

## Richard Woodward

Insessional Coordinator & EAP Tutor

### Contact details

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### About

I am an EAP tutor, teaching on several preessional programmes, including EAP1 and the BFA Preessional. I have particular responsibility for the Insessional Programme, which involves administering the diagnostic STAR test, Insessional materials design, maintaining the Insessional intranet pages and WebCT. I also provide one-to-one tutorials for insessional students.

### Qualifications

- MA TEFL/TESL
- BA (Hons) Social Science (Economics & History)
- TEFLQ teaching status
- RSA CTEFLA

### Biography

I have almost 20 years English language teaching experience, working in a wide variety of contexts, including private language schools in the UK and abroad, further education institutions, and 12 years EAP here at the University of Birmingham.

At Birmingham, I have been responsible for External Examination Co-ordination, materials development, and syllabus design. I designed and coordinate the intensive 3-week Academic Skills preessional programme. I have also been involved in various Professional Development courses with institutions such as Beijing University of Technology and Harbin Institute of Technology.

I have previously had responsibility for the 'Classroom Methodology' module of the taught MA in TEFL/TESL.

### Teaching

I regularly teach on the following programmes:

- EAP1 Preessional Programme
- BFA Preessional
- 3-week Academic Skills Course
- One-to-one Tutorials

### Other activities

#### Academic interests

My main teaching-related interests include materials writing for EAP courses, syllabus design, and ensuring that students are adequately prepared before, and supported during, their academic programme.

#### Publications

- English and Academic Skills Handbook - B1 – Topic Set 1 (2010), EISU, UoB
- English and Academic Skills Handbook - B2 – Topic Set 1 (2010), EISU, UoB
- English and Academic Skills Handbook - C1 – Topic Set 1 (2010), EISU, UoB
- English and Academic Skills Handbook - B1 – Topic Set 2 (2011), EISU, UoB
- English and Academic Skills Handbook - B2 – Topic Set 2 (2011), EISU, UoB
- English and Academic Skills Handbook - C1 – Topic Set 2 (2011), EISU, UoB
- English and Academic Skills Handbook - B1 – Topic Set 3 (2012), EISU, UoB
- English and Academic Skills Handbook - B2 – Topic Set 3 (2012), EISU, UoB
- Reading and Writing Development Handbook (2010), EISU, UoB
- Reading and Critical Thinking Handbook (2010), EISU, UoB
- Intensive Academic Skills Handbook (2010), EISU, UoB

