print the certificates.

**THE PROPELL™ WORKSHOP FOR TOEFL® IBT**

**Registration Form (Group registration)**

|  |  |
| --- | --- |
| Organizing Institution’s complete name | City where the Propell with take place |
|  |  |
| Date of the training | Institution coordinator’s name and contact data (name, e-mail and telephone number to be used by the workshop facilitator only) |
|  |  |
| Contact person, complete address and phone number  (for the shipment of conference materials before the training) | |
|  | |
| Workshop venue details (address, room number, floor, etc. please see the recommended seating plan) | How would you like the lunch break to be organized? – how much time needed, should participants bring their own lunches, or would they be provided? |
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**The Attendees Roster (please add rows if needed)**

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| --- | --- | --- | --- | --- | --- |
| **#** | **Attendee First Name** | **Attendee Last Name** | **Institution Name** | **Job Function** | **Email Address** |
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Please expect an e-mail response with further details.

The facilitator will contact the participants to confirm their registration and to assign the introductory self-study part of the training.

**RECOMMENDED SEATING PLAN:**

(any of the layouts below, the workshop cannot be ran in amphitheaters)

