



**ARCZONE Professional Development, Inc.**

2nd Floor Overland Park Building, Banawe St.  
corner Quizon Ave., Quizon City, Philippines  
Tel. Nos. (02) 414-7588 / 781-6895 / 255-4863 / 414-6737  
Mobile Nos. 0921-5761676 / 0917-8576757  
Email: arczone\_eduphil@yahoo.com

October 4, 2017

**Dr. Cherrylou D. De Mesa, OIC**  
Schools Division Superintendent  
DepEd – Division of Cavite  
Trece, Martires, Cavite



Dear Dr. De Mesa:

The internationalization of academic institutions demands educators and students to compete in the global market. This creates an increasingly critical need for English language proficient teachers.

In an effort to address the challenge of enhancing teachers' pedagogical skills in motivating students to learn through English while improving their language proficiency at the same time, ARCZONE Professional Development, Inc. is offering a 4-day language enhancement module dubbed as "*English language proficiency for classroom teachers and school heads: A module on strengthening English language communication in Philippine classrooms*".

This module is intended for English and non-English teachers who have a serious desire to improve their English communication skills for general and professional purposes. Moreover, this is ARCZONE's response to requests of teachers to conduct seminars in preparation for the **Test of English Proficiency for Teachers (TEPT)** administered by DepEd.

The overall goal of the program is to provide opportunities for teachers to look into their English language difficulties and to do the necessary catch-up for what is missing in their pre-service preparation. The sessions cover language enhancement on listening, speaking, reading and writing with particular emphasis on the languages demands of TEPT namely reading, structure and written expression. Further emphasis is placed on developing teachers' *practical communication skills* that are necessary inside and outside the classroom.

Specifically, the 4-day module aims to:

- assess the English language strengths and weaknesses of participants
- improve participants' pronunciation, rhythm and intonation in English
- build confidence, fluency and speaking competence by learning the vocabulary and grammatical forms needed in everyday social communication and in an academic environment

*ARCZONE Professional Development, Inc.*

To All Concerned:

October 20, 2017

*For your information and appropriate action.*

  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

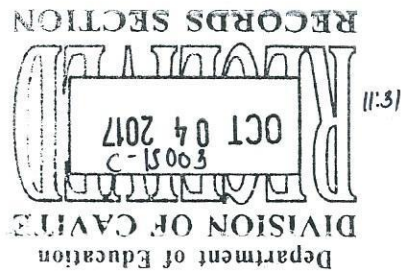


## ARCZONE Professional Development, Inc.

2nd Floor Overland Park Building, Banawe St.,  
corner Quezon Ave., Quezon City, Philippines  
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October 4, 2017

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Schools Division Superintendent  
DepEd – Division of Cavite  
Trece, Martires, Cavite



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- reinforce the basics of written English and practice writing through a variety of tasks

Due to the increasing demand from the field to make this training more affordable and accessible to participants, we are **bringing this training to your Division**. Thus, training fee will be given in reduced rate. Committed in making the Filipino teachers effective and efficient communicators inside and outside the classroom, ARCZONE would like to request for your support to this teacher training module. Your endorsement will surely motivate the teachers to avail the program.

Attached are the details of the seminar-workshop. We look forward to working with you in providing high quality professional development to our educators.

Thank you very much

Sincerely yours,

**Ms. Jesusa Flores**  
*Training Coordinator*

*ARCZONE Professional Development, Inc.*

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**A 4-day Training Module on  
English Language Proficiency for classroom teachers and school heads:  
A module on strengthening English language communication  
in Philippine classrooms**

**Details of Training**

**Dates:** To be suggested by the Division (may be done on Saturdays / during semestral break)

**Venue:** To be suggested by the Division

**Registration fee:** Php 900 ( seminar kits, training materials handouts and certificates of participants)

**\*\*\* Minimum of 200 participants per group (Sessions may be done simultaneously.)**

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**Topics:**

Day 1: English language proficiency exam (Pre-test)  
Active and reflective listening skills for teachers

Day 2: Oral production and fluency  
Art of classroom questioning and eliciting/facilitating discussion

Day 3: Vocabulary enrichment and reading comprehension improvement  
Critical thinking skills and practice

Day 4: Functional grammar and writing in the classroom  
English language proficiency exam (Post-test)  
Awarding ceremonies

*Guest lecturers / facilitators are from Philippine Normal University - Manila,  
De La Salle University- Taft, University of the Philippines- Diliman, University of Santo  
Tomas, España, etc.*

**For inquiries and reservations, please contact: Ms. Jesusa Flores**

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