

Curriculum Vitae

Dr (Mrs) Seetha Jayaraman

Foundation Program, English Language Unit,
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Permanent Address

No.5-9-1/69, Kalyanpuri, Sainikpuri,
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Personal Information

Date of Birth : May 23, 1958
Passport No : E 0814433 valid till 2012
Marital status : Married
Nationality : Indian

Work Experience: 12 years of Teaching.

**September 2008 – Present : Dhofar University, Salalah, Sultanate of Oman.
English Language Instructor.**

Responsibilities

- Prepare subject material for presentation to students, according to an approved curriculum.
- Teach students using a systematic plan of lectures, discussions, audio-visual presentations and laboratory, shop and field duties.
- Assign and correct home work.
- Evaluate progress of students and discuss results with students and officials.
- Suggest activities to students participating in Exhibitions and other programs in the university.
- Supervise projects on different subjects by students.
- Proctor and evaluate the Placement tests to new entrants.
- Conduct research on language and language teaching, linguistic and language learning problems in International Conferences and Seminars.
- Participate in staff meetings, educational conferences and teacher-training Workshops.
- Advise on course selection and on vocational and personal matters.
- Serving as member of the University Research Board.
- Publish papers and books on language related subjects.

2007-2008 : Senior Teacher (French), Indian School Al Wadi Al Kabir, Muscat, Sultanate of Oman.

- Prepare and teach the material according to the approved curriculum.
- Assign and correct homework.
- Conduct Continuous Assessments in oral and written skills.
- Evaluate students and discuss the answers with the students periodically.
- Participate in staff meetings and departmental meetings on assigning grades and
- Identify the weak students and suggest remedial courses for them.
- Advise course material for different levels of students and suggest new text materials.
- Discuss student-related issues of academic interest with academic officials and administrative staff.
- Discuss the progress of students with parents and other faculty members concerned, to suggest improvements.

2003-2006: Lecturer, Alliance Française of Hyderabad, India.

- Teach courses of French as a Foreign Language to Intermediate level adult learners.
- Identify and use the teaching material from sources, in addition to the texts prescribed for the course.
- Conduct a research on different classroom tools like audio-visual clippings, images and so on.
- Conduct spoken different activities like role-plays and dialogues for presentation in the classroom.
- Conduct oral and written assessments and examinations.
- Help the students in using study material from different sources like the library, internet etc.
- Identify various methods of making teaching effective in the classroom for beginners and intermediate students.
- Conduct extra courses for external students from various institutions till tertiary level.
- Conduct oral examination as an external examiner.

1993-1996: Lecturer, Prathibha Degree College, Hyderabad, India.

- Prepare subject material for presentation to students, according to an approved curriculum.
- Teach students using a systematic plan of lectures, discussions, and laboratory and field duties.
- Assign and evaluate students' project work.
- Assign and correct home work.
- Assess the students' proficiency levels in all the study skills periodically.
- Evaluate the progress of students and discuss results with students and officials.
- Participate in staff meetings, educational conferences and teacher-training Workshops.

1984-1986: Loyola Academy, Hyderabad, India.

- Teach the students according to the approved curriculum.
- Assign and correct homework.
- Conduct Continuous Assessments in oral and written skills.
- Prepare the Questions for the Tests and Examinations for Internal assessments.
- Evaluate students and discuss the problems with the students periodically.
- Participate in staff meetings and departmental meetings.
- Discuss student-related issues of academic interest with academic officials and administrative staff.

Education

Ph.D. (Linguistics & Phonetics) – Osmania University, Hyderabad, India.

Field of Specialization: Acoustic Phonetics

M.Phil. (English Linguistics) – The Central Institute of English and Foreign Languages, Hyderabad, India. Field of Specialization: Sociolinguistics.

M.A. (English) - Osmania University, Hyderabad, India.

M.A.(French) - The Central Institute of English and Foreign Languages (CIEFL), Hyderabad, India.

Post Graduate Diploma in the Teaching of English (PGDTE) - CIEFL Hyderabad, India.

Post Graduate Certificate in the Teaching of English (PGCTE) - CIEFL, Hyderabad, India.

B.Sc. Bachelor of Science - Osmania University, Hyderabad, India with English, French, Biology, Physics & Chemistry as the major subjects of study.

B.Ed. (English and French) - ICFAI University, India. VI out of VIII Groups completed.

Diplome Superieur - (Alliance Française de Paris)

Diplome de Langue - (Alliance Francaise de Paris)

Stage d' Habilitation DELF/DALF- 2005, Alliance Française de Hyderabad (Specialized Teachers' Training in Evaluation of DELF DALF International Examination in French as a Foreign Language).

Stage de Formation Initiale - 2003 Alliance Française de Madras (Teachers' Training in Teaching French as a Foreign Language).

Research papers published

1. Railway English – A Sociolinguistic Study, January, (2011).VDM Publishers, Mauritius.

2. Phonetic Environment and F1-F2 Formant frequencies of Oral Vowels in French

(Monograph) September (2010), VDM Publishers, Mauritius.

3. **Duration and Geminate Consonants in Tamil** in *Proceedings of CONFLUENCE - International Seminar on Innovations in Language Teaching and Technical Education*, Nagpur, India (February 2010).
4. **Acquisition of Pronunciation of Consonant Clusters by Arabic speakers of English as a Second Language** in *Sino-US English Teaching Volume 7, Issue 2, January 2010*.
5. **The Role of Spelling in Speech and Music** in the *Proceedings of the International Symposium on Frontiers of Speech and Music (FRSM 2007)* published jointly by ITC Sangeet Research Academy, Kolkata and All India Institute of Speech and Music (AIISH), Mysore held at Mysore in January 2007.
6. **A Note on the phonetic realization of the Syllable Swara /ma/ in Speech and Music** in the *Proceedings of the International Symposium on Frontiers of Speech and Music (FRSM 2006)* published jointly by C-DAC, Kolkata and ITC Sangeet Research Academy, Kolkata at Lucknow in January 2006.
7. **Fundamental Frequency (Fo) of Consonants in Tamil Disyllabic Words** in the *Journal of the Acoustical Society of India, Vol.33* (2005).
8. **A Note on negative markers in Tamil** in *Osmania Papers in Linguistics, Vol.28* (2002).

Research papers presented

1. **Linguistic violence against women in Family** in the *National Seminar on Gender and Violence (2003)* held by Centre for Women's Studies, Osmania University, Hyderabad.
2. **Some Lexico-semantic features of Railway Register** in the *National Seminar on Theoretical and Applied aspects of Linguistics (2004)* by CAS in Linguistics, Osmania University, Hyderabad.
3. **Greetings, address, reference and polite forms in Tamil – A Sociolinguistic Study** in the *32nd All India Conference of Dravidian Linguists*, (June 2004).
4. **An acoustic analysis of Vowels in Railway announcements in English** in the *International Conference and workshop on English Grammar* held at Nagarjuna University, Guntur, Andhra Pradesh in (December 2004).
5. Presented paper on **Duration and Place of articulation of English Consonants of English Consonants – An Indian Context**, in the *6th International Conference of South Asian Languages (ICOSAL)* organized by Osmania University (January 2005) at Central Institute of English and Foreign Languages, Hyderabad.
6. **Duration and Geminate Consonants in Tamil – An Acoustic Phonetic Study** in the *33rd All India Conference of Dravidian Linguists* held at Thiruvananthapuram, Kerala (June 2005).

7. **Some acoustic phonetic features of Tamil Consonants** in the Platinum Jubilee International Conference of the Linguistic Society of India, (December 2005) held at Centre for Advanced Linguistic and Technical Studies (CALTS), Hyderabad University, Hyderabad.
8. **A Note on the Phonetic Variation in the Pronunciation of the Phoneme /z/ in Tamil** in the International Symposium on English Grammar and Meaning (ISGM) held at Nagarjuna University, Guntur, (A.P.) India (January 2007).
9. **Acquisition of Pronunciation of Consonant Clusters by Arabic Speakers of English as a Second Language** at the First International Conference on Foreign Language Learning and Teaching (FLLT 2009) held by Thammasat University in Bangkok, Thailand (October 2009).
10. **Pronunciation Problems of Learners of English as a Second Language in a Multilingual setting** in the International Conference of Multilingualism and Education, Global Practices, Challenges and the Way Forward held in July 2010, in Nairobi, Kenya jointly by Kenyatta University and University of Pennsylvania, USA.
11. **Relevance of culture-based texts in Language class-room** in *National Conference on English for Specific Purposes* held in February, 2011 in Vijayawada, India by Krishna University, Andhra Pradesh, India.
12. **Focus on Listening for developing Speaking skills in Learning a Second Language** in *CONFLUENCE - Second International Seminar on Teaching and Learning of ESL in Technical Education: Overcoming the Odds*, held in Nagpur, India, February 2011.

Conferences/Workshops attended

1. **Workshop on Acoustic analysis of speech** organized by All India Institute of Speech and Hearing (AIISH) and Central Institute of Indian Languages (CIIL), Mysore in August'04 at Mysore.
2. **International Conference on Natural Language Processing** held in Hyderabad in December 2004, organized by International Institute of Information Technology, Hyderabad.
3. **Workshop on Acoustic Perception of speech** organized by All India Institute of Speech and Hearing (AIISH) and Central Institute of Indian Languages (CIIL), Mysore in August'05 at Mysore.
4. Participated in a **Workshop on "Learner-Centered Teaching"** at Dhofar University, Salalah, Sultanate of Oman in January, 2009.
5. Participated in a **Workshop on "Burnout in English Language Teaching. Recovery and Prevention"** at Dhofar University, Salalah, Sultanate of Oman in March 2009.
6. Participated in a **Workshop on "Cooperative Learning in the English Language Classroom"**, at Dhofar University, Salalah, Sultanate of Oman in March 2009.
7. Participated in a Workshop on **Successful Teaching and Critical Thinking**, held in April 2009.
8. Participated in a Workshop on **"Design of Material for Language Teaching"** held in June 2009.

9. Participated in the Workshop on “**To Write that is a Right All Right**” held in October 2009.
10. Participated in a Workshop on “**Writing Across the Curriculum**” held in May 2010.
11. Presented a paper on **Assessment techniques** in the Seminar on “**A shift from Material-driven to Syllabus-driven course – An integrated approach to ESL**” held in Sept. 2010.
12. Participated in a workshop on “**An Introduction to Some Elementary Uses of Presentation Software and a Digital Projector in the EFL Classroom**” held in January 2011.

Professional Membership

Life Member of **Dravidian Linguists’ Association (DLA), & International School of Dravidian Linguistics**, Thiruvananthapuram.

Member of **University Research Board, Dhofar University, Salalah, Sultanate of Oman.**

Book Reviewer, **Linguistlist (Online website for Linguists)**

(Fields of Review: Linguistics and Phonetics and allied fields).

Member, **Wiley-Blackwell Compass Discussion Forum Panel, Linguistlist (Online website for Linguists)**

Additional Skills/ Training

Trained as **IELTS Invigilator** by British Council, Muscat, Sultanate of Oman.

Diploma in Indian Classical Music, Proficiency Course in Computer Education from NIIT, Muscat.

Hobbies

Music and Reading.

Languages known

Tamil, English, Telugu, Malayalam, Kannada, Hindi and French.

Academic Referees

1. Dr. K.Ramesh Kumar, Associate Professor, Dept. of Linguistics, Osmania University, Hyderabad (A.P), India. Phone:+919440897057
E-mail: rklingus@yahoo.com.
2. Dr.Vijay Singh Thakur, Assistant Professor, Dept.of English, Dhofar University, P.B. No 2509, P.C. 211, Salalah, Sultanate of Oman.Phone:99731627.
E-mail: vijay_oman@yahoo.co.in.

3. Dr.T.Balasubramaniam, Associate Prof., Dept.of English, Sultan Qaboos University, Sultanate of Oman. Phone: 95261544.
E-mail: tbalasubramanian@hotmail.com.

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