

# ENGLISH LANGUAGE SPECIALIST REQUEST FORM

## REGIONAL ENGLISH LANGUAGE OFFICE

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Please submit the completed request form to the address above

## CONTACT INFORMATION

**Name of institution/department making the request:**

**Name of main contact at the institution:**

**Email:**

**Telephone:**

**Preferred project dates. Please provide several options:**

## AREAS OF INTEREST/NEED

Please check the topics you want the visiting expert to speak on. Add any additional descriptions to specify/narrow down your institution need.

Academic Writing

Assessment

Business English

CALL (Computer Assisted Language Learning)

CBI (Content Based Instruction)

Classroom Management

Creative Writing

Curriculum Design

Drama

Games in the EFL Classroom

Genre Analysis

Grading Rubrics

Grammar

Integrated Skills

Listening

Literature

Material Development

Oral Presentations

Pronunciation

Reading

Speaking

Teacher Evaluations

Teaching Young Learners

Vocabulary

Other topics: \_\_\_\_\_

## **PROJECT DESCRIPTION/JUSTIFICATION**

Briefly explain why is having the ELT visitor important for your institution?

## **PROJECT SPECIFICS**

1. What will the expert do? ( key note speech, workshops, consultations, intensive trainings, winter/summer institutes, summer camps, etc.)

2. What equipment could be available for the visiting expert? Please check.

Overhead projector

Power point capabilities

Computers

Internet connection

Flip chart

White board

Copier for handouts

Other

3. Please describe the room/furniture setting.

4. Who will participate in the program? (In-service teachers, pre-service teachers, students, administrators, Ministry of Education officials, other).

5. How many total participants do you expect? Will the participants change during the visit? (e.g. in-service teachers for one part, pre-service for another, etc.)

6. What is the proposed program? If it's a conference, what are the dates and theme? What are the other speaker sessions? For what time slot(s) and topic(s) are you requesting the specialist? If it's a focused series of workshop, what are the goals?

7. What materials could you provide to assist the visiting expert in preparing for the sessions? (e.g. program curriculum, sample exams, course objectives, teaching materials, etc.)

8. Please add other essential details.