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College of Arts
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PROFILE

A professional with leadership and interpersonal skills that motivate team members to be at their best. A linguist with a solid background on current assumptions about language and learning that shape research and practice in the field of Applied Linguistics. This academic knowledge is augmented with a qualitative research agenda that investigates how language is taught and learned in ELT contexts. With a practitioner's vision, I have the ability and know-how skills to offer insights into the design and implementation of effective academic and language programs.

EDUCATION

Doctor of Philosophy in Linguistics/Second Language Acquisition

University of Georgia, Athens, GA 2005, GPA 4.00

Dissertation: What counts as language learning? Analysis of teacher-learner interactions in an English as a foreign language classroom in Saudi Arabia

Qualifying Exam on Phonology, Syntax, and Second Language Acquisition

Comprehensive Exam on Theory and Research Methodology on Classroom Interaction

Master of Arts in Linguistics/Teaching English as a Second Language

West Virginia University, Morgantown WV 1999. GPA 4.00

Comprehensive Exam on Phonology, Syntax, and ESL Linguistics

BA in Languages and Translation

Imam Mohammed bin Saud Islamic University University, Riyadh 1992. GPA 3.20

PROFESSIONAL DEVELOPMENT PROGRAMS

- The 7th Annual ESP Institute. Indianapolis, IN, USA. July 29- August 12, 2006
- Sustained, Systematic Professional Development for Adult Practitioners, Seattle, WA Pre-Convention Institute, March 20, 2007
- Arabic Sign Language Intensive Course. Riyadh, 4 March- 2 April, 2006
- Curricula Design Methodology (50 hours). Association nationale pour la formation professionnelle des adultes [National Association for Professional Standards for Adults] Orléans, France June 25- July 06, 2007
- Amazing Minds: Teachers make the difference. Dubai, 20-22, October 2007
- Vocational Educational Materials Writing. British Council Regional English for the Workplace Symposium, Bahrain 12-14 May, 2008
- Best Quality Assurance Practices for TVTC Heads of Departments. Open University Malaysia, Kuala Lumpur, July 28-August 8, 2008

- Developing the Administrative Performance of the Heads of Sections. Reid Kerr College, Scotland, 27 July-7 August, 2009
- Ongoing Portfolio Assessment. Riyadh College of Technology. 3-7 October, 2009.

HONORS

- The Ambassador's Award for Academic Excellence for the PhD degree, 2005
- Recipient of the Honor Society of Phi Kappa Phi Award for Outstanding Academic Achievement for the PhD degree, 2005
- The Ambassador's Award for Academic Excellence for the MA degree, 1999

TEACHING EXPERIENCE

Assistant Professor, English Language Center, College of Telecom and Information 2005-present

- Teach ESP courses on Information Technology
- Conduct professional development programs for EFL/ESP instructors
- Represent the college in all ELT related projects such as:
 - Outsourcing additional English language instruction for students
 - Introducing an interactive online multi-level English learning software for 1000 student and staff users
 - Supervising the design of professional development courses held at the college

Lecturer, English Language Center, College of Telecom and Information 2000-2005

- Taught ESP courses on Computing
- Taught writing skills courses
- Updated Computing course instructional materials

Lecturer, Languages Dept. King Abdulaziz Military Academy 1999-2000

- Taught ESP courses on Military terminology

Graduate Assistant, Languages Dept. King Abdulaziz Military Academy 1992-1999

- Taught General English courses
- Taught ESP courses on Military terminology

PROFESSIONAL EXPERIENCE

ELT Consultant

Saudi British Centre for Education and Development, 07/07-present

- Established the Quality Assurance Department to ensure the highest levels of teaching and learning:
 - Held a series of seminars and hands-on workshops on QA and forms used
 - Designed QA forms: standard observation sheets, student feedback forms, and a mechanism of electronic reporting
 - Cooperate with Edexcel; the leading academic quality assurance awarding body
- Coordinate local & international academic cooperation between the Saudi British Centre and relevant educational institutions

- Updated general English syllabi to include course description, objectives, learning outcomes, and grading
- Designed ESP programs, e.g. Business, Banking, military, and programs based on analysis of client needs
- Designed programs for young learners, summer schools, and conversation courses
- Designed a diploma in English language skills (600 contact hours)

Curriculum Design Consultant

Dar Al Uloom University April-September, 2009.

- Reviewed existing Preparatory Year Program (PYP) suggesting areas for improvements
- Designed a complete English Foundation year program
- Benchmarked levels to international standards (CEF, IELTS, TOEFL)
- Set standards for entry and exit levels of students and grounds for waivers/course exemptions
- Chose level-appropriate textbooks
- Drafted exemplary detailed syllabi and lead a team to complete the mission

Head of Department

Special Technology Dept. College of Telecom & Information, 03/07-01/2011

- Improve the overall quality of training through
 - Facilitating professional development programs for instructors
 - Creating smart classrooms
 - Holding and organizing workshops on courses taught
 - Supervise sign language courses offered at the department
 - Implement quality assurance measures

Member

College of Telecom & Information College Council, 2007-01/2011

- Offer consultations and innovations on training matters
- Propose efficient paperwork procedures
- Participated in twinship negotiations on areas of training and development between CTI and the City of Sunderland College, Sunderland, UK March 14-22, 08

Training Supervisor

Technical & Vocational Training Corporation EFL Teacher Training, 2006-01/2011

- Propose, design, and supervise professional development programs
- Set high standards for curricula and training material
- Incorporate e-learning options for professional development courses
- Moderate colloquia and evaluation sessions

Chair

English Curricula Committee at TVTC 2007-01/2011

- **Member 2005-2007**
- Develop and update EFL/ESP course contents across TVTC
- Design up-to-date curricula for new colleges and language programs

- Plan and Conduct professional development programs for language instructors
- Arrange and supervise overseas summer courses for language instructors
- Interview and recruit new teacher applicants
- Draft national EFL standards
- Participate in scholarly conferences on language learning and teaching

Member

The Quality Assurance committee at the College of Telecom & Information 2006-2010

- Hold seminars and demonstrations to establish and introduce the concept of QA
- Attend classes and provide QA advice to instructors
- Design and implement quality assurance forms and procedures

Supervisor

The Saudi British Centre at the College of Telecom & Information 2005

- Improved overall quality of language instruction through:
 - supervising training
 - Providing hands-on training on effective EFL teaching
 - Improving syllabi and course descriptions

Translator/Interpreter

- Gulf Cooperation Council: Translated and edited the *GCC NEWS* monthly newsletter, 1994-1996
- Venniel Company: Translated military manuals and Interpreted meetings and classes held by Military experts at National Guard Units, 1993
- Riyadh Military Hospital: Translated medical reports and doctor-patient consultations, 1991-1992

RESEARCH ACTIVITIES

- Qualitative Discourse Analysis of classroom-based video data
 - Teachers' beliefs about CLT and their classroom practices
 - Group/pair work realities in the EFL classroom
- Principal Researcher. Aspects of Classroom Interaction of the Hearing-impaired; a grant from the General Directorate for Research and Professional Studies at the Technical & Vocational Training Corporation (TVTC). 2006-2007
- Principal Researcher. A project for the development of language learning standards, and English/ESP curricula at colleges of technology, a grant from the General Directorate for Research and Professional Studies at TVTC. 2008-2010

SEMINARS & CONFERENCE PRESENTATIONS

“English for Medical Professionals in Saudi Arabia: Description of a new training program”. The 7th Annual English for Specific Purposes Institute, Indianapolis, IN, USA. 8, August, 2006.

“Theoretical Foundations of Communicative Language Teaching”. TVTC Teacher Training Program, Dammam/Abha, Saudi Arabia. August 26-September 6, 2006.

- “Communicative Language Teaching: From theory to practice”. TVTC Teacher Training Program. Dammam/Abha, Saudi Arabia. August 26-September 6, 2007.
- “Teachers’ Beliefs about CLT and their Classroom Practices”. 2006 conference on Diversity and Community in Applied Linguistics. Sydney, Australia. 20-22 September, 2006.
- “Group Work Realities in the EFL Classroom”. The 41st TESOL Annual Convention and Exhibits. Seattle, Washington. 21-24 March 2007.
- " Do stable dyads, structured tasks, and background knowledge lead to interactive pair work in EFL contexts?". 1st International Language Conference, Kuala Lumpur, Malaysia. March 3-5, 2008.
- “EFL curriculum development: Static or evolving?”. English for the Workplace Symposium. British Council, Riyadh. May 28, 2008.
- "Communicative classroom practices for language teachers". TVTC-British Council Joint Teacher Professional Development Program, College of Telecom & Information, Riyadh; Oct. 11-15, 2008.
- “English Curriculum Development @ TVTC: Key features of effective ESP training and program design”. Skills for Employability Workshops. Sana’a, Yemen, Feb. 8-10, 2009
- “ A practical model for the application of CLT in language classrooms”. The 3rd Annual Academic Symposium & Exhibition, College of Languages & Translation. KSU, May 9-13, 2009.

PUBLICATIONS

- Almeniei, O. (2009). Do permanent pairs enhance interactive pair work in ESP classes? *Journal of Professional and Academic English*. 33: 3-13.
- Almeniei, O. (2005). What counts as language learning: Analysis of teacher-learner interactions in an English as a foreign language classroom in Saudi Arabia. Dissertation Abstracts international. University of Georgia, Athens.
- Almeniei, O. & Alnujaidi, A. (in press). Teachers’ beliefs about communicative language teaching and their classroom practices.

COURSES TAUGHT

- Communicative Language Teaching: Theory & Practice
- General Linguistics
- 1st/2nd Language Acquisition
- ESP & General English courses at all levels

PROFESSIONAL AFFILIATIONS

- American Association for Applied Linguistics (AAAL)
- International Association of Applied Linguistics (AILA)
- TESOL International
- University of Georgia Linguistic Society