

Wajiha Shah
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Objective

- To study, teach and research in the disciplines of English, American & Canadian Literatures, Critical Discourse Analysis, English Linguistics and English Language Teaching.
- To enhance and polish my analytical and interpersonal skills by working in a professional and challenging environment that realises my potentials as a Competent Individual & offers space and freedom for unconventional, personalised and modern methods & techniques to gain the maximum benefits for myself and for the team of which I am a part.

Academic Qualification

M.A **English Language, Literature, Applied Linguistics &TEFL**
1st Division
NUML, Islamabad 2002

Courses Studied

History of English Language & Historical Linguistics, History of English Literature, Phonetics & Phonology, Classical & Modern Poetry, Classical & Modern Drama, Colonial & Post Colonial Novel, General Linguistics, Prose (Essays & Short Stories), GSS (Grammar, Syntax & Semantics), Literary Criticism, TEFL-A+B, Stylistics, Socio & Psycho Linguistics, American & Canadian Literatures

B.A **English Literature & Applied Psychology**
2nd Division
Punjab University 2000
F. G. Margalla College for Women, F-7/4, Islamabad.

Professional Training/ Courses

- *NLP Life Coach and Practitioner Certified by Mr. Arslan Larik (Master Trainer NLP) and the American Board of ABNLP (From July 30, 2018 to August 04, 2018)*

- *B-ICON Training workshop arranged by ORIC, NUML (From January 29, 2018 to February 02, 2018)*

Areas Covered

Incubation and development of ideas, Financing and the factors related, Neuro - Linguistic Programming (NLP), Social Networking, Media and its contribution in generating and progression of ideas and planning

- *Effective Communication through NLP (From October 23, 2017 to October 25, 2017)*

- *Digital Training workshop by the British Council at NUML in February-March 2012*

- *ELT Workshop held at NUML in December 2005*

Areas Covered

Phonetics & Phonology, Teaching Literature, Testing & Evaluation, Teaching Grammar & Vocabulary, Teaching Productive Skills, Teaching Receptive Skills, Project Management

- *1st International Conference on American Literature held at NUML in September 2005*

- *1st International ELT Conference held at NUML in December 2006*

Projects

- *Papers evaluation (Classical and Modern Dramas) for MA English, Sargodha University in 2010-2011*

- *Supervised a thesis on the Psychological Barriers hampering the Oratory Skills for M.A ELT in January-June 2011*

- *Supervised a thesis on the Analysis of Heteroglossia in Harry Potter series by J.K. Rowling at Masters level in January- June 2010*

- *Supervised a thesis on the usefulness of Presentation & Discussion at Advanced Diploma Level in January-June 2009*

- *Received a Letter of Appreciation from the Faculty of English for contributions to the Faculty of English Group on Google*

- *Reviewed and prepared a report for the Quality Enhancement Cell (QEC) at NUML in June-July 2008*

- *Represented NUML as one of the final two candidates for the post of Speech Writer to the Speaker National Assembly of Pakistan in 2007*

- Supervised a thesis on the importance of Reading Skills in developing the Writing Skills at Certificate level in December 2007 for Advanced Diploma in English Language
- Supervised a thesis on Vocabulary Teaching at Secondary level in December 2006 for M.A ELT
- Supervised a thesis on developing Writing Skills through Communicative Approach in December 2005 for PGD-TEFL
- Revised the syllabus and course outline for *Functional English* in the Department of Education in January 2004
- Paper setting, evaluation and invigilation at various levels for Faculty of English

Experience

- Taught Expository Writing at BS level in Departments of Economics and Finance, and Applied Psychology
- Taught Translation Studies to Masters in English students for a year
- Taught Functional English to BBA and B.COM students in the Faculty of the Management Sciences
- Practised NLP Coaching at ORIC NUML and in freelance capacity
- Taught Translation Studies to MA English
- Worked on voluntarily basis on Psychological Counseling, Emotional Health, Relationship Coaching, and Career Choices and as a Life Coach overall from 2016 to 2019.
- Taught Grammar / Error Analysis and various Language Skills in the Department of English Language Teaching (ELT)
- Taught a selection of English Literature (Novel, Poetry and Drama) and Communicative and Writing Skills (Integration of Skills, Research Based Writing and Strategies) to BS level students in the Department of International Relations (IR)
- Served as the Focal Person IR, for the Office of Research, Innovation and Commercialisation (ORIC) & B-Icon NUML
- Taught Functional English (Language Skills Improvement, Presentation and Communicative Skills) in the Departments of International Relations (IR) and Peace and Conflict Studies (PCS), Faculty of Social Sciences (FSS)
- Taught Communication and Presentation Skills in the Department of Mass Communication
- Taught Victorian Poetry and, (Reading & Speaking Skills) RSS to Graduate and Under Graduates
- Taught History of English Literature, Advanced Academic Reading & Writing Skills, and Introduction to English Poetry and Drama to Under Graduate and Graduate Levels

- Conducted six workshop sessions (3 hours each) at Allama Iqbal Open University, Islamabad as a Resource Person for *Use of Authentic Material & AV Aids* at Post Graduate Diploma level, (PGD- TEFL) 2009 & 2010
- Teaching in the Faculty of English Literature, Language and Applied Linguistics (Graduate Studies Department) NUML since August 2003
- Taught special courses as *IELTS* and *TOEFL*
- Taught *Reading & writing Skills* to Certificate level and *Listening Skills* to Foundation level students and Paramedics
- Taught *Functional English* in the Department of Education from August 2003 till August 2004, dealing with Error Analysis and development of Language Skills
- Taught a variety of subjects as *Prose, TEFL, and 18th Century Novel* to Masters Classes in Morning and Evening Sessions at NUML
- Taught *Historical Linguistics, Reading & Study Skills* and *CALL (Computer Assisted Language Learning)* at Advanced Diploma level
- Taught the *Language Skills(Reading, Writing & Speaking)* to Foreigners as PLA Officers, Saudi Officers and Koreans
- Taught the Language Skills to Fauji Foundation Teachers and Master Trainers
- Taught and supervised *Research Mechanics* at Post-Graduate level
- Exploited a module for Fauji Foundation Master Trainers covering the *Teaching of Vocabulary, Teaching of Grammar & Teaching of Literature*
- Taught *Classical Poetry, Classical Drama, Romantic Poetry, Colonial Novel Socio-Psycho Linguistics, Stylistics, Teaching of Vocabulary & Grammar* and *Error Analysis & Testing* at Masters Level
- Worked as the Associate Editor (2011-2014) for NUML Journal of Critical Inquiry (NUML JCI) as well as prepared Audit reports for the Quality Enhancement Cell at NUML
- Taught Masters in English (Post Colonial and Modern Novels) and Masters in English Language Teaching (English in Pakistan) in the afternoon since September 2013

Present Nature of Job

Teaching Expository Writing module of Critical Reading and Academic Writing to BS English students and Functional English to Educational Sciences students

Skills

- Good communicative, organisational, and administrative skills
- Potential to interact productively with people in other disciplines
- Ability to work under pressure and workout the approach to suit what is required
- Ability to take initiative, accept challenges and work without interference
- Sufficient computer knowledge & experience

Accomplishments and Acknowledgments

- Senior Assistant in NLP Coach and Practitioner Workshop First Batch in Islamabad from February 05, 2019 to February 10, 2019 with Mr. Arslan Larik and his Team
- Held a Three hours workshop on Verbal Communication and Confidence Building for Entrepreneurs (Fresh Graduates) on December 21, 2018
- Received a Letter of Appreciation for contribution to the webpage of Faculty of English Language, Literature and Applied Linguistics in November 2008

Personal Details

Marital Status: *Single*
Permanent Residence: *Islamabad*
Domicile: *Kyhber Agency, Pakistan*

References

Will be provided on request