

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

- €312 incl. VAT, or €260 excl. VAT, per person and per day
- **Special offer:** €468 € incl. VAT, or €390 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				

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

BILLING ADDRESS

Institution name*:

Last name*:

Billing address*:

First name*:

Postal code*:

E-mail address*:

City*:

Phone number*:

ETS Global customer ID:

* Compulsory fields

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:

[Empty box for signature and company stamp]

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Propell® Teacher Workshops for the TOEIC® tests TRAINING PROGRAM

Topic: Training in the methods of preparation for the TOEIC® tests.

Place: Club Laffitte – 54 rue Laffitte, 75009 Paris

Duration: 1 day from 9:00 to 17:30 (7 hours of training). Starting from 8:45 (time confirmed in the registration confirmation).

	Propell® Workshop TOEIC® Speaking and Writing tests	Propell® Workshop TOEIC® Listening and Reading test
08:45	Welcome coffee	Welcome coffee
09:00 - 12:30	Detailed presentation of the TOEIC® Speaking and Writing tests: <ul style="list-style-type: none"> Content of the tests Skills tested Evaluation criteria and analysis of descriptors associated with the scores Examples and analysis of productions of candidates 	Detailed presentation of the TOEIC® Listening and Reading test: <ul style="list-style-type: none"> Content of the tests Skills tested Evaluation criteria and analysis of descriptors associated with the scores
12:30 - 14:00	Lunch break	Lunch break
14:00 - 17:30	<ul style="list-style-type: none"> Overview of the different existing resources for test preparation. Strategies and activities to develop the skills of the candidates. Working in small groups with materials provided to participants. 	<ul style="list-style-type: none"> Overview of the different existing resources for test preparation. Strategies and activities to develop the skills of the candidates. Working in small groups with materials provided to participants.

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