

Ins. Mehtap DİLEK

1. Educational Status:

Degree

Department

University

Year

BA

American Culture and Literature

Dokuz Eylül University

2006

MA

American Culture and Literature

Dokuz Eylül University

2009

2. Academic Titles:

Nuh Naci Yazgan University , Instructor of English 2011-

Erciyes University, Instructor of English 2008-2011

Ege University, Instructor of English 2006-2008

3. Certificates Issued:

-“Diction and Effective Speaking” (April 1st-June 31st 2006)-a three month course conferred by Beyaz Nokta Gelişim Vakfı

-A three month course on the program of “Personal Development Platform”

-A three hour seminar of “Group Leadership and Meeting Management”

-A six hour seminar of “Business Interviews-Time Management and Decision Making.”

-An 18 hour and 9 sessioned course conferred by Oxford University: Teacher Training Program 2011

OTA TEA: Oxford Teacher’s Academy Teaching English to Adults:

Session 1: Focusing on Language

Session 2: Vocabulary

Session 3: Student Centered Learning

Session 4: Pronunciation

Session 5: Effective Oral Correction

Session 6: Writing

Session 7: Effective Written Correction

Session 8: Classroom Management 1

Session 9: Classroom Management 2

-Teacher Training Observation” at Erciyes University Foreign Languages Department (2009-2010)  
(Observation to guide fresh

graduates)

4. Professional Experience

Training at Buca High School, Izmir in 2005.

2011 September----

-Nuh Naci Yazgan University, English Instructor; Teaching Basic English to Economics, Management and Civil Engineering students

Courses Taught at Nuh Naci Yazgan University:

- Basic English Grammar (for beginners)
- Listening (for beginners)
- Speaking (for beginners)

2008 September-2011 June:

-Erciyes University School of Foreign Languages, English Instructor

Courses Taught at Erciyes University:

- Basic Grammar and listening skills for upper-intermediate students

2010 January-2011 June:

-Erciyes University School of Foreign Languages, Testing Office Member

-As a member of a four-person team of testing office to prepare tests for ERASMUS, IELTS, Proficiency and Monthly for prep students and examinations for ÖYP assistants

- Reading the instructions on listening examinations to be recorded and played during the examinations for prep students
- Participation in the activities of writing commission in preparing guidelines in the assessment of compositions (which is called "grid") and preparing writing topics for the examinations to be asked to prep students
- Finding the overlapping areas of New English File Intermediate (coursebook at Erciyes University) and Oxford Basic Grammar Reference Book and forming a chart for the students of prep school
- Preparing extra material for the coursebook commission to consolidate what is imparted

2006 September-2008 June:

-Ege University School of Foreign Languages, English Instructor

Courses Taught at Ege University:

- Reading and listening for elementary and pre-intermediate students