

## BPG's Revision Policies for Original Article



1 **Language evaluation:** (1) Grade A: priority publishing; (2) Grade B: minor language polishing; (3) Grade C: intensive language polishing; (4) Grade D: rejected. The language of revised articles should reach grade A.

### Policy for manuscripts submitted by non-native speakers of English

A native speakers of English has reviewed the manuscript; please find enclosed her *cv*.

### CURRICULUM VITAE

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<b>NAME</b>	Jane Elizabeth
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### PERSONAL PROFILE AND SUPPORTING STATEMENT

I am a highly skilled English Language Teacher and Translator with experience in a wide range of university, school, work-based and professional environments. After working in Italy for 17 years, I relocated to live and work in the UK in 2006.

My teaching experience has involved language tuition across a wide range of age groups and language/cultural backgrounds. Freelance work has included in-house business English and language consultancy for a number of firms and businesses in Italy, including teacher training courses run by the Italian Ministry for Education.

I continue to work on an occasional basis as a translator/proofreader for medical and scientific academic texts with the University of Catania and I also collaborate with the University of Central Lancaster as an EFL exams item writer. I am a listed member of the EACEA pool of experts for the evaluation of European funded projects.

In my current position at the University of Birmingham, I teach and give writing guidance to undergraduate and postgraduate students whose first language is not English. This includes proofreading and commenting on the grammar and style of Masters level dissertations and PhD theses in a variety of subjects including Medicine,

Pharmacology, Computer Science. Chemical Engineering, Bioscience, and Economics.

## **ACADEMIC QUALIFICATIONS**

BA Honours in Italian and German, 2:1, University of Exeter, July 1988

Degree in Modern Languages (English and German), 1<sup>st</sup> class with Honours, University of Catania, Italy, June 2001

MA in TESOL, University of Manchester, Distinction, June 2011

## **TRANSLATING /TEXT CONSULTANCY**

1993-2006	Department of Chemistry University of Catania, Catania, Sicily
1995- present	Department of Infectious Diseases University of Catania Maurizio Ascoli Hospital, Catania, Sicily
2000 -2006	Faculty of Agricultural Science University of Catania, Catania, Sicily

## **CONFERENCE WORK/INTERPRETING**

Sept 2001	EFPP Conference, Taormina, Sicily
Mar 1999	X International Conference on Harm Reduction, Geneva IHRA c/o HIT, 8 Mathew Street, Liverpool
Dec 1996	'The Drugs of the Millennium', Catania City Council, Sicily
Nov 1996	'Meeting with Robin Morgan', Catania City Council, Sicily
Mar 1997	VIII International Conference on Harm Reduction, Paris
Mar 1995	VI International Conference on Harm Reduction, Florence

## **WORKBASED TEACHINGAND LANGUAGE CONSULTANCY**

Sept 1996 - May 1999	Tutor and language consultant in Business English (Industry) Natro Cellulosa SpA, Catania, Italy
Sept 1991 - June 1993	Tutor and language consultant in Business English (Pharmaceuticals) Fidia Sud SpA, Catania, Italy

## **ENGLISH FOR ACADEMIC PURPOSES**

Sep 2012 - present	International Foundation Programme/EAP English tutor EISU, University of Birmingham
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Sep 2011 – Sept 2012	In-sessional EAP tutor/EAP Materials writer EISU, University of Birmingham
Summer 2006-2007 Summer 2009-2011	EAP Preessional English Teacher EISU, University of Birmingham
Oct 2008	Study Skills for EAP Tutor International Language Centre University of Wolverhampton
Jan - May 2006	EAP Tutor: Inter-faculty School of Excellence University of Catania, Italy
Jan 2003 - Oct 2006	English Language Assistant: Faculty of Languages University of Catania, Italy

**ENGLISH FOR SPECIAL PURPOSES (adults)**

Apr - July 2000	Course Tutor in Business English and English for quality control in education and training Associazione regionale CIOFS-Sicilia, Catania, Italy
Oct 1999 - Jan 2000	Course Leader in English for Chartered Surveyors Istituto G.B. Vaccarini, Catania, Italy

**POSITIONS OF RESPONSIBILITY**

Sex Work Project Coordinator Sept 2002 - Sept 2005	LILA (Italian League in the Fight Against AIDS), Catania, Italy
Academic Director July - Aug 2002	O.I.S.E. Junior Residential Summer School, Bristol
Director of Studies/ Curriculum Area Leader Apr 2008 - Sept 2008	Lexis Language Centre Dudley College of Technology, Dudley

**PUBLICATIONS**

McPake, N. and Sjoberg, S. (co-authors) Developing resources for community cohesion: a report on a small-scale Institute for Learning-funded action research project, *Language Issues*, 23(1): 66-78, 2012

‘Outside the classroom - Join the club! Part 3’, *English Teaching Professional*, 46, Sept 2006

‘Outside the classroom - Join the club! Part 2’, *English Teaching Professional*, 45, July 2006

‘Outside the classroom - Join the club! Part 1’, *English Teaching Professional*, 44, May 2006

‘The Checking Homework Challenge’, e-publication, winning entry of ‘The OnestopEnglish Methodology Challenge’, November 2004, (Macmillan): <http://www.onestopenglish.com/support/methodology/teaching-approaches/teaching-approaches-checking-homework-challenge/146494.article>

‘Teaching in Tandem’, *English Teaching Professional*, Issue 32, May 2004 (also published as ‘Impress your students with a class double act’, *The Guardian Weekly*, 171/1, June 25-July 1, 2004)

‘Un assistente davvero speciale’, *ScuolaInsieme*, January 2004

## CONFERENCES

July 2011 Workshop: All Aboard! Being smart without a Smartboard.  
Natecla National Conference, Warwick

May 2010 Smartboard Workshop, Innovate Learning Centre,  
Birmingham

Nov 2009 Natecla Teacher Development Workshop, Walsall

June 2010 Smarten up! Use of the IWB in language teaching

Mar 2003 ELT Acireale (22nd National Conference of the  
British Council in Italy) Workshop: ‘Effective team  
teaching with the *lettore* in the Scuola Superiore –  
practical suggestions’

## OTHER PUBLICATIONS

Nigro L, Larocca L, Celesia M, Montineri A, **Sjoberg J**, Caltabiano E, Fatuzzo F & The Unit Operators Group.  
Prevalence of HIV and Other Sexually Transmitted Diseases among Colombian and Dominican Female Sex  
Workers Living in Catania, Eastern Sicily. *Journal of Immigrant and Minority Health*, 8/4, Oct 2006

## MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Member of Institute for Learning (Member N °AB010418)

Member of IATEFL (Member N °19016)

Member of Natecla (Member Number MD235)

Member of Baleap

Member of BAAL

Member of Matsda