

CURRICULUM VITAE

ABDUL LATHEEF VENNAKKADAN

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THE GIST

- Master's in English Language and Literature, Bachelor of Education in TESL, Bachelor's in English, PG. Certificate in TESL, PG. Diploma in Communicative English, Diploma in TESOL (UK), NET in English, Certificate in Teaching TOEFL, TOEIC & IELTS(US) and Diploma in Computer Applications.
- More than 10 years of experience in TESL/TEFL at university/college level including 3 years in the Middle East.
- More than 3 years experience in CALL, e-content/e-resources, Net Support School software, IELTS training and language lab supervision and well versed in OS like XP/Vista/Windows-7.
- Special orientation and research interest in SPELTICS (spelling teaching tactics) & Testing and currently pursuing PhD in ELT.
- Active curricular and co-curricular presence, dutifulness, approachability & adaptability.
- Presented workshops/papers at national and international seminars on English language and literature.
- Presently working at Dhofar University in Salalah, Oman as an EFL instructor cum supervisor of English language lab-3.

CAREER OBJECTIVE

To mould the linguistic abilities of the learners in such a way that they are diligently compatible to meet the requirements and challenges of the ever competitive outside world.

EDUCATIONAL HIGHLIGHTS

Doctor of Philosophy (in progress)

MANUU, Hyderabad-India (2010-

Thesis Title: Examination Washback on TESL: Testing versus the Four Skills

Certificate in Teaching TOEFL, IELTS, TOEIC & Other Examinations (2010)

TEFL Boot Camp, Phoenix AZ, USA.

Transcript: Instructional Methods, Needs Analysis, Standardized Testing, TOEFL, IELTS, TOEIC.

Diploma in TESOL (2010)

London Teacher Training College –LTTC, London, UK .

Transcript: Language Theory, ELT Methodology, Linguistics &ELT, Classroom Planning & Organization.

A program requiring minimum 180 hours of study, passed with grade A- Distinction

Post Graduate Diploma in Communicative English (2007 – 08)

Bharathiyar University, Coimbatore, Tamil Nadu – India.

Transcript: Suprasegmentals in Communication, Phonetics & Spoken English, Communicative Approach to Grammar, Language & Communication, Group Dynamics

A one year program, passed with grade FIRST

Post Graduate Certificate in Teaching English as a Second Language (2005 – 06)

EFL University, Hyderabad – India.

Transcript: TEFL/TESL Methodology, Introduction to Linguistics, Phonetics & Spoken English, Materials for ELT.

A one year program requiring 60 hours of observed ELT.

Bachelor of Education in TESL (2001 - 02)

University of Calicut, Kerala – India.

Transcript: TESL Methodology, ESL/EFL Pedagogic Analysis, Psychology of Learning & Instruction, Trends & Developments in Modern Educational Practices.

A one year full-time/regular program including 150 hours of observed ELT, passed with grade FIRST

Master of Arts in English Language and Literature (1999 – 01)

University of Calicut, Kerala – India.

Transcript: History and Structure of English Language, TESL/TEFL Theory & Practice, Concepts in Linguistics, ICT & ELT, Criticism and Theory, From Chaucer to Romantics, From the Victorian Age to 1940, The Current Literary Trends, World Drama, Post Colonial Literature.

A two year regular program with proportionate weight to ELT & Literature passed with grade FIRST

National Educational Test (2000)

University Grants Commission (UGC), Government of India.

Transcript: Teaching Aptitude, English Language Competence, In-depth Content Awareness.

An all India basis test to get Eligibility for being English assistant professors at universities in India

Bachelors of Arts in English Language and Literature (1996 – 99)

University of Calicut, Kerala – India.

Transcript: Grammar & Phonetics, ESL Pedagogy, Linguistics Tools in ELT, Teaching Poetry & Drama, Literary Criticism, Classroom Planning, Cultural History of Britain.

Three year regular program passed with grade FIRST

Diploma in Computer Applications (2007)

Flex computer Education, Kerala-India.

Transcript: Power point, Internet, MS Word, Excel, E-content, CALL, audacity, wavepad audio/video editing/recording, Photoshop and Net Support School (NSS) software for language labs.

CAREER CHRONICLE

EFL Instructor cum Language Lab Supervisor

Dhofar University, Salalah, Oman

01/09/2008 to date.

- Design the course material and testing tools of listening skill for all levels of Foundation Program students.
- Provide intensive training for IELTS
- Organize and actively participate in class or university activities designed to enhance students' learning experiences.
- Prepare/edit the required e-resources to be used in the English language lab.
- Troubleshoot programs malfunctioning on computers.
- Administer both computerized /written exams in listening.

Lecturer in English

PTM Govt College Perintalmanna, Kerala-India.

01/09/2005 to 01/08/2008.

- Extend a helping hand to students to explore literatures written in English.
- Counsel the degree students of English Language and literature in academic and non academic matters.
- Teach tailor-cut courses in poetry, translation and drama.
- Organize and monitor project works, seminars and group discussions among the students and in the English department as well.

Lecturer in English

Bukhara Daawa College, Kondotty, Kerala – India

29/1/2003 to 5/11/2007

- Orient students in understanding literatures written in English from aesthetic and critical viewpoints.
- Teach courses in ESL and linguistics at post graduate level.
- Actively co-ordinate academic seminars and discussions.
- Prepare question papers for terminal tests and final exams.

Lecturer in English

School Of Distance Education, Moulana Azad National Urdu University, Hyderabad- India

03/01/2006 to 10/08/2008 .

- To deliver lectures on specific courses (drama, ELT, grammar, criticism) opted by the students of post graduation on distance mode.
- Constructively intervene in seminars and debates among students.
- Help students go deep into the nuances of literary texts in English.
- Evaluate students' assignments and project work.

Head of the Department of English

Govt. College Kattappana Idukki, Kerala - India

03/02/2002 to 30/08/2005

- Coordinate the staff in the department including course material, internal assessment terminal tests.
- Monitor various departmental activities.
- Help the students in stepping into the pleasant chasms of literatures written in English
- Represent the department in various committees and programs in and out the college.

Course Designer and Course Mentor

Ideal Institute for Fluency in Language (IIFL). Kerala - India

30/04/2004 to 01/08/2008

- Engage communicative English classes for the learners.
- To help the learners' be proficient in spoken and written aspects of English.
- Design short-term courses and prepare study materials for them

Member-Board of Examiners.

University of Calicut, Kerala – India.

2006-2007

- Evaluate the answer sheets of the public exams of the post graduate and undergraduate students of the university
- Prepare grade sheets of tests, quizzes and CE

Lecturer in English

DMIC College Kodanpuzha, Kerala – India.

02/04/1999 to 20/01/2002

- Teach intensive English language programs to the undergraduate students with focus on grammar and reading.
- Help them understand literatures written in English.
- Monitor interactive programs among students.

ADMINISTRATIVE EXPERIENCE

- National Service Scheme (NSS) Programme Officer at PTM Govt college (Kerala – India) 2006 onwards
- Edusat Officer at PTM Govt College Perintalmanna (Kerala – India)
- Academic advisor to second year BA English students of PTM govt college (Kerala – India)
- Member in the curriculum committee of Bukhari Daawa College (Kerala – India)
- Coordinator of the committee for Accreditation by national assessment and accreditation council (NAAC) at PTM Govt. college (Kerala – India)
- Staff advisor for the curricular and co- curricular activities of the college union (an elected body of the students) for the year 2007-08.

SEMINARS /CONFERENCES / COURSES

- Presented a workshop on SPELTICS-A MULTISENSORY APPROACH in the OMAN international ELT conference at Sultan Qaboos University (SQU) Muscat, Oman.
- Took part in the national seminar on Functional English conducted by the department of English TMG College. (Kerala – India)

- Presented a paper on Tips for Communicative English Competency at Soft Line educational centre Feroke Calicut, (Kerala – India)
- Took part in the national seminar on Post Modernist Trends in Arts and Literature at Govt Arts and Science College, Calicut. (Kerala – India)
- Presented a paper on The Visual Deconstruction of the Text –Media Approach to Teaching Poetry at the seminar hosted by the department of English, Govt. college Kattappana Idukki (Kerala – India)
- Designed and conducted a course entitled Communicative Proficiency in English (50 hours) for the teaching staff of Najath Higher Secondary School, Peruvallur, (Kerala – India)
- Designed and conducted a course (40 hours) entitled Sharpening Spoken Communication in English for the teaching staff of Hidayah English Medium High School kondotty , (Kerala – India)
- Completed an Orientation Course for the Programme Officers Of National Service Scheme at Rajagiri College of Social Sciences at Kalamasseri (Kerala – India)
- Got selected to attend a REFRESHER COURSE(one month) in English on Recent Literary Theories for lecturers at college/university level all over India at Goa university ,India from 7-03-08 to 29-03-08

PUBLICATIONS

- The research paper ‘ELT Misspelling and E-Resources’ is about to be published in *The Omani ELT Symphony: Maintaining Linguistic and Socio-Cultural Equilibrium* edited by Dr. Rahma Al-Mahrooqi and Dr. Victoria Tuzlukova
- Authored an anthology of English poems entitled *The Divine Buds* published by the creative circle publishers Chennai 2007. (Kerala – India)
- Authored *A Bouquet of Recent Catchy Words* published by IIFL publishers.2008.
- Edited the book *English Learnmatics A to Z*, a reference book on spoken and written English consisting of 600 pages published by the Trend Books Calicut 2007.
- Published an article entitled *Digital Revolution and Human Emotional Ties* in the yearly magazine BEELINE of Bukhari English medium school Kondotty 2007 (Kerala – India)
- Co-authored the book SPELTICS a book on spelling learning tactics written in a mixture of Malayalam and English published by the Trend Books Calicut (Kerala – India) 2008.
- Published the second collection of poems in English entitled *Grilieving Thoughts* -2008.

PERSONAL PROFILE

Birth date	05-03-1979
Languages known	English, Malayalam, Urdu, Hindi & Arabic
Passport No	E2301293
Nationality	Indian

REFEREES

Available on request.