

ROZITAH ABU SAMAH

www.rozifah.com | @rozitahabusamah

EXPERT EAP/ESP COACH & BUSINESS/PROFESSIONAL ENGLISH TRAINER

Versatile, results-driven professional with 20+ years of comprehensive experience developing exceptional relationships with learners, peers, and senior leadership to provide sustainable educational and business solutions. Superb project leadership abilities and personnel management skills with strong expertise in the language and education sector. Proven problem-solving and analytical thinking skills, a fast-learning curve, and ability to adapt to evolving learning and education industry trends. A dedicated professional with the drive and skill-set to excel in a fast-paced leadership role enhancing an educational institution's reputation in being the cutting edge leader in today's competitive learning markets.

CORE COMPETENCIES

Communication Skills Training ♦ Teaching Skills ♦ Personal and Interpersonal Effectiveness Coaching ♦ English as a Second Language ♦ Critical Thinking and Problem-Solving Skills ♦ Language Teaching ♦ IELTS Training Skills ♦ Test Preparation ♦ Course Development ♦ Curriculum Design ♦ Content Development ♦ Classroom Management ♦ Promoting Learner Autonomy ♦ Session Planning ♦ Evaluation and Assessment ♦ Higher Education ♦ Teacher Training ♦ Educational Management ♦ Qualitative Research ♦ Public Speaking Skills ♦ Leadership ♦ Staff Development ♦ Educational Technology ♦ Educational Leadership ♦ Lesson Planning ♦ Tutoring ♦ Social Media ♦ Editing ♦ Adult Education ♦ Distance Learning ♦ E-Learning ♦ Academic Writing ♦ Applied Linguistics ♦ Community Outreach ♦ Intercultural Communication ♦ International Education

LICENSES AND QUALIFICATIONS:

Certificate Theory & Practice of Language Testing, November 2012

University of Roehampton, UK

Certificate E-moderator Essentials, January 2012

British Council, UK

Diploma English Language Teaching to Adults (Cambridge DELTA), June 2008

University of Cambridge, UK

Certificate ICT-Coordination Training Workshop, February 2005

British Council, UK

Certificate Teaching English Language 'O' Level, October 2000

University of Cambridge, UK

Certificate Teaching English as a Second Language to Adults (RSA TESLA), August 1994

Royal Society of Arts, UK

Diploma Introduction to Teaching, November 1993

Transworld Tutorial College, UK

EDUCATION

Masters of Applied Linguistics & Teaching English to Speakers of Other Languages, July 2016
University of Leicester, UK

Diploma English, August 1999
Goldsmith's College, University of London, UK

General Certificate of Education 'AO' Levels, December 1991
Singapore

General Certificate of Education 'O' Levels, December 1987
Singapore

TEACHING EXPERIENCE AND ACHIEVEMENTS

SSTC INSTITUTE, Singapore
Lecturer (Languages)

Dec 2017 – Oct 2019

- Researched and designed English for Specific course syllabi (schemes of work) for adult learners that promoted developing their language skill set to perform particular job-related functions through regular training sessions.
- Tapped specialised knowledge in current ELT approaches and innovations to demonstrate positive lesson outcomes through high-quality teaching.
- Formulated up-to-date teaching methodologies to instil confidence in language skills for learners from a variety of backgrounds with training focus on the functions and communicative strategies required to perform key skills in various work-learning related functions, such as presenting, socialising, taking lecture notes, and so on.
- Incorporated a wide range of pedagogical styles to cutting edge technologies, such as the use of iPads, IWBs (interactive white boards) and blended learning, to engage learners and consequently improve and foster effective interpersonal communication.
- Encouraged individual self-analysis through supervising and assessing students' ongoing coursework and task performance.
- Implemented learned assessment practice that resulted in enhanced learning outcomes, through performance portfolios and monthly summative tests.
- Applied best teaching practices through learned understanding of recent research and investigations in ELT teaching and learning via regular readings in IATEFL publications and as well as participation in various ELT online forums. .

THE IELTS TUTOR, Online
Freelance IELTS / English Teacher

Feb 2013 – Dec 2017

- Prepared and delivered lessons to improve students' reading, writing, and conversing skills.
- Developed educational content related to such as notes and quizzes.
- Assigned activities to facilitate students' consolidation of learning material.
- Tailored teaching style in accordance with students' needs.
- Managed interpersonal dynamics to ensure that the classes are conducive to learning.
- Tracked and reported on students' progress.
- Remained up-to-date with learning software.
- Ensured that equipment is in good working condition at all times.

EXAMINER ROLES

- IELTS Writing and Speaking Test Examiner
- Speaking examiner for:
 - ★ CPE (Certificate of Proficiency in English)
 - ★ CAE (Certificate in Advanced English)
 - ★ FCE (First Certificate in English)
 - ★ PET (Preliminary English Test)
 - ★ KET (Key English Test)
 - ★ Cambridge Young Learners

TEACHING / TEACHER TRAINER ROLES

- Planned and delivered General English classes to working adults, university students, and young learners in multi-cultural contexts in accordance with CEF syllabus requirements and learner needs.
- Designed lesson plans, course syllabuses, formative and summative assessment structures to meet learning aims.
- Collaborated with teaching colleagues through formal and informal meetings in a collective effort to ensure high quality of teaching.
- Conducted pre-course placement tests and regular mid-course counseling sessions to understand and address learner needs.
- Conducted test preparation courses for students doing IELTS and Cambridge ESOL tests.
- Optimised various British Council ICT applications, e.g. virtual software as well as relevant online materials.
- Mentored teaching colleagues on course development and issues related to teaching.
- Observed teachers and provide formal support through pre-observation meetings as well as evaluative post-lesson feedback.
- Taught TKT (Teaching Knowledge Test) Courses to local teachers and expatriate teachers.
- Provided teaching support through peer observation to focus on areas for their professional development, e.g. methodology, assessment approaches and using resources.

BUSINESS CO-ORDINATOR / COURSE DESIGNER ROLES

- Developed and supported the delivery of corporate and 1-1 courses to internal and external customers by:
 - ★ producing the termly teaching timetable in liaison with senior teachers,
 - ★ revising contract course teaching administration documents, managing classroom, allocation on-site and off-site, scheduling classes,
 - ★ informing clients of any changes to schedules,
 - ★ carrying out needs analyses, developing syllabus for individual corporate clients,
 - ★ providing contract course services and support, in order to meet customer needs and enable the Teaching Centre to meet its target number of contract course hours and teacher utilization,
 - ★ piloting a newsletter project as a marketing tool.

ICT CO-ORDINATOR ROLES

- Authored ICT Handbook for British Council teachers worldwide.
- Promoted ICT resources to teachers and support for teachers through:
 - ★ ensuring integration of ICT onto syllabus,
 - ★ induction of new teachers into ICT resources and policy,
 - ★ development of teachers by leading training sessions every term,
 - ★ ICT clinics to provide teacher support in the use of software, trouble-shooting issues, new

product updates, intranet use and teacher community and other ICT-related matters.

BUSINESS AND PROFESSIONAL ENGLISH CENTRE (BPEC), Morocco Feb 2002 – June 2002
Teacher

- Taught Business English to working professionals off site as well as within school premises
- Research and design course syllabi (schemes of work) that promote developing learners' speaking confidence and language ability through regular training sessions.
- Led Teacher Training session to colleagues on 'Dealing with Language Errors'.
- Observed teachers and wrote follow-up reports on teaching practices in the classroom.
- Taught General English to Younger Learners and Adults.
- Designed exam syllabus for Younger Learner courses.

BKC- INTERNATIONAL HOUSE, Russia Sep 2001 – Jan 2002
Assistant Director of Studies

- Responsible to Director of Studies for quality of education.
- Raised educational standards in collaboration with the Director of Studies through:
 - ★ Teacher observations and provision of feedback reports,
 - ★ Leading regular teacher training sessions to colleagues on various pedagogical issues.
 - ★ Building teacher confidence by providing positive references and reports of hourly-paid teachers,
 - ★ Working with educational administrative staff to timetable teachers and arrange standby teachers,
 - ★ Supervision of the length of courses, test dates and registers, upkeep of classrooms and teachers' rooms,
 - ★ Diffusion of conflict by diplomatically dealing with student complaints and ensuring teacher discipline,
 - ★ Placement interviews of new students.
 - ★ Provision of peer support in teachers' meetings and monthly seminar programmes,
 - ★ Regular communication with local organisers, student coordinators and Director of Studies,
 - ★ Interviews of prospective hourly-paid teachers, recommend employment and arrange contracts.

CHITTAGONG GRAMMAR SCHOOL, Bangladesh Sep 2000 – Aug 2001
Teacher

- Provided examination instruction leading to Cambridge General Certificate of Education (GCE 'O' Levels) English Language examination, to predominantly Bengali students with a wide variety of academic abilities.
- Taught in 45-minute block schedule classes.
- Planned, researched, developed, challenged and implemented programmes for students to ensure optimum growth and development for all learning styles.
- Prepared and implemented interactive, hands-on presentations for extra-curricular subjects such as English Debate, General Knowledge quiz and Drama.

Teacher

- Taught English to foreign students, Business English, English Literature at secondary school level and Speech and Drama for children.
- Conducted lessons using authentic materials to stimulate motivation.
- Oversaw student activities.
- Co-ordinated educational excursions to various places of interest.

ADDITIONAL SKILLS AND EXPERIENCE

Online moderator for British Council Teacher Training courses
Test Writer for British Council APTIS project
IELTS Speaking and Writing Examiner
APTIS British Council Test Item Writer
Cambridge ESOL Examiner for YLs, FCE, CAE/CPE
Member of International Association of Teachers of English as a Foreign Language (IATEFL)
– Research SIG

SPEAKING EVENTS

- **UAE – Ajman University of Science and Technology (Oct 2009)**
Presentation - Web Based Lessons
- **Morocco – Moroccan Association for Teachers of English (Sep 2002 – Jul 2006)**
Workshops and Presentations:
 - ★ Teaching Large Multi-Level Classes
 - ★ Developing Teaching Competencies
 - ★ Teaching Writing
 - ★ IT-based lessons
- **Singapore – National University of Singapore (May 2000)**
Keynote speaker for United Nations Children’s Fund (UNICEF)

VOLUNTEER WORK

- **Bangladesh – Islamabad Orphanage (Aug 2000 – Jul 2001)**
Organised fund-raising projects involving handicraft work
- **Singapore – UNICEF (Jun 2000)**
 - ★ Served as keynote speaker for public awareness at various organisations and institutions
 - ★ Involved in fund-raising events and the organisation of exhibitions
 - ★ Key participant in various volunteer initiatives

LANGUAGES

English (fluent) ◆ Malay (fluent) ◆ Bahasa Indonesia (fluent) ◆ Mandarin (Fair)