

# Steven Holland

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## Executive Summary

I am an experienced editor, proofreader, teacher trainer, writing tutor, English Language Teacher (ELT) and academic writing instructor with nearly nine years of experience. I served as an English Language Fellow in Malaysia from 2014-2015, where I developed and administered a writing center and Writing Fellows program. I hold a BA English, a Graduate Certificate in Teaching English as a Second Language (TESOL), and an MA TESOL from Brigham Young University. .

## Relevant Work Experience

*English Lecturer, Koç University, Turkey*

Sep 2017-present

Total classes taught: 10

Upper-Intermediate Grammar (two sections)

- Covered verb tenses to conditionals using a blend of traditional grammar instruction and the Dynamic Written Corrective Feedback model

Intermediate Listening & Speaking (three sections)

- Developed student listening and speaking through a range of focused, hands-on tasks

Pre-Intermediate Projects & Presentations (two sections)

- Used a task-based approach to elicit various language skills from students. For instance, we watched the documentary *Super Size Me*, read about various health trends, listened to podcasts, and students presented on a contemporary health issue in one unit.

Intermediate Reading & Vocabulary

- Took a practical, strategies-based approach to building student reading skills
- Applied contemporary reading fluency theory to boost student reading rate and comprehension

Upper-Intermediate Current Affairs

- Assisted students to develop critical thinking on several academic topics through research, close textual reading, debate, discussions, and presentations

Intermediate Writing

- Introduced fundamentals of good paragraph and essay writing in innovative ways
- Taught students how to write descriptive and classification paragraphs, and comparison/contrast, cause/effect, opinion and argumentative essays

Additional Projects

- I proofread, provide feedback, and edit exams for the English Language Center's Assessment Committee
- I also proofread documents for the university's Communications and Health & Safety Departments

*English Lecturer, Yaşar University, Turkey*

Sep 2016-Jul 2017

Total classes taught: 10

English for Academic Purposes II (five sections)

- Assisted students with developing argumentative essays and discussion skills

English for Academic Purposes I (five sections)

- Taught listening, note-taking, and academic reading skills
- Worked with students on several class presentations on community and innovation

*English Lecturer, UNITAR International University, Malaysia*

Aug 2014-Jun 2016

Total classes taught: 12

Introduction to Literary Theory

- Mentored a small group of students through the process of literary analysis
- Introduced various theories of literary interpretation, including Feminism, Marxism, Psychoanalysis and Formalism and assisted students with applying these theories to literary texts

Teaching and Appreciation of Literature

- Surveyed British and American literature from the Victorians to the Moderns
- Developed students who are capable of both participating in and leading literary discussions

The Language Deficient Learner

- Provided an overview of Communicative Language Teaching (CLT), motivational theories, and how to adapt lessons for proficiency, age, and socioeconomic status
- Managed a Service Learning component in which students volunteered at local refugee centers, applied classroom instruction, and reflected on their experiences

Language & Society (two sections)

- Covered basic sociolinguistic concepts, including the convergence of language and gender, language and politics, and language and ethnicity
- Trained students to conduct sociolinguistic research on code switching

Teaching Listening & Speaking (two sections)

- Introduced students to sound pedagogical principles related to the teaching of listening and speaking
- Collaborated with another department to produce usable listening and speaking lesson plans for current ESL instructors at UNITAR

English Phonetics & Phonology

- Provided an overview of IPA symbols, syllables, stress, and intonation to preservice ESL instructors
- Initiated student involvement in contrastive analysis of two different world accents

Intro to Austronesia Languages (two sections)

- Covered fundamentals of several fields of linguistics (i.e. phonetics/phonology, morphology/syntax, and language history) and applied those principles to our discussion of Austronesian languages
- Assisted students with a project in which they discussed the culture and two linguistic features of a given

Austronesian language

Language Testing & Assessment (two sections)

- Trained students in creating good test items and prepared them to write a set of test specifications for an English proficiency course at UNITAR

*English Language Fellow, US Dept of State, Malaysia*

Aug 2014-Jun 2015

Total classes taught: 6

English 2

- Taught low-intermediate foundations students the conventions of descriptive and narrative writing, pronunciation, and reading comprehension
- Instructed students on topic sentences, paragraphs, and thesis statements

English 3

- Taught intermediate foundations students the conventions of narrative, argumentative, and comparison writing, pronunciation, and reading comprehension
- Instructed students on topic sentences, paragraphs, and thesis statements
- Emphasized key principles of rhetoric and argumentation (i.e. audience, supporting details, development)

Reading & Writing

- Taught intermediate diploma students the conventions of narrative, argumentative, and comparison writing and reading comprehension
- Instructed students on topic sentences, paragraphs, and thesis statements
- Emphasized key principles of rhetoric and argumentation (i.e. audience, supporting details, development)

English for Academic Purposes

- Taught intermediate diploma students the conventions of notetaking, reading strategies, presentation skills and argumentative writing

Business Communication (two sections)

- Taught business students the conventions of interpersonal communication and conflict resolution, report writing, meetings, presentations, cover letters, resumes, and video resumes
- Instructed students on concision and coherence in business writing

Additional Projects

- Developed and conducted several English day camps for underprivileged youth from rural Malaysia
- Conducted teacher training workshops for Fulbright English Teaching Assistants, MRSM Gemencheh, IPG Raja Melewar, and UNITAR staff
- Created and administered a Writing Fellows Program to encourage peer-to-peer tutoring at UNITAR and train writing tutors to work in the upcoming writing center
- Created and advised a student creative writing club to build student creativity and writing proficiency
- Worked closely with the Faculty of Education and Social Sciences (FESS) to compose KPIs for the new communications faculty
- Collaborated with the Faculty of Education and Social Sciences, the Knowledge Management Centre, and the administration on a facilitated Massive Open Online Course (MOOC) to train the Writing Fellows and

interested university faculty on academic writing conventions

***Adjunct ESL Instructor, Utah Valley University***

Jun 2013-Apr 2014

Total classes taught: 6

ESL 1260: Writing Level II (one section)

- Taught low-intermediate students the conventions of descriptive and narrative writing
- Instructed students on topic sentences, paragraphs, and thesis statements

ESL 1360: Writing Level III (one section)

- Taught intermediate students the conventions of descriptive, cause and effect, and comparison writing
- Instructed students on topic sentences, paragraphs, and thesis statements
- Emphasized key principles of rhetoric and argumentation (i.e. audience, supporting details, development)

ESL 1320: Reading Level III (one section)

- Taught high-intermediate vocabulary, word attack skills, English dictionary usage, and comprehension skills
- Encouraged reading for pleasure and for information
- Instructed students on developing academic reading skills
- Emphasized extensive reading

ESL 1340: Grammar Level III (one section)

- Taught high-intermediate English usage, correct speech and writing forms and patterns, verb tenses and their related structures, sentence connectives, modal auxiliaries, comparatives, and related forms

Community ESL: Basic Grammar (one section)

- Taught basic question formation, subject-verb agreement, simple present and present progressive tenses, vocabulary related to colors, clothing, jobs, furniture, appliances, and food, and singular/plural constructions
- Emphasized everyday life situations (i.e. shopping, apartment hunting, working, healthy eating)

ESL 2140: Advanced Grammar (one section)

- Taught advanced English usage, correct speech and writing forms and patterns related to tense, time, parts of speech, modifiers, clauses, phrases, conditionals, active/passive voice, and modals
- Emphasized grammatical fluency in English speech and writing

***Adjunct Instructor, Salt Lake Community College***

Jan 2013-Apr 2014

Total classes taught: 7

English 2010: Intermediate Writing (four sections)

- Provided intermediate-level instruction on how to
  - use rhetoric responsibly to compose arguments in a variety of genres for specific audiences
  - critically read texts, including analyzing context, diction, and argumentative structure
  - write coherent and unified texts (i.e. effective introductions, clear thesis, supporting details)
  - locate primary and secondary sources, evaluate the appropriateness of texts, and incorporate and accurately document outside sources in a research paper

English 1010: Intro to Writing (three sections)

- Provided beginning-level instruction on how to
  - use rhetoric responsibly to compose arguments in a variety of genres for specific audiences
  - critically read texts, including analyzing context, diction, and argumentative structure
  - write coherent and unified texts (i.e. effective introductions, clear thesis, supporting details)
  - locate primary and secondary sources, evaluate the appropriateness of texts, and incorporate and accurately document outside sources in a research paper
- Genres taught include reflections, visual and textual analyses, annotated bibliographies, and researched argumentative essays
- Focused on everyday rhetorical situations, collaborative work, and conferencing

*ESL Instructor, BYU English Language Center*

May 2010-Apr 2013

Total classes taught: 7

Academic A Reading (three sections)

- Taught high-intermediate vocabulary, word attack skills, English dictionary usage, and comprehension skills
- Encouraged reading for pleasure and for information
- Instructed students on developing academic reading skills
- Emphasized extensive reading
- Assisted administrators with test development through ongoing critical support

Academic C Writing (one section)

- Provided overview of the rhetorical situation (writer, issue, audience)
- Helped students apply rhetorical concepts to three major assignments
- Held regular conferences with students to determine individualized solutions to writing problems
- Genres taught include opinion editorials, annotated bibliographies, and researched argumentative papers

Academic B Linguistic Accuracy (three sections)

- Reviewed, edited, and responded daily to a series of student paragraphs
- Adapted lesson plans to meet grammatical needs evidenced through their writing
- Introduced several new methods of assessment to improve measurements of student progress, including a new end-of-semester applied grammar final to be used for placement purposes

*Graduate Instructor, WRTG 150, BYU University Writing*

Aug 2010-Apr 2012

Total classes taught: 6

Writing 150: Argumentation and Rhetoric (six sections)

- Provided beginning-level instruction on how to
  - use rhetoric responsibly to compose arguments in a variety of genres for specific audiences
  - critically read texts, including analyzing context, diction, and argumentative structure
  - write coherent and unified texts (i.e. effective introductions, clear thesis, supporting details)
  - locate primary and secondary sources, evaluate the appropriateness of texts, and incorporate and accurately document outside sources in a research paper
- Genres taught include opinion editorials, rhetorical analyses, and researched argumentative papers

**Teacher, Shane English School Taiwan**

Jun 2008-Jul 2009

Total classes taught: 16

- Worked with a diverse group of students to improve their English language proficiency
- Taught a wide range of ages (5-32) and abilities (kindergarten-advanced)
- Constantly found innovative and flexible ways to teach to the needs of each group

**Writing Fellow, BYU Writing across the Curriculum**

Jan 2008-Apr 2008

- Conferred with a group of twelve students to improve their writing
- Reviewed, edited, and responded to student papers twice during the semester
- Met with each student individually in 30-minute conferences to discuss possible revisions
- Prepared individualized lesson plans to fit the specific needs of each student

## **Internships**

**ESL Instructor, GAP Writing, BYU English Language Center**

Jan 2010- Apr 2010

- Prepared and taught lessons on grammar and writing to a group of 14 students
- Reviewed, edited, and responded to a series of student essays
- Assisted with in-class monitoring of student activities and objectives

**ESL Instructor, Applied Grammar, BYU English Language Center**

Feb 2010-Mar 2010

- Reviewed, edited, and responded daily to a series of student paragraphs
- Adapted lesson plans to meet grammatical needs evidenced through their writing
- Met with a team teacher weekly to evaluate both the instruction and curriculum and discussed ways to improve it

**ESL Instructor, Intermediate English, TTTC Community ESL Program**

Jan 2010-Feb 2010

- Taught an integrated skills English course (i.e. listening, speaking, reading, writing, and grammar)
- Developed a 5-week curriculum and syllabus based on a self-initiated student needs assessment
- Found creative ways to maintain student interest and keep students coming to class

**LCC Writing Tutor, City University of Hong Kong**

Sep 2009-Jan 2010

- Reviewed and edited student writing through multiple drafts
- Succeeded in meeting tight deadlines as part of the review process

## **Volunteer Work**

**English Lecturer, Ad.Dar Community Center**

Dec 2017-present

- Taught Advanced Conversational English and IELTS Reading to Syrian refugees
- Mentored individuals to prepare them for the IELTS and TOEFL

**Reading Tutor, Project Read, Provo City Library**

Jan 2010-Jul 2010

- Met with an at-risk student for three hours each week both to mentor and to teach reading

## Education

**Brigham Young University**  
College of Humanities  
MATESOL

September 2009-April 2013  
Overall GPA: 4.0/4.0

**Brigham Young University**  
College of Humanities  
TESOL Graduate Certificate

September 2009-April 2010  
Overall GPA: 4.0/4.0

**Brigham Young University**  
College of Humanities  
English major, cum laude

September 2004-June 2008  
Overall GPA: 3.87/4.0

## Research

### ***Toward a more inclusive construct of L2 Chinese written error***

August 2010-April 2013

*Teaching English to Speakers of Other Languages (TESOL) MA Thesis*

- Created a corpus of lexical and grammatical L2 errors made by native-Chinese speakers (NCS)
- Broadened the scope of previous error gravity research by enriching standard protocols
- Added to research in error analysis by generating a gravity and a frequency scale of NCS-produced errors
- Combined the gravity and frequency scales to enable more practical and efficient L2 error correction

## Conference Presentations

### ***Ratings of native Chinese speakers' English texts by professors***

March 2012

*TESOL Graduate Student Forum*  
Philadelphia, PA, USA

### ***Improving error correction through revised error analysis***

March 2013

*TESOL Graduate Student Forum*  
Dallas, TX, USA

### ***Proven strategies for providing written corrective feedback***

September 2014

*Malaysian International Conference on Language Teaching*  
Kuala Lumpur, Selangor, Malaysia

### ***From retorik to rhetoric: A contrastive approach to teaching American academic discourse***

Oct 2014

*International Seminar on Language Teaching*  
Kota Baru, Kelantan, Malaysia

### ***Optimizing TED Talks through Digital Content Curation***

March 2017

*TESOL Arabia*  
Dubai, Dubai, United Arab Emirates