



THIS IS TO CERTIFY THAT

GLEN CLIFFORD



Has been awarded a
100-hour TEFL/TESOL Certificate

Primary Certification

- 40 Hours** Designing Custom Courses
- 20 Hours** Teaching IELTS Exam Prep
- 30 Hours** Teaching English Pronunciation
- 10 Hours** Teaching Communicative, Collaborative, and Interpersonal Skills

Date of Completion: May 03, 2024
Moderated by: BRIDGETEFL, USA
Certificate Number: 00199691
CEUs: 10

Terry McLean
Head Tutor

To verify the authenticity of this certificate, please go to <https://bridge.edu/tefl/certificate-services>.



Specialized TEFL/TESOL Certificate: 40-hour Designing Custom Courses

<p>Course Description – A 40-hour, 10-module online certificate program. As it is a self-study course, it can be done at the trainee’s own pace. This is a reading and viewing-based course on effective, current methodology for Designing English Courses for Specific Purposes to adult speakers of other languages with emphasis given to teaching learners living in countries where English is not the dominant language – an English as a foreign language context. While the emphasis is on methodology, other aspects of English language teaching, such as applicable theories in linguistics and education, is addressed. At the end of the course, participants are expected to be able to produce plans and analysis which demonstrate an understanding of the principles illustrated.</p>	<p>Course Content – By the end of the course, graduates will have covered the following modules:</p> <ol style="list-style-type: none"> 1. Introduction to Designing Custom Courses 2. A Foundation in Discourse 3. Determining Target Needs 4. Analyzing and Organizing Needs 5. Student-Centered Course Objectives 6. Creating the Syllabus 7. Creating, Selecting, and Adapting Materials 8. Appropriate ESP Methodology and Strategy 9. More Appropriate Methodologies and Strategies 10. Assessing ESP Courses 	<p>Course Objectives – Upon successful completion of the course, students are able to:</p> <ol style="list-style-type: none"> 1. Identify the requisite components of a needs-based, specialized ESP syllabus from the readings and viewings 2. Examine the theories and develop an ESP syllabus that reflects appropriate content material based on a researched-based second language acquisition framework 3. Evaluate appropriate needs-based and course assessment tools 4. Design lesson plans that link the needs of the students to sound educational language acquisition principles and the content area
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Additional Information

<p>Grading Criteria: In order to receive a passing grade in the BridgeTEFL online courses, the candidate must receive an accumulative score of 70% or higher, pass the graded assignments and demonstrate an understanding of the role of the learner, the role of the teacher, the English language, how to teach English, and how to organize a learner-centered class.</p>	<p>Accreditation: Bridge Education Group is accredited by ACCET (Accrediting Council for Continuing Education and Training), a US Government Department of Education recognized agency and has over 20 years of experience in language teaching and teacher-training.</p> <p>Bridge Education Group (BridgeTEFL) is also accredited by Aqueducto, Association for Quality Education & Training Online, a charitable organization dedicated to evaluating blended and online training courses against a quality assurance framework. Our headquarters are located in Denver, Colorado and our subsidiaries are in Buenos Aires, Argentina and Santiago, Chile. Bridge Education Group is also affiliated with partner schools and training centers worldwide.</p>	<p>Continuing Education Units: BridgeTEFL is accredited by ACCET (the Accrediting Council for Continued Education and Training), and our programs have been evaluated in accordance with ACCET’s standards, policies, and procedures. For ACCET accredited BridgeTEFL courses, successful trainees earn one Continuing Education Unit (CEU) for every 10 hours of TEFL course instruction.</p>
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Micro-credential Certificate: 20-Hour Teaching IELTS Exam Prep

<p>Course Description – This is a 20-Hour reading and discussion-based course on effective, current methodology for teaching English to adult speakers of other languages with emphasis given to teaching in classrooms in countries where English is not the dominant language – an English as a foreign language context.</p> <p>In this Teaching IELTS course, trainees gain a comprehensive understanding of the IELTS exam, including the scoring criteria and question types. The course will suggest ways for teaching both general and IELTS specific test-taking strategies. In the final sections, trainees will find practical suggestions for teaching students how to succeed on all of the four components of the test.</p>	<p>Course Content – By the end of the course, graduates will have covered the following modules:</p> <ol style="list-style-type: none"> 1. Overview of the IELTS Exam 2. Preparing Students for the IELTS 3. Planning Your IELTS Course 	<p>Course Objectives – Upon successful completion of the course, graduates are able to:</p> <ol style="list-style-type: none"> 1. Describe the general features of the IELTS exam and its sections 2. Explain the format, scoring, and timing of the IELTS exam and its sections 3. Compare and contrast the IELTS Academic and IELTS General exam types 4. Compare and contrast the IELTS computer and IELTS paper-based exams 5. Identify test taking strategies that students can utilize when preparing for and taking the IELTS exam 6. Produce a lesson plan that includes effective activities to support a student's preparation and manage expectations for the IELTS exam
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Additional Information

<p>Grading Criteria: In order to receive a passing grade in the BridgeTEFL online courses, the candidate must receive a cumulative score of 70% or higher and demonstrate an understanding of the role of the learner, the role of the teacher, the English language, how to teach English, and how to organize a learner-centered class.</p>	<p>Accreditation: Bridge Education Group is accredited by ACCET (Accrediting Council for Continuing Education and Training), a US Government Department of Education recognized agency and has over 20 years of experience in language teaching and teacher-training.</p> <p>Bridge Education Group (BridgeTEFL) is also accredited by AQUEDUTO, Association for Quality Education & Training Online, a charitable organization dedicated to evaluating blended and online training courses against a quality assurance framework. Our headquarters are located in Denver, Colorado and our subsidiaries are in Buenos Aires, Argentina and Santiago, Chile. Bridge Education Group is also affiliated with partner schools and training centers worldwide.</p>	<p>Continuing Education Units: BridgeTEFL is accredited by ACCET (the Accrediting Council for Continued Education and Training), and our programs have been evaluated in accordance with ACCET's standards, policies, and procedures. For ACCET accredited BridgeTEFL courses, successful trainees earn one Continuing Education Unit (CEU) for every 10 hours of TEFL course instruction.</p>
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Micro-credential Certificate: 30-Hour Teaching English Pronunciation

<p>Course Description – This 30-hour Teaching English Pronunciation micro-credential course starts with a focus on how human speech is produced — trainees gain a general understanding of the functions of the body parts involved in human speech and how they influence pronunciation.</p> <p>Trainees learn the various sounds used in English speech. Trainees get to know the International Phonetic Alphabet, as well as other features of pronunciation, such as word and sentence stress, rhythm, intonation, linking, and chunking. Each feature is carefully explained, and several examples are provided for trainees.</p> <p>In the final module of this course, trainees learn how to apply their new skills and knowledge in the classroom. They are provided with activities, worksheets, and a lesson plan sample that will help ensure effective pronunciation practices in their classes. At the end, trainees complete a final quiz and assignment to assess their learning experience.</p>	<p>Course Content – By the end of the course, graduates will have covered the following modules:</p> <ol style="list-style-type: none"> 1. Sounds in English 2. Words and Sentences in English 3. Teaching English Pronunciation Lesson Planning 	<p>Course Objectives – Upon successful completion of the course, graduates are able to:</p> <ul style="list-style-type: none"> • Recall and explain basic terminology related to speech production and pronunciation • Apply concepts and techniques learned throughout the course to initially assess pronunciation of English language learners • Analyze pronunciation patterns and distinctions of English speakers • Evaluate and provide feedback to English language learners to help them modify and improve their pronunciation skills • Create effective pronunciation lessons, materials, and examples for English language learners • Design a practical activity that can be used in an English pronunciation lesson
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Additional Information

<p>Grading Criteria: In order to receive a passing grade in the BridgeTEFL online courses, the candidate must receive an accumulative score of 70% or higher on the final quiz and graded assignment.</p>	<p>Accreditation: Bridge Education Group is accredited by ACCET (Accrediting Council for Continuing Education and Training), a US Government Department of Education recognized agency and has over 20 years of experience in language teaching and teacher-training.</p> <p>Bridge Education Group (BridgeTEFL) is also accredited by AQUEDUTO, Association for Quality Education & Training Online, a charitable organization dedicated to evaluating blended and online training courses against a quality assurance framework. Our headquarters are located in Denver, Colorado and our subsidiaries are in Buenos Aires, Argentina and Santiago, Chile. Bridge Education Group is also affiliated with partner schools and training centers worldwide.</p>	<p>Continuing Education Units: BridgeTEFL is accredited by ACCET (the Accrediting Council for Continued Education and Training), and our programs have been evaluated in accordance with ACCET's standards, policies, and procedures. For ACCET accredited BridgeTEFL courses, successful trainees earn one Continuing Education Unit (CEU) for every 10 hours of TEFL course instruction.</p>
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Micro-credential Certificate: 10-Hour Teaching Communicative, Collaborative, and Interpersonal Skills

<p>Course Description – This is a 10-Hour reading and discussion-based course on effective, current methodology for teaching English to adult speakers of other languages with emphasis given to teaching in classrooms in countries where English is not the dominant language – an English as a foreign language context.</p> <p>This course aims to help teachers incorporate activities and cultivate a mindset that actively promotes the development of these communication and interpersonal skills. This course will look at various educational philosophies and the pedagogy behind them before explaining how teachers can incorporate these strategies into their existing teaching practice.</p>	<p>Course Content – By the end of the course, graduates will have covered the following modules:</p> <ol style="list-style-type: none"> 1. Communication and Interpersonal Skills 2. Developing Your Students' Public Speaking Skills 3. Classroom Strategies for Enhancing Communication and Social Skills 	<p>Course Objectives – Upon successful completion of the course, graduates are able to:</p> <ol style="list-style-type: none"> 1. Create a communicative interpersonal skills task for a language classroom setting 2. Describe the 4 types of communication and the 5 broad domains of interpersonal skills 3. Explain the importance of public speaking and how to improve their student's public speaking skills 4. Describe what specific skills a task is designed for and explain how this task helps students develop communicative and interpersonal skills 5. Describe the steps they will take during a task to make sure it develops the targeted communicative and interpersonal skills
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Additional Information

<p>Grading Criteria: In order to receive a passing grade in the BridgeTEFL online courses, the candidate must receive a cumulative score of 70% or higher and demonstrate an understanding of the role of the learner, the role of the teacher, the English language, how to teach English, and incorporate activities and cultivate a mindset that actively promotes the development of interpersonal and communication skills in their learners.</p>	<p>Accreditation: Bridge Education Group is accredited by ACCET (Accrediting Council for Continuing Education and Training), a US Government Department of Education recognized agency and has over 20 years of experience in language teaching and teacher-training.</p> <p>Bridge Education Group (BridgeTEFL) is also accredited by AQUEDUTO, Association for Quality Education & Training Online, a charitable organization dedicated to evaluating blended and online training courses against a quality assurance framework. Our headquarters are located in Denver, Colorado and our subsidiaries are in Buenos Aires, Argentina and Santiago, Chile. Bridge Education Group is also affiliated with partner schools and training centers worldwide.</p>	<p>Continuing Education Units: BridgeTEFL is accredited by ACCET (the Accrediting Council for Continued Education and Training), and our programs have been evaluated in accordance with ACCET's standards, policies, and procedures. For ACCET accredited BridgeTEFL courses, successful trainees earn one Continuing Education Unit (CEU) for every 10 hours of TEFL course instruction.</p>
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Teaching Communicative, Collaborative, and Interpersonal Skills

10-Hour Micro-Credential Course Syllabus

Course Overview

In our increasingly connected world, collaboration, communication, and interpersonal skills are more vital than ever before for career success and personal fulfillment.

The world is a much more open place than it was even a decade ago, and teams are now made up of members from many different backgrounds and cultures. Being open-minded and able to effectively communicate and collaborate across cultural lines with teams made up of members with different skill sets and backgrounds is essential.

In the 21st century, we must effectively communicate through verbal, nonverbal, written, and visual means, but, who teaches students these skills in the classroom?

This course aims to help teachers incorporate activities and cultivate a mindset that actively promotes the development of these communication and interpersonal skills. This course will look at various educational philosophies and the pedagogy behind them before explaining how teachers can incorporate these strategies into their existing teaching practice.

Prerequisites and Requirements: While it is very strongly recommended that trainees in this course have previous teaching experience and/or a TEFL/TESOL certification, there are no prerequisites for this course. To enroll in the Bridge online course listed above, trainees must:

- Be at least 18 years old with a high school diploma or the equivalent; and
- Have a level of English proficiency that enables them to complete the course requirements. Students are advised to have at least a B1 level of English (Common European Framework or CEFR) or the equivalent IELTS test score of 5.0.

System Requirements: The Bridge online courses are accessed and delivered via the internet. Trainees are responsible for obtaining the necessary equipment, internet connection, and internet browser to access the course,

including the ability to watch online videos.

Materials Required: The program is self-contained; no additional text or reference is required. All materials required are provided in the platform. Examinations are taken and assessed on the platform. Trainees contact their tutors via email and submit materials within the platform. Access to an internet connection with sufficient speed to view videos is required. Forms of hardware and software that allow the trainee to write essays and submit them using the platform are required.

Tutor Information: Each trainee is assigned to a tutor who is available to answer any questions about the course content and will provide feedback on the optional final assignment, should the trainee choose to complete it. All tutors in this program hold a Bachelor's degree, have extensive online teacher training experience, and at least 2 years of classroom EFL experience. Many tutors hold master's degrees in TESOL or closely related subjects (e.g., Applied Linguistics).

Schedule of Topics: Enrollment in the course is open. Trainees can begin at any date and proceed at their own pace. There is a three-month maximum time limit for completion.

Teaching Communicative, Collaborative, and Interpersonal Skills

Course Curriculum

Module 1 – Communication and Interpersonal Skills

Module 2 – Developing your Students' Public Speaking Skills

Module 3 – Classroom Strategies for Enhancing Communication and Social Skills

In addition, the course platform contains a variety of resources for the benefit of the trainee. Use of these resources is not assessed.

Overall Course Learning Objectives

Upon successful completion of this course, the trainee will be able to:

- Create a communicative interpersonal skills task for a language classroom setting

- Describe the 4 types of communication and the 5 broad domains of interpersonal skills
- Explain the importance of public speaking and how to improve your student's public speaking skills
- Describe what specific skills a task is designed for
- Explain how this task helps students develop communicative skills
- Explain how this task helps students develop interpersonal skills
- Describe the steps they will take during a task to make sure it develops the targeted communicative and interpersonal skills

Course Learning Objectives Per Module

Module 1: Communication and Interpersonal Skills

By the end of this module, trainees will be able to:

- Describe the 4 types of communication
- Identify the 5 broad domains of interpersonal skills as defined by the OECD
- Use a checklist of interpersonal skills to monitor these traits in their students
- Explain the value of interpersonal skills, especially as they relate to the workplace

Module 2: Developing Your Students' Public Speaking Skills

By the end of this module, trainees will be able to:

- Explain the importance of public speaking and use a 4-point model to help their students improve their public speaking skills
- Describe some general classroom approaches and behaviors that are conducive to promoting interpersonal skills

Module 3: Classroom Activities for Enhancing Communication and Social Skills

By the end of this module, trainees will be able to:

- Administer a task that develops each of the 4 main communication types
- Describe what makes a good task for each communication type
- Lead tasks that develop broad interpersonal skills as defined by the OECD

- Explain which OECD skills a task promotes and apply that knowledge by creating their own tasks for classroom use

Instructional Strategies

The *Teaching Communicative, Collaborative, and Interpersonal Skills* course is a fully online, self-paced program that combines theory, reflection, and practical application. Content is delivered through concise readings, relevant examples, and embedded videos illustrating strategies for developing students' communication, collaboration, and interpersonal skills in diverse classroom contexts.

Each module incorporates interactive reflection activities, short knowledge checks, and discussion prompts designed to help you apply course concepts directly to your own teaching practice. These reflection tasks are not graded, but they play an essential role in reinforcing understanding, encouraging self-evaluation, and connecting the material to real classroom experiences.

Concept-check quizzes throughout the course allow you to test your understanding and receive immediate automated feedback, while end-of-module quizzes contribute to your final course score. These quizzes emphasize critical teaching themes such as communication types, interpersonal domains, and classroom strategies for collaboration.

In the final module, you will have the option to complete an ungraded written assignment that challenges you to design a communicative or collaborative classroom activity based on course principles. If you choose to complete this task, your Bridge tutor will review your work and provide personalized, constructive feedback highlighting practical ways to strengthen your lesson design and teaching approach.

As a fully online, self-paced course, the Bridge learning platform allows you to complete the program at any time within the enrollment period. The course requires approximately 10 hours to complete, though the time may vary depending on your teaching background, experience, and English proficiency.

Assignments and Grading

- **Module Grading** – Participants' understanding of the information contained in each module is demonstrated by accurate completion of the multiple-choice questions in the final quizzes at the conclusion of each module.
- **Module Quizzes** – At the end of each module, there is a multiple-choice quiz of 5 questions based on information from the module content. The module quiz is

worth 5 points (33% of the overall grade). The score on this quiz is computed into the overall course score.

- **Optional Ungraded Written Assignment** – The written assignment at the end of Module 3 is optional and does not count toward the final grade. However, it offers a valuable opportunity to apply knowledge from the course and receive feedback from our expert tutors. This assignment is submitted through the course platform. Tutors respond after the assignment has been submitted. (Responses from tutors are posted with one business day of submission.)
- **Course Grading** – The course awards a certificate and digital badge based on earning a Passing Grade. To achieve a Pass, participants must complete all coursework and receive an average grade of 70% or higher.

Expectations and Policies

Student satisfaction is important to Bridge. Please review our [Terms and Conditions](#) for additional information regarding the course and its policies.

Below are four important policies for this course:

- **Plagiarism Policy** – Trainees are expected to do their own coursework and complete their own assignments. Plagiarism, the use of another person's words or ideas without crediting that person, is strictly forbidden. Trainees may not copy answers directly from the internet or other sources. If using outside sources in preparing answers, trainees must cite the source(s) used with a full reference. In case of plagiarism, trainees will be expelled from the course immediately (and no refunds apply).
- **Course Expiration and Extension** – Trainees are expected to finish the Bridge online course within 3 (three) months from the date of purchase. Once a course has expired, the student will no longer have access to the course.
- **Code of Conduct** – Trainees are expected to behave in a professional and respectful manner during the course and abide by the policies as listed in the course manual. If trainee behavior violates the course policies, they may be subject to failure and dismissal from the course (and no refunds apply).
- **Student Satisfaction and Complaint Procedure** – Bridge strives to provide trainees with an exceptional learning experience, and we are committed to delivering high-quality teacher training courses. In the event that you are not

satisfied with our services, please let us know as soon as possible so we can attempt to resolve the situation promptly and to your satisfaction. Bridge has an internal complaint procedure, which can be found [here](#).