

Ghaida Kazha

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Experience

September 2002-Present University of Sharjah,  
Sharjah, UAE

**Lecturer, Department of Foreign Languages**

- Teaching the following courses online: Speech Communication, Basic English, English for Humanities, and English for Academic Purposes
- Coordinating courses, where I collaborate with other colleagues to develop tests and exams, select the teaching materials, and provide supplementary teaching materials.
- Participating in faculty meetings
- Participating in the department's workshops and seminars/webinars
- Participating in regional conferences
- Advising students
- Presenting in department workshops and seminars
- Uploading materials on Taskstream
- Serving as the head of the Social Committee and as a member in the DELL Day Committee, Examination Committee, Library Committee, Professional Development Committee, and Faculty Annual Report Committee.

**2013-Present Part Time Instructor,  
Department of Management  
University of Sharjah**

- Teaching Business Communication Course

**August 2001-May 2002 ESL Instructor, English  
Language Institute**

University of South Florida Tampa, FL

- Taught three courses: Listening/Speaking for intermediate-advanced students, Strategies for Learning for beginners, and Strategies for learning for intermediates. Computer Assisted Language Learning was an integral part of these classes. Students accessed the Internet and used different software programs to practice English and to conduct research.
- Participated in faculty and level meetings
- Developed tests, exams, and activities
- Assisted in the administration of TOEFL and CELT (Comprehensive English Language Test)
- Participated in faculty workshops and seminars
- Participated in the Sunshine TESOL Conference

**Jan 2001. / April 2001**

Second Term Intern, University of South Florida  
Tampa, FL

- Taught Strategies for Learning to level I students. The course focused on the development of the students' basic vocabulary and the skills to communicate their basic needs effectively. It also assisted students in developing the different strategies of scanning, sequencing, and classifying
- Participated in faculty meetings
- Participated in level meetings
- Developed and administered tests
- Prepared long-term lesson plans
- Assisted in the administration of CELT
- Assisted in the administration of TOEFL

**Aug/2000-Dec./2000**

**First Term Intern, University of South Florida  
Tampa, FL**

- Taught a grammar course for level II intermediate ESL students.
- Developed and incorporated a variety of activities on a daily basis
- Collaborated with other colleagues to develop exams.

**08/99-05/00 ESL Teacher, Universal Academy  
of Florida Tampa, FL**

- Established and carried on an ESL program in the school. Taught the four basic skills, reading, writing, listening, and speaking. These skills were taught not only through formal instructions, but also through the employment of instructional technology where software programs were used to enhance and reinforce learning.
- Developed placement and achievement exams

**01/97-5/99 Kindergarten Teacher, Universal Academy  
of Florida Tampa, FL**

- Taught reading, math, art, social studies, and physical education
- Developed tests and final exams
- Participated in staff meetings
- Scheduled conferences with parents
- Taught students how to use different software programs
- Planned field trips

## Education

2001 University of South Florida Tampa, FL

- Master's Degree in Applied Linguistics (Teaching English as a Second Language)

1991 University of Qatar Qatar

- BA in English and Education

## Awards

Excellence in Executing Students' Activities Award, Sharjah University 2013-2014

Community Service Award, Sharjah University, 2011-2012

Excellent Teacher Award, Sharjah University, 2008 - 2009.

Appreciated Teacher Award, Universal Academy of Florida, 1998 & 1999.

Dedicated Teacher Award, Universal Academy of Florida, 2000

## Professional Membership

Sunshine TESOL

TESOL Arabia

### **Professional Development**

- Assisted in the organization of the DFL Open Day, 2016, 2017, 2018 & 2019
- Organized DELL Day at the Department of Foreign Languages and Literature for three years (2013 & 2014, 2015)
- Assisted in the organization of the fourth ESP SIG Conference in February of 2006.
- Participated in the 2<sup>nd</sup> International Conference on Translation in March 2010.

### **Workshops & Presentations in Conferences**

- Presented a workshop titled "Communication Skills" for graduate students at the UoS on February 18, 2021 & November 9, 2021.
- Presented in the English Language Learning and Teaching workshop. The title of the presentation was "Reading from a Classroom Activity to a Lifelong Habit", April 27, 2011
- Presented in the Professional Development Skills for English Language Teachers at Sharjah Education Zone. The title of the presentation was "It Works: Communicative Activities in the Classroom", November 25, 2008
- Presented at the American University in Sharjah on February 2<sup>nd</sup>, 2008. The title of the presentation was "Getting Students hooked on Reading"

- Held a workshop titled “Meeting the Needs of our Students” on April 28, 2008 in the Department of English Language & Literature at the University of Sharjah.
- Presented at Zayed University in May 2005 & May 2006. The title of the first presentation was” An Action Research Study: Teaching Multi-Level Classes”. The second presentation was about collaborative learning and teaching in multi-level classes.
- Presented at the University of Sharjah in April, 2005. The presentation was about an action research that a colleague of mine and I conducted in the Department of English Language & Literature.
- Presented at the Third Annual ESP SIG Conference, November 25, 2004. The title of the presentation was “Helping Low-Level Students Communicate Better in the Classroom”

**Publications:** Wrote an article about teaching and learning in an ESL classroom. The article was published in the Florida Foreign Language Newsletter in April 2001.

