



## Shreya Basu

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**Address:** Tilal Residence, 119, Muscat, Oman (Muscat Grand Mall)

### WORK EXPERIENCE

28/08/2022 – CURRENT Muscat, Oman

#### SENIOR LECTURER AND ACADEMIC COORDINATOR MODERN COLLEGE OF BUSINESS AND SCIENCE

- Plan and deliver high-quality General English Lessons for pre- undergraduate students.
- Teach academic reading and writing classes.
- Teach listening and speaking classes.
- Develop assessments for final and continuous assessments.
- Develop supplementary content to support the courses.
- Conduct exams and provide regular feedback for students' written and spoken work.
- Organize and manage the clubs and remedial lessons for students.
- Teach research methodology and study skills to students.
- Liaise with groups of teachers on a daily basis regarding lessons, material, exams and students.
- Coordinate exams , workshops and meeting for the level being taught.
- Delivering and attending professional development workshops.
- Academic Advising

03/09/2019 – 27/08/2022 Muscat, Oman

#### TEACHER OF ENGLISH BRITISH COUNCIL

- Delivering quality English language classes for adults and young learners. Developing course content for the courses taught.
- Supporting learners by designing and using material that maximize learning.
- Conducting speaking clubs and placement tests for the center.
- Attending and planning professional development workshops for teachers.
- Designing lessons for a variety of courses like General English, Spoken English and Exam courses.

01/06/2015 – 29/08/2022 Kolkata, India

#### TEACHER OF ENGLISH BRITISH COUNCIL

- Delivering quality General English and Spoken English classes for Adults and Young Learners both face to face and online
- Teaching a range of nationalities from Beginner to Upper-Intermediate level
- Teaching Business English Classes from Pre-Intermediate to Upper- Intermediate level.
- Teaching IELTS exam preparation classes and Train and the trainer (TTT classes)
- Providing written feedback on students' spoken and written work in class.
- Conducting Placement Tests for the center.
- Developing course content and lesson materials for Adult and Young Learner classes.
- Conducting Speaking clubs for students of different levels.
- Attending teacher training workshops as and when organized by the center.
- Working on the latest Learning and Management system to communicate effectively with learners and their parents and maintain a smooth flow of learning.

09/09/2018 – 19/08/2019 Pan India, India

**TRAINING CONSULTANT BRITISH COUNCIL (SCHOOLS, ENGLISH AND SKILLS)**

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- Conducting teacher training courses for primary and secondary school teachers to train them up to the communicative methodology.
- Training Master trainers and conducted classroom observations for state level projects to ensure effective implementation of materials.
- Contributing to the material development of training projects based on client needs.

02/02/2018 – 02/01/2019 Kolkata, India

**WRITING AND SPEAKING EXAMINER BRITISH COUNCIL ENGLISH AND EXAMINATION SERVICES**

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Conducting and assessing speaking exams  
Marking writing scripts

19/01/2015 – 29/05/2015 Bangalore, India

**TEACHER OF ENGLISH VALUEPOINT ACADEMY**

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- Planning and delivering quality lessons for adult learners of various nationalities.
- Developing course content to support learning in the classroom. Developing assessments.
- Working on organizing various clubs and workshops for the learners. Effectively delivering IELTS and TOEFL Training.
- Choosing and implementing effective resources to maximize learning in the classroom.
- Delivering best practices and training to the academic team.

03/07/2014 – 03/09/2014 Brighton, United Kingdom

**TEACHER OF ENGLISH EDUCATION FIRST LANGUAGE COLLEGES**

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- English language teacher for cultural exchange and work study programs providing training to various age groups from diverse nationalities.
- Planned and delivered quality lessons for adults and teenagers
- Created lessons for the respective age groups based upon learner needs.

● **EDUCATION AND TRAINING**

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01/06/2019 – 14/05/2021 United Kingdom

**DELTA (DIPLOMA IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES) Cambridge**

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**Level in EQF** EQF level 7

01/06/2014 – 30/06/2014 United Kingdom

**CELTA (CERTIFICATE IN ENGLISH LANGUAGE TEACHING TO ADULTS) Cambridge**

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**Level in EQF** EQF level 5

15/09/2013 – 02/09/2014 Brighton, Sussex, United Kingdom

**MASTER OF ARTS IN ENGLISH LANGUAGE TEACHING University of Sussex**

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**Website** <https://www.sussex.ac.uk/study/masters/courses/applied-linguistics-and-tesol-ma> | **Level in EQF** EQF level 7

09/09/2011 – 08/08/2013 Kolkata, India

**MASTER OF ARTS IN ENGLISH LITERATURE University of Calcutta**

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**Website** <https://www.caluniv.ac.in/academic/English.html> | **Level in EQF** EQF level 7

01/06/2008 – 06/06/2011 Kolkata, India

**BACHELOR OF ARTS (HONS) IN ENGLISH LITERATURE St. Xavier's College**

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**Website** <https://sxccal.edu/ba-honours-in-english> | **Level in EQF** EQF level 6

04/04/1995 – 04/04/2008 Kolkata, India

**SECONDARY SCHOOL CERTIFICATE St. Joseph's Convent**

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**Website** <https://sjc.net.in/> | **Level in EQF** EQF level 4

## ● LANGUAGE SKILLS

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Mother tongue(s): **BENGALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>HINDI</b>	B2	A1	B2	B2	A1
<b>ENGLISH</b>	C2	C2	C2	C2	C2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## ● DIGITAL SKILLS

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Microsoft Excel | Microsoft Word | Microsoft: Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Microsoft MovieMaker | Team-work oriented | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced | Microsoft Office (Outlook, Excel, Word, PowerPoint) | Good Communication and Writing Skills

## ● CONFERENCES AND PRESENTATIONS

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03/03/2023

**Use of structuralism in Writing for Lower Level learners : Action Research (University of Nizwa Foundation Symposium)**

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21/04/2024

**Using AI for Planning and Learning (University of Nizwa 1st Internal ELT Conference)**

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