

# Andrea Downing

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**Email** [Andrea.Downing@cerge-ei.cz](mailto:Andrea.Downing@cerge-ei.cz)

## **Personal**

Nationality: British. Resident in the Czech Republic

## **Education and Training**

PhD Economic and Social History (University of Liverpool, UK) 1998.

MA Research Methods in the Social Sciences (Distinction) (University of Liverpool, UK) 1993

BA Geography with Special Reference to Asia and Africa (University of London) 1983.

University of Cambridge Diploma in English Language Teaching to Adults (Akcent International House, Prague, June 2007).

Trinity Certificate TESOL, EF (Brighton, England), August 2000

International House Barcelona, Teacher Training Department, In-house Certificates, 'Director of Studies' and 'Training the Trainer' (August 2004)

## **Employment**

### **1. Academic**

*Lecturer, Academic Skills Centre, CERGE-EI, a joint workplace of Charles University in Prague and the Economics Institute of the Czech Academy of Sciences, Prague (September 2012 - present)*

Course design and delivery for Postgraduate Students. Teaching and consulting on academic writing to MA and PhD students in economics. Editing and proofreading of papers and dissertations produced by students and faculty. Providing input, observation and feedback on the Teaching Fellows Program, a pedagogical training program for lecturers in Economics.

*Lecturer, Metropolitan University,, Prague (January 2010 – Present) Departments of Anglophone Studies and International Relations*

Working on Bachelors and Masters Programmes, both full and part time. Responsibilities include:

Design, production and delivery of the following courses:

Lexical Development for MA students – 'Specific Terminology of the Study Program'

'How to Research, Write and Defend an MA Dissertation'

'Research Skills'

'Study Skills'

'Political and Economic Geography of the Anglophone World'

'The Colonial Legacy'

Supervision of Master's Dissertations

Editing Dissertations

Writing and grading examinations in essay and other formats

*Associate Professor and Chair of Foundation Studies, Sur University College, Oman (September 2004 – June 2005)*

Course design on Foundation English Programme as well as general EAP teaching at Bachelor's level.

All usual management and supervisory responsibilities including staff development.

*Easter 2012, Academic Manager, Oxford Education International UK, MBA style Business Leadership Intensive Course*

Design and implementation of a CLL programme for high-achieving pre-university students from Latin America. Plenary lectures on Presentation Skills, Cross-Cultural Communication and Globalisation.

*April – May 2012, Materials Writer, Oxford Education International UK*

Production of lesson materials and lesson plans on subjects relating to British culture for use in Residential Summer Schools

## **2. Teacher Training**

Trainer on Teaching Fellows Program, a developmental program for Economics Lecturers a joint workplace of Charles University in Prague and the Economics Institute of the Czech Academy of Sciences, (2012 – Present)

Design and delivery of pedagogic training to aspiring and in-service Czech teachers of English (Bachelors and Masters programmes) at Metropolitan University, Prague (2010-2011)

Tutor, TEFL Worldwide, Prague (2010 – 2012)

Lead Trainer, Caledonian School, Prague ( May 2007 – August 2010)

Tutor, Oxford Tefl., Prague, Trinity Certificate in TESOL (June 2006 – present)

Tutor, ITC Tesol Certificate, Prague (September 2007 – 2009)

## **3. Business and General English Teaching**

### *Specialist Courses*

Design and delivery of specialist workshops on 'Reading Skills for Complex Documents', 'Conference Skills', 'Business Correspondence', 'Pronunciation for Non-Native Speaking Lecturers in English', and 'Presentation Skills' to a variety of companies included the Czech Ministry of Finance, BPP International and the British Chamber of Commerce, Prague. (2008 – present).

### *General Business English Teaching*

Business English Teacher, St James Language Center, Prague (September 2005 – December 2006)

Temporary Director of Studies. International House, Sine El Fil, Beirut, Lebanon (July and August 2005)

English Teacher, International Language Services, Tallin, Estonia (January 2004 – June 2004)

English Teacher and Assistant Director of Studies, St James Language Center, Prague (September 2003 – December 2004)

English Teacher, EF English First, Jinzhou, China (January 2002 – August 2002)

English Teacher, Idiomas Sem Fronteras, Joao Pessoa, Brazil. (March to September 2001)

### **Languages**

Elementary Czech, Intermediate Spanish and Portuguese, Pre-Intermediate French.

### **Other**

Self-employed academic proof reader

Voluntary proof reader for People in Need, Czech Republic (ongoing since 2006)

Conference papers on learning styles and teaching skills at the Pan-Baltic Teacher's Conferences in Tallin (Estonia) and Riga (Latvia) (2004) and the IATEFL Teacher Development SIG conference at Ostrava (Czech Republic) (2006).

From April 2008, UCLES Examiner for FCE and PET, British Council, Prague.

From May 2012 Member – International ESOL Panel, Trinity College, London