

# RIFA ANJUM

English Language Educator, Iqra University Karachi,

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## **OBJECTIVES**

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To be an effective & high-performing professional in Language & Communication consultancy and to publish high quality research papers in ISI indexed journals. As an MPhil English (Linguistics), Lecturer of English, I can teach English Language and Literature subjects such as Business Communication Skills, Oral Communications Skills, Reading and Writing Skills, Functional English, Fiction, English Drama, and Literary theory and Practice. I also can review and supervise research and provide developmental and constructive feedback to authors.

### **Work History:**

- I hold nine years of Experience in teaching English as a foreign language at different levels, using different learning aids and teaching methodologies using different learning aids and teaching methodologies the whole experience is vast but not only limited to teaching. I have been conducting national seminar, training for effective communication and public speaking.

### ***Senior Lecturer- Permanent Faculty - Iqra University, Karachi (2021 – Present)***

#### **Leading English Department as a Cluster Head.**

- Guide, & Engage new faculty members, specially visiting faculty members in English Department.
- Provide orientation & Training Sessions to the new faculty/ staff members.
- Streamline assessment methods, and course outlines across different departments.
- Analyze Evaluation ways, assessment methods and papers for summative & formative assessments.
- Investigate & Solve problems faced by the faculty members of English Department.
- Collaborate with different departmental heads for the interdisciplinary initiatives for students' growth.
- Assist Director to assess and evaluate courses and programs in appropriate discipline.
- Facilitate HR during job interviews and hiring process across different disciplines.

#### **Teaching of 12 credit hours as a Language Educator.**

- Shift between informal and formal methods of teaching to create multi-layered web of learning incorporating experiments, practical activities, discussions and projects into lessons.
- Use variety of learning modalities and support materials to facilitate learning process and accentuate presentations.
- Encourage class discussions by building discussions into lessons, actively soliciting input, asking open-ended questions and using techniques to track student participation.
- Provide students with constructive, encouraging and corrective feedback and supported multidisciplinary research teams focused on scholarly publication.
- Facilitate mock job interviews for student skill-building and promoted potential networking opportunities.

### ***Visiting Faculty-Bahria University Karachi Campus (BUKC) (2021 – 2023)***

- Designed and developed instructional activities using data from student learning style assessments.
- Employed diverse teaching approaches to help students of all abilities understand material.
- Taught World Literature & Pakistani Literature and identified research opportunities for students, assisting with gathering data and drawing conclusions for projects.
- Developed interesting lectures and educational activities to maximize learning within classroom.
- Sourced optimal curricula and developed lesson plans to fully cover target material for each course.

### ***Visiting Faculty – NED University Karachi (2021 – 2022)***

- Collaborated with faculty and community stakeholders for program improvement.
- Led discussions & Meetings with Head of Departments (HODS)
- Developed variety of ways to teach language in limited resources. Such as used G-Suite in classes without multimedia & internet facility.
- Established and maintained student behavioral standards to achieve functional learning environment.

### ***Lecturer- Permanent Faculty - Liaquat University of Medical & Health Science (LUMHS) (2021)***

- Taught English courses to Undergraduate Hematologists.
- Led English classes & Activities across Jamshoro, Karachi, Bahawalpur & Multan.

### ***English Teacher - County Cambridge School & Girls College (2015 – 2020)***

- Taught English to VIII, IX, XI, X, XII
- Conducted English grammar and conversation classes, motivational seminars, English movie sessions, organized and managed English debate, speeches and drama competitions and host educational functions.
- The challenging part of the job is to teach English language to the students with rural background with poor English language skills
- Supervised English Language activities as the head of in charge of extracurricular committee

Led, hosted & managed activities & competitions such as Spelling Bee, Bilingual Declamation Contest, Essay Writing Competition etc.

Twice under my training and supervision students won Regional Round of Dawn Spelling Bee Competition.

## EDUCATION

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### TESOL Methodologies (2022)

06 Week Course offered by Regional English Language Office (RELO)  
U.S. Embassy, Islamabad

### MS in English Linguistics (2018-2021)

Mehran University of Engineering & Technology (MUET)  
CGPA: 3.68

### BS in English Literature (2010-2014)

University of Sindh Jamshoro  
CGPA: 3.2

### Bachelor of Education (B.Ed) (2015-2017)

University of Sindh (Off Campus)  
Stood First Class

### Masters in Education (M.Ed) (2018-2021)

University of Sindh (Off Campus)  
Stood First Class

## RESEARCH EXPERIENCE

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- **Anjum, R., & Memon, S. A.** (2020). Exploring Ways of Vocabulary Instructional Practices in ESL Classrooms in Pakistan. *Research on Humanities and Social Sciences*, 10(24),65. <https://www.iiste.org/Journals/index.php/RHSS/article/view/55088/56902>
- **Anjum, R., Memon, S., Pathan, H., Wasi, D., Raheem, M.R., Mushtaq, F** (2021) Teaching Vocabulary through CAVI: An Action Research Project, *Elementary Education Online* (HEC Category X in 2019-2021) Vol 20 (5) p, 284-297 <http://ilkogretim-online.org/index.php?fulltxt=52891&fulltxtj=218&fulltxtp=218-1612587416.pdf>
- **Khan, D. W., Anjum, R., & Zaheer, S.** (2021). No Change No Gain: Impact Of Rigid Pedagogical Practices On Reading Attitudes Of Learners. *BUJHSS*, 4(1), 19-19. <http://bujhss.bahria.edu.pk/index.php/ojs/article/view/26>

## CONFERENCE PAPERS

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- **Title: Impact of debate competition on English language learners' oral skills: A study of Public college of Hyderabad,**  
**Presented in :** National Research Students Conference (NRSCL) by University of Sindh
- **Title: EMOJIS: An alarm for Written Discourse**  
**Presented in :** 1st International Conference on English Language & Linguistics (ICELL) by MUET Jamshoro
- **Title: Barriers of integrating CALL into English Language Classrooms: A Teachers' Perspective**  
**Presented in :** 1st International Virtual Conference on English language & Literature (ICELL) by Fatima Jinnah Women University Karachi.

- **Title: A Teacher's Perspective towards the Usefulness of CALL**

**Presented in :** Hamdard International Conference Linguistics and Literature 2021 (HICELL) by Hamdard University, Madinat ul Hikmat, Karachi.

## ***ATTENDED CONFERENCES/ SEMINARS & WEBINARS***

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- Successfully Completed a course on **“TESOL Methodologies”**  
Offered by: IOWA State University, USA. (2020)
- Completed a Professional Training Program **“Using Educational Technology in the English Language Classroom”**  
Offered by: IOWA State University, USA. (2020)
- Attended **“Cybersecurity Training for Teachers”**  
Offered by: Commonwealth of Learning, Canada. (2020- 2021)  
**Advanced Cybersecurity Training for Teachers**  
Offered by: Commonwealth of Learning, Canada. (2021)  
**Mobile Learning with Multimedia**  
Offered by: Commonwealth of Learning, Canada. (2020- 2021)
- Moderated a Webinar on **“Benefits of Digital Teaching”** (2019)  
Offered by: Regional English Language Office (RELO), US, Mission Pakistan  
**Teaching English to Young Learners**  
Offered by: Regional English Language Office (RELO), US, Mission Pakistan
- Attended a Workshop: **Elsevier- HEC Workshop on Journal indexing in Scopus**  
Offered by: Higher Education Commission & Head –Scopus Product Management @ Elsevier (2021)
- Participated in a Virtual Conference: **Online Professional English Network (OPEN) Virtual Conference**
- Sessions attended: **Universal Design and Learning**  
**The Need of Critical Thinking Skills for Digital Literacy**  
**Soft Skills for Becoming an Effective Educator**  
**The story of Six Slick Screens and how they stir up schooling**  
Offered by: Regional English Language Office (RELO), US, Mission Pakistan

## ***WORKSHOPS & TRAININGS LED***

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- SPELT-Panel Discussion on **“Role of Experience in Teacher's Professional Development”**
- Conducted one-day workshop on **‘Overcoming Gloss phobia- Ace the art of Communication’** at TCF-Quetta.
- Conducted a three-month Continuous Professional Development on **“Feel more confident with Spoken English”** workshop as a trainer for secondary school Teachers at County Cambridge School.

- Led a three- day workshop & Training on “**Integrating Technology in Language Classroom**” at Government Hub Degree College.
- Worked as a **Curriculum Reviewer** for two-day workshop organized at County Cambridge School & Girl College.

## ***AWARDS***

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- Secured 2nd Position in 3MT research paper presentation
- Obtained 1<sup>st</sup> position as the best panelist while defending the topic “Bilingual Medium of Instruction in Education”.
- Best Teacher & coordinator Award in County Cambridge School & Girls College.

## **ADDITIONAL SKILLS & COURSES**

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- Microsoft Office: daily use of Microsoft Word (thesis and publications),
- PowerPoint (conference presentations),
- Excel(data analysis),
- SPSS (data analysis)

## **MEMBERSHIP OF PROFESSIONAL SOCIETIES**

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- Early career reviewer in the “**Journal of Gender Studies**”

## ***REFERENCE***

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References will be furnished upon request.



