

Clare Williams

EAP1, UG & BFA Preessional Senior Coordinator and Tutor

Contact details

Telephone [+44 \(0\)121 41 58490](tel:+44%20121%2041%2058490) (tel: [+44 121 41 58490](tel:+44%20121%2041%2058490))

Email c.williams.1@birmingham.ac.uk (mailto: c.williams.1@birmingham.ac.uk)

EISU, Priorsfield
University of Birmingham
Edgbaston
Birmingham
B15 2TT
UK



About

Currently, I have responsibilities on the year round preessional courses for foundation, undergraduate and postgraduate (research) students. This includes specialised courses for Economics and Engineering students. I also deputise for the course director.

Qualifications

- Institute of Leadership & Management: Certificate in Coaching and Mentoring (pending) leading to membership of the University of Birmingham Coaching Academy
- DELTA
- PGCE in Adult Learning
- LCC Certificate for Teachers of Business English
- Certificate in Counselling
- BA Geography (Hons)
- PG Diploma in Management Studies
- PG Diploma in Marketing
- Graduate member of the Chartered Institute of Marketing

Biography

I have worked for EISU since 2005 on a variety of programmes including Birmingham International Business Communications, the Chevening Scholars programme as well as insessional courses, the BME, and currently EAP1 and EAP (UG).

Prior to this I lived and worked in Sydney for several years teaching and managing courses for international students at university level.

My first career was in advertising and PR at a London based agency where I worked on a number of accounts including the Corporation of London, Barings Bank and BUPA, specifically in relation to corporate image.

On returning from Australia I initially worked for three years in a secondary school. During this time I researched and wrote the business plan as part of a successful bid for one million pounds of National Lottery funding to build a Sports Centre at the school.

For several years I have also been an Associate Lecturer with the Open University on their management programme.

Teaching

I teach or have taught on the following programmes:

- EAP1
- EAP(UG)
- BFA Preessional
- BME
- Insessional
- Chevening Scholars
- Birmingham International Business Communications

I have also delivered training workshops for teachers.

Other activities

My main professional interests include developing newcourses, curriculum and materials development, teacher development andmaximising the student experience.

I have been responsible for or involved in developing thefollowing in-house materials:

- Engineering Reading Handbook (2012) EISU, UoB
- Economics Reading Handbook (2012) EISU, UoB
- Academic Writing Guide (2011) EISU, UoB
- BME Project Guidelines (2010) EISU, UoB
- BME Booster Week: Organising a Conference (2010) EISU, UoB
- BME Booster Week: Poster Presentation (2010) EISU, UoB

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