

*Your Personal Guide*

# 10 steps to teaching English online!

Learn to teach English online via **theteflacademy.com**  
Use your teaching skills in an online context and teach anytime, anywhere!

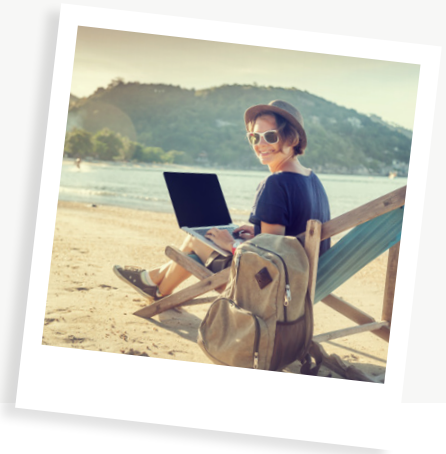
*Switch from in-person teaching to an online environment*

# Your step-by-step guide on how to teach English Online

Earn money from home and get real life teaching experience

**Digital Nomad** (*noun*): someone who uses technology, especially a laptop and a wireless network, to work remotely from anywhere in the world.

*Macmillian Dictionary*



Working in yoga pants? Yes please! Go sightseeing during lunch?  
Enrol me now! Earn money instead of commuting? Count me in!

If ever there was a time to become a digital nomad, that time is now. Working online is becoming a very popular way to make a living which is not surprising considering the lifestyle it can afford you. While there are a number of ways you can work online, teaching English online is a fun, interactive, flexible way to earn money.



Want to know more? Check out our guide for teaching English online and soon you could be earning dollars from the comfort of your home.



## What do I need?

First things first, what do you need to teach English online? You must be:

- ★ A native or near-native speaker of English
- ★ Patient
- ★ Punctual
- ★ Enthusiastic
- ★ To get the best paid online TEFL jobs you should have a Level 5 TEFL qualification
- ★ A stable internet connection
- ★ A headset and microphone
- ★ A quiet, light space
- ★ Props

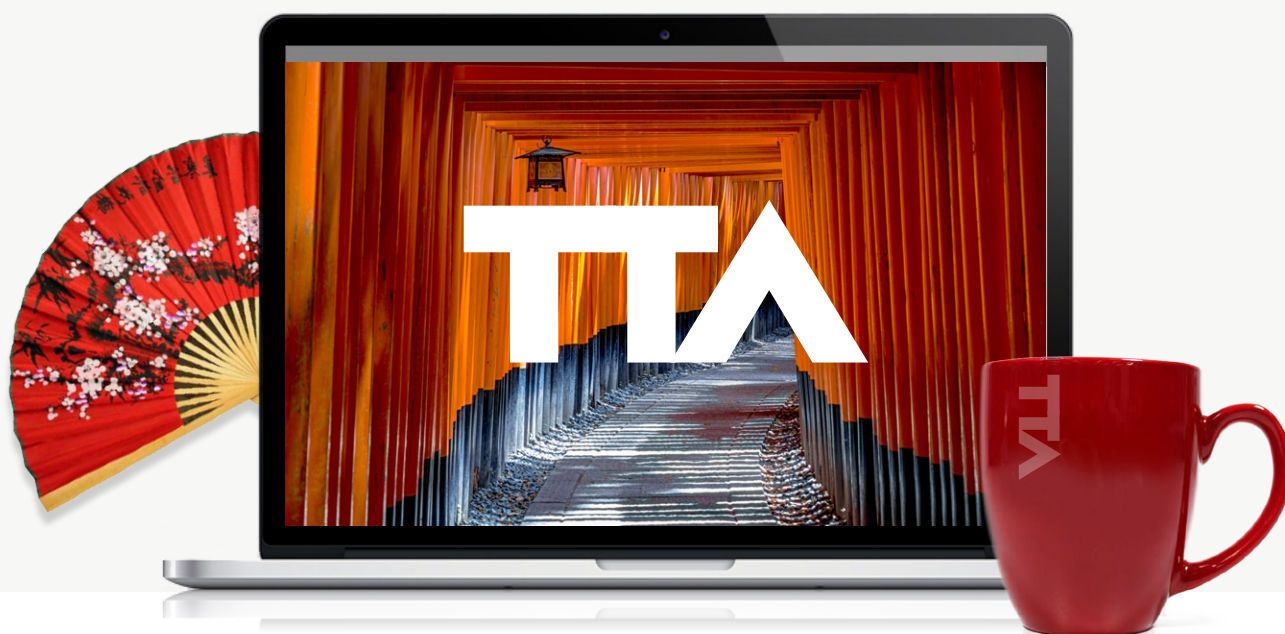


*Sound like you?  
Great! Let's go to  
Step #2...*

Note: some companies require a Bachelor's degree (in any subject) but this is not needed for all jobs.

## Step #2

# How do I get qualified?



Choosing a TEFL provider can be overwhelming, but don't let that put you off. There are just a few boxes your TEFL course needs to tick. Firstly, your TEFL course should be a Level 5 TEFL qualification and it should be accredited.

Is that it? Yes, that's it! The TEFL Academy's Level 5 course is internationally recognized, regulated by Ofqual (UK government), accredited by Qualifi and approved by the DEAC (U.S. Department of Education recognized awarding body).

It will prepare you for teaching English as a Foreign Language in a real or virtual classroom by giving you a solid grounding in theories of learning, teaching methods, and the English language.

Plus it includes a FREE 30-hour Top-Up Course in Teaching Young Learners, Teaching Business English, or Teaching Online and 1:1. Even if you are a teacher, a TEFL course is necessary to give you the skills needed to teach effectively in a TEFL situation. If you're not a teacher, a TEFL course will give you the confidence you need to teach effectively in any classroom, virtual or otherwise.

**ACTION!** Enrol today to begin your TEFL journey with [www.theteflacademy.com](http://www.theteflacademy.com)



## Step #3

# How do I find students?

When people think of teaching English as a Foreign Language, they often imagine a classroom of young learners. While this is definitely the reality for a lot of TEFL teachers (both in the classroom and online), there are many other different kinds of English language learners.

The beauty of teaching English online is that you can teach anyone, anywhere. Young learners, teens, adults, students, business men and women, CEOs, security guards, tour operators – from any country in the world. You can teach whoever wants to learn English and has access to the internet no matter where they are or where you are.

We know what you're thinking, but how do I find these students? For the most part, they'll find you. You need to make sure you have an online presence so that any students looking for a teacher can find you. This means updating your LinkedIn profile, creating a Facebook page or website, and signing up with online teaching companies. Which brings us to our next section...

**ACTION!** Check off your updated social media profiles:





## Step #4

# Where can I find a job?

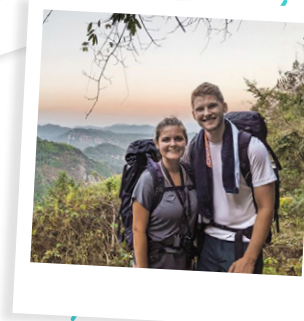
If you are a freelance teacher, you will need to actively market yourself to make yourself known to students. The majority of your students will come from word-of-mouth. Advertise yourself on **LinkedIn** and in **Facebook** groups, or look for students looking for teachers on sites like Upwork or **Gumtree**.

If you work for an online company, there are two ways this could work. Either way, you do not need to worry about finding students. For some companies, teachers upload an introductory or demo video, and schedule their availability. Students then can view the video and sign up for a class with the teacher.

For other companies, teachers have the option of signing up for classes already scheduled. This means the time and date has been confirmed and students have already been allocated to the class.

If you want to teach with a company, you need to go to their respective websites and fill in an application form. They usually require you to upload certain documents, upload a video or have an interview.

NOTE: Even though you are teaching English online, you still need to dress and behave professionally for your interview (and your lessons!). Don't forget, you can browse jobs on The TEFL Academy's Jobs Board.



## Step #5

# Which companies can I use to teach English online?

There are more companies for teaching English online than you can shake a stick at, but here are a few of the most popular.



**VIPKID** is a company which offers one-to-one lessons for English language learners in China. Students are between the ages of 4 and 12. Teachers teach through an interactive learning platform and lesson plans are provided. Teachers for VIPKID must be resident in the US or Canada and have a Bachelor's degree. Teachers can earn \$18 – \$22 an hour.



**PalFish** is a mobile app, so you teach on your phone or tablet. You can teach English to children or adults (all usually in China) but the best way to earn money is through the Official Kids Course. You teach 25-minute lessons to kindergarten children. Teachers don't need to have a degree but you do need a TEFL certificate or a Teacher's qualification. There is a weekly minimum of 4 hours you need to teach and you need to be available for those minimum classes between 5pm and 9pm Beijing time. Materials are provided. Teachers earn \$14 – \$22 an hour.



**ITalki** is not an online school but rather an online platform for TEFL teachers to connect with EFL students. With iTalki, teachers can set their own rates and schedules, so you can teach as often or as little as you want and you can charge what you think you are worth – up to \$25 an hour for some teachers. Simply upload a video and complete the application form. If your application is approved, students will be able to view your video and contact you if they'd like lessons with you.



**DaDa** is an online education platform which offers British and American educational experiences to Chinese children. Lessons are 30 minutes 1-to-1 and materials, as well as an interactive teaching platform, are provided. Your schedule and number of working hours are flexible and you'll earn between \$15 and \$25 an hour. Because the rate is higher than with other companies, DaDa only accepts teachers with a Bachelor's degree.



**Lingoda** is a platform which allows the teachers to choose the lessons they want to teach. Lessons are 24/7 because the students are all over the world, so you can really choose a timetable that suits you. You can also choose which level and what topic you want to teach. Lingoda pays \$8 to \$12 an hour and you need three years' teaching experience to apply.

NOTE: Each company has their own requirements so make sure you satisfy them before applying.

# And there's more...



**Sayabc** is an online teaching platform which offers learning experiences for students in China. You will teach small group classes to children ages 5-12 years old on the company's own platform. Lessons are 40 minutes 1-to-4 and learning materials, based on National Geographic resources, are provided. Teachers must have a native level of English, bachelor's degree, and TEFL certificate. Teachers earn up to \$17 USD per 40 minutes.



**Cambly** is a networking platform that allows teachers to connect with students all over the world. Teach things like structured English lessons, exam preparation (IELTS TOEFL), or conversation lessons with students of all ages. With Cambly, teachers set their own availability and work a little or as much as they want. No degree is needed, but you must be a native English speaker. Teachers earn \$0.17 USD per minute (\$10.20/hour)



**iTutorGroup** is an online education platform which offers classes to children and adults from China, Japan and Taiwan. Teach 25 minute 1-to-1 classes or 45 minute group classes. All teaching materials are provided. Teachers need a bachelor's degree, a TEFL certificate, and at least one year teaching experience. Teaching rates increase the more you teach and the better your student reviews are. Rates start from about \$10 and some teachers have been known to make \$30 an hour.



**Whales English** is an online teaching platform which focuses on English learners between the ages of 3-18 years old. Materials are provided and lessons are delivered on Zoom. Teach small groups with 2-3 students in 50 minute lessons. Whales English pays \$18 to 26 USD per hour and you'll need to be a native English speaker with a bachelor's degree, TEFL certificate and one year teaching experience.



**First Future** is a company that works with other businesses to provide online lessons to Chinese classrooms. Teachers set their availability and are matched with students to their time and student age preferences. You will teach a class up to 20 Chinese learners through live broadcast. All teaching materials and technical support are supplied. Teachers earn \$18- 23 USD an hour but need to have a Bachelor's degree, 1 year teaching experience and a TEFL certificate. There is a weekly minimum of 10 hours you need to teach and you need to be available from 6pm to 9pm Beijing time.

NOTE: Each company has their own requirements so make sure you satisfy them before applying.



“Having this qualification has opened doors and opportunities for me I could never have imagined. Teaching online means I can bring my passion for the outdoors into the classroom to enhance the lessons.”

*Paul Staten*

Teaching from London



*On to Step #6...*



## Step #6

# But how do I teach online?

These days there are loads of different sites and apps you can use to teach English online. If you are a freelancer, Skype is a popular way of teaching. Simply call your student and chat or video chat.

Skype has a range of features that you can use to make your lessons more interactive, such as instant messaging, group chats and screen sharing. Similar sites are Zoom and Google Hangouts. You will need to source your own materials and develop your own lesson plans, but there are tons of online resources to help you out.

If you're working for a company, they will probably have their own online platform that you will use. This can be similar to Skype or it can be a virtual classroom, with an interactive white board and other tools to make your lessons more visually appealing and engaging.

You will likely be given lesson materials so you won't need to worry about lesson planning, but you may need to invest in a few props such as a backdrop or puppet.

## Activity

**Make a list of props that might be useful in lessons**





## Step #7

# What can I teach?

Again, anything. Some students just want a native (or near-native) speaker to chat to. These lessons are then conversation-based. Either the student will decide what they want to talk about or the teacher can lead the discussion.

Either way, the teacher is expected to correct errors, introduce new language and give constructive feedback. Alternatively, you could be given a specific language point or topic to teach, such as natural disasters, colours or the present perfect.

This will then involve a more traditional approach with boardwork and perhaps a few exercises, but again the students will want to use their time to practise their speaking, so make sure this is a big part of your lesson. Some companies offer exclusively Business English lessons, in which case you'll focus on language related to business.

### What could you talk about?

Activities

World Events

Sport &  
Entertainment





## Step #8

# When can I teach?

*Whenever suits you and your students!*

If you are teaching students who are in a different time zone to you, this might mean teaching late at night or early in the morning, but this could suit night owls or early birds. Or you could find yourself with a 4-hour lunch break, so you could go to the gym, have a nap or do the shopping in-between classes!





## Step #9

# I'm in! Show me the money!

Hourly rates and payment methods vary across companies. If you are a freelancer, you will be responsible for billing your students and chasing payments.

Make sure your students are aware of your policies regarding cancellations and no-shows. If you are working for a company, they'll pay you directly on a specified day of the month.

Online payments can be done directly into your bank account, but it is usually easier to be paid into a **Paypal** or **Payoneer** account. NOTE: Don't forget to sort out your own taxes.







*Bonne chance!*

*Zhù hao yùn*

*Good luck!*

## *Step #10*

# Any final words of wisdom?

We're all in this together. Teaching English online is not a competition and we should all be happy to share our resources with each other to make us the best English teachers we can be.

Follow some of your favourite TEFL bloggers for ideas, join Facebook groups for inspiration, and subscribe to our newsletter to keep informed of all things TEFL.

But just because we're such good friends, here are a few of our favourite resources to help you get started: **British Council Teaching English** is a great source of lesson materials, lesson plans, activity ideas and professional development resources.

**Film-English** is a free website with lesson plans on short films. **Ted-Ed** has loads of videos and animations with lesson plans which could be incorporated into your lessons. **Canva** is a design site which has hundreds of templates you can use to create images, flashcards or slides. **Unsplash** is a source of freely usable, high-resolution images.





*The* **TEFL Academy**

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