

Erkin Hayitbaevich Mukhammedov

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EDUCATION

University of Warwick, Coventry, UK

MA in English Language Teaching with Specialism in Testing and Assessment (10/2015-10/2016)

Westminster International University in Tashkent, Uzbekistan

Postgraduate Certificate of Special Study in Teaching and Learning (12/2008-09/2009)

Indiana University (online course), the USA

Certificate in English as a Second Language Assessment (09/2006 -01/2007)

Uzbek State World Languages University

MA in Linguistics (09/ 2001-07/2003)

Uzbek State World Languages University

BA in English Philology (09/1997 – 07/2001)

PROFESSIONAL EXPERIENCE

Westminster International University in Tashkent, Uzbekistan

Senior Lecturer (08/2020-present)

- Deliver Academic English and Development of Professional Identity
- Moderate assessment tasks for Academic English (Level3) and English for Academic Success
- Deliver seminar Level 3 and Level 4 students
- Designed materials for seminars
- Marked students' works
- Conduct mentoring sessions for newly recruited staff members
- Contribute to the staff development
- Contribute to the development of new courses at WIUT

Westminster International University in Tashkent, Uzbekistan

Head of Global English Department (08/2016-08/2020)

- Ensured that University HR policies and procedures were implemented
- Ensured that staff performance was managed appropriately and that fair workload allocation processes were in place based on a workload policy
- Organized professional development training sessions
- Ensured that ML and colleagues in the subject area were actively engaged in scholarly activities
- Moderated assessment tasks for Academic English
- Designed materials for seminar in Academic English
- Marked students' work

Webster University in Tashkent (part-time), Adjunct faculty staff member (2018-present)

- Designed materials for seminars
- Delivered classes on EAP, Curriculum design and Principles of Testing and Assessment
- Marked students' work

Westminster International University in Tashkent, Uzbekistan

English for Academic Purposes (EAP) and Business Communications Module leader (02/2007-09/2015)

- Led the team of EAP and Business Communications lecturers
- Prepared and set assessment
- Conducted lectures
- Designed materials for seminars

- Conducted seminars
- Marked students' works

**Training the Trainer (TTT) Cascade Project, British Council, Tashkent, Uzbekistan
Materials Writer (part time) (12/2007-2009)**

- Wrote materials for the trainers
- Piloted materials

**Developing Uzbekistan English Teachers Project, British Council, Tashkent, Uzbekistan
Teacher Trainer (part time) (09/2004- 2007)**

- Conducted trainings for English teachers
- Provided feedback to written materials
- Supervised teacher of English and gave written feedback to their work

**Partnership for Peace Training Center, Tashkent, Uzbekistan
Teacher of English (07/ 2003-02/2007)**

- Taught English
- Supervised teachers of English
- Administered job interviews for new candidates
- Conducted conversation clubs for students
- Developed Speaking tasks and trailed them
- Administered speaking tests and coordinated speaking tests
- Developed Video worksheets for Self Access Centre
- Attended weekly Teacher Training Programmes.

**Special school based on Social Studies, Tashkent, Uzbekistan
Teacher of English (09/ 2002-08/2003)**

- Taught English
- Marked students' works
- Organized clubs for students

**Secondary School # 293, Bektemir, Tashkent, Uzbekistan
Teacher of English (09/ 2000-09/2002)**

- Taught English
- Marked students' works

PROFESSIONAL DEVELOPMENT

Assessment literacy project, (acted as a trainer and coordinator), March –June, 2018

Search conference on strategic planning of research development,(acted as a facilitator), May, 2018

Leaner Autonomy, Westminster International University May, 2017

Teacher-training programme for PRESETT, World Languages University, August 2015, Tashkent,
Participated as a trainer

Leadership Engagement and Development, Hyderabad India October 20- 31, 2014

Trainer development, Norwich Institute for Language Education, UK, October 1-22, 2013

Developing Uzbekistan Teachers of English Programme, Westminster International University in
Tashkent, Coordinator of the programme and Teacher trainer, January 2012- April 2012.

English for Occupational Purposes Course at British Embassy in Uzbekistan
Coordinator of the course and teacher of English October 2011-February 2012

Short Summer Course on Academic Writing, Westminster International University in

Tashkent, Coordinator of the programme and Teacher trainer, July 2011.

Research Methods, UNDP in Uzbekistan
Participant in the workshop, 1-4 September, 2008

Training the Trainers Programme, British Council Uzbekistan
Teacher trainer for INSETT teachers, 25-29 August, 2008

Trainer-training Cascade, British Council, Uzbekistan
Participant in workshop on ‘Developing Trainer Training Cascade’ programme,
November 2007

IELTS Tutors Conference, British Council, Uzbekistan
Gave a presentation on IELTS Speaking, *Problems and Solutions*, June 2007

Professional Article writing course, British Council, Uzbekistan.
Participant in a professional article writing course, May 2007

Trainer-Training, British Council
Participant in workshop on trainer-training, May 2006

Hornby Summer School in Tashkent, Uzbekistan
Participant in summer school on Creative Language Teaching, July 11-22, 2005

Four month IELTS course, British Council, Tashkent, Uzbekistan
Learned how to take the test and how to teach, May –August, 2004

Summer School on Basic Methodology in Kazakhstan
Participant in summer school on basic teaching methodology, July 5-16, 2004

Lesson Planning and Basic Methodology Training, Peacekeeping English Project, Uzbekistan
Participant in lesson planning workshop, November 2003

LANGUAGES

Uzbek (fluent), English (fluent), Russian (good)

Awards

Won ‘The Best Teacher of Uzbekistan in 2008’ Award.

Publications

Mukhammedov, E. (2021). Investigating some aspects of context validity in EAP essay writing. *Electronic Journal of Actual Problems of Modern Science, Education and Training*. 5 (2). 31-51

Mukhammedov, E. (2020). EAP assessment in an English medium instruction university: a case from Uzbekistan. *Eurasian Science Journal*. 7 (76), pp 4-8. DOI: 10.31618/ESU.2413-9335.2020.7.76.947

Mukhammedov, E (2020). Impact of setting a proper assessment on the use of library and quality of education. “Замонавий Психология Ва Педагогика: Муаммолар, Таҳлиллар Ва Натижалар” Мавзусида Халқаро Микёсда Илмий Рецензияланган Онлайн-Конференция, July 20, 2020, doi.org/10.47100/conference_pedagogy/S3_29

Mukhammedov, E (2020). The role of needs analysis and assessment in successful delivery of ESP classes. "Integrating English into Teaching STEM/STEAM" International virtual conference: digest/ - Khiva: Khorezm academy of Mamun, August 26, 2020, pp32-35

Mukhammedov, E. (2018). Is teacher talk bad? *ALTFL in Uzbekistan* 3 (12) pp.5-7.

Mukhammedov, E. & Khudoyberdiev, J. (2018). Designing listening tests, *ALT FL in Uzbeksitan*

Mukhammedov, E. (2017). Why should we use portfolio for assessment purposes? *ALTFL in Uzbekistan* 4(9) pp.8-9.

Mukhammedov, E. (2017). Formative assessment: some principles to follow. In *Modern trends in Teaching foreign languages: achievements, challenges and solutions. International Conference. Tashkent. Turon-Iqbol.* (pp. 200-203)

Mukhammedov, E. (2017). 'Recipe' for Teaching Mixed-ability Language Learners Humanising Language Teaching (HLT) *Journal* 19 (2). Available from <http://www.hltmag.co.uk/apr17/mart02.htm>

Mukhammedov E., Mukhamedova N., Ziryanova R., and Irgasheva S., (2009) *Training The Trainer (toolkit)* British Council, Uzbekistan