

## English Language teacher

Nagmatova Marjona Nag'mat qizi

Office Hours: Tuesday 13:00-14:00

Friday 11:00-12:00

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2013-2017 (Bachelor) Uzbekistan State World Languages University

2017-2018 Republic Art College named after Pavel Petrovich Benkov English Language teacher

### Duties and Responsibilities:

1. Advising students on career issues.
2. Organising and delivering classroom lectures to students.
3. Evaluating students' class work and assignments.
4. Preparing classroom and coursework materials, homework assignments, and handouts.
5. Recording and maintaining accurate student attendance records and grades.
6. Classroom management and discipline.
7. Developing English lesson plans in line with the National Curriculum.

Since 20.11.2018 Yeosu Technical Institute in Tashkent (YTIT), English Language teacher

### Duties and Responsibilities:

1. Teaching English as a foreign language.
2. Preparing lesson plans for the students after conducting a good amount of research on the subject.
3. Making use of new and improved teaching methods in order to make the class room sessions more interesting.
4. Giving special attention to each and every student and making sure that the students clarify all their doubts related to the subject.
5. Preparing examination questions for the students and conducting examination.
6. Evaluating the students' performance in the exams and grading them accordingly.
7. Looking for different ways to make the classroom sessions more interesting for the students.
8. Completing all required paperwork within given deadlines.
9. Participating in staff meetings, in-house workshops and ongoing teacher training programs.
10. Learning and complying with institutional policies and procedures.

### Other skills and competences

*Certificate of Acknowledgement* (in appreciation of active leading, for being honest and helpful and for the progress in English course for Bachelors of the first academic year of 2013-2014)

*Certificate of Achievement* (has been awarded for active participation in Young Leaders Development Project Public Speaking Contest 2015)

*Certification of Appreciation* (has been awarded as the BEST ONLINE PROMOTER of Young Leaders Development Project 18 December 2015)

*Certificate* (for active and invaluable participation in the International Youth Summit 2016 of Young Leaders Development Project on the topic of “Our heritage, our future” Held in Tashkent, Uzbekistan on March 25-27, 2016)

*Certificate of Appreciation* (first place B1 “Back to reality”) International Youth Summit 2016 of Young Leaders Development Project on the topic of “Our heritage, our future” Held in Tashkent, Uzbekistan on March 25-27, 2016