# Matthew Anderson LLB, MA

Nationality: British Date of birth: 11th May 1981

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Contact number:

#### **PROFILE**

Dedicated and versatile English teacher with 15+ years' experience developing and teaching EAP and ESP courses at universities and educational institutions in Asia and the Middle East. Committed to creating a student-centred learning environment that allows individuals to communicate with confidence and provides a platform for self-learning and the promotion of independent learning outside of the classroom.

#### **EDUCATION**

Trinity College London	10/2016 – 03/2020
LTCL Diploma TESOL	
Victoria University of Wellington, New Zealand	10/2011 – 02/2014
Master of Arts Applied Linguistics	
International House, Hungary	01/2012 - 02/2012
CELTA	
University of Essex, England	09/1999 – 07/2002
Bachelor of Law	

# **RELEVANT TEACHING EXPERIENCE**

**Lecturer II** Hong Kong Baptist University, Kowloon Tong 09/19 – present

- Teach a variety of credit-bearing and supplementary English language courses.
- Adapted course materials to meet the dynamic e-learning needs of students.
- Created and revised course materials for several supplementary language course.
- Participated in HKBU community-based programmes and schemes.

## **English Teacher** British Council, Admiralty, Hong Kong 08/15 – 08/19

- Researched the efficacy and implementation of the Adult product placement test with a view to better meet students' language needs.
- Promoted and facilitated independent learning outside of the classroom via student email, one-to-one meetings and informal workshops.
- Taught HKDSE, IELTS preparation and intensive courses to young adults and individuals from different professional backgrounds.
- Engaged in extra-curricular activities and events associated with myClub and Transitions.
- Tailor and develop materials in line with student and business needs.

# **EFL Instructor** Institute of Public Administration, Riyadh, KSA 08/13 – 04/14

- Taught Business English and Academic English to elementary, intermediate and advanced classes of Saudi government employees.
- Designed notional-functional and task-based syllabuses tailored to meet students' language needs.
- Integrated self-learning strategies into the classroom to promote learner autonomy.

• Developed productive and receptive language skills material for internal assessment purposes.

# **EFL Lecturer King Saud University**, Riyadh, KSA

02/12 - 07/13

- Taught General, Academic and Medical English to elementary, intermediate and advanced preparatory year students.
- Devised discipline-related material to be used in conjunction with course syllabuses.
- Utilised interactive SMART Board technology and e-learning in the classroom.
- Conducted institutional research and edited educational publications.

# **EFL Instructor Direct English**, Riyadh, KSA

08/10 - 10/11

- Taught Business Communication English and General English to intermediate and advanced young adults and individuals from different professional backgrounds.
- Designed and taught TOEFL and IELTS intensive preparation courses to young adults and professionals.
- Contributed material and aided the creation of ESP language training programmes for the Saudi military.

# **EFL Lecturer Taibah University**, Medina, Saudi Arabia

09/09 - 07/10

- Contributed to the establishment and development of the Preparatory Year Programme at the Yanbu campus.
- Taught Academic and General English to elementary and intermediate preparatory year students.
- Adapted learning material to be culturally sensitive and meet students' language needs.

## **Visiting Professor Joongbu University**, Geumsan, South Korea

08/06 - 02/09

- Taught General and Academic English courses to freshmen university students.
- Devised discipline related material and assessment for the university's English programme.
- Taught presentation and cross-cultural skills to university and international students.

## **Visiting Professor** Chungnam University, Daejeon, South Korea

08/04 – 07/05

- Taught language skills classes to freshmen university students, government employees and elementary school teachers.
- Taught institutional TOEIC preparation and composition courses.

# **SKILLS**

**Languages:** English (native), Intermediate Spanish, Basic French

IT: Microsoft Word, Excel, PowerPoint, SMART board technology

## REFERENCES

Available upon request