

NG Chak Ling
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OBJECTIVE

A regular position in English tutoring where my English knowledge, language skills, teaching experience and enthusiasm in education will help the company provide quality English programmes for local primary students.

EXPERIENCE

HKCMI Training Centre, Hong Kong, Aug 2015 - Present

Part-time English tutor

- Instructing three groups of 8-15 students (primary one to six) in writing and phonics using tailor-made exercises by the company
- Delivering systematic lessons with explanation of target learning items, classwork, Q&A sections and regular tests
- Observing individuals' difficulties in forming grammatical sentences and pronouncing phonemic sounds and rectifying their errors through in-class practice and demonstrations
- Interacting with the students, their teachers and parents and answering their enquiries regarding the subject matters, classroom management and students' progress

University of Shanghai for Science and Technology, Shanghai, Jun - Jul 2015

Teaching Assistant

- Corresponding with 52 students, a lecturer and two coordinators about the class arrangement of a one-month business English programme
- Mediating between students and the lecturer concerning uneven workload in project teams
- Assisting the coordinators by developing attendance sheets, marking records and teacher evaluation forms for administrative purposes

PolyU 2015 Voluntary Language Service Programme, Guangdong, May 2015

Voluntary English Tutor

- Conducting English reading workshops for two classes of 60 primary school students
- Revamping the pre-set storybooks and worksheets by the PolyU Language Service Team to suit the students' English levels and learning interests
- Collaborating with four newly-met PolyU students and successfully confirming the logistic of the five-day programme in one day

Henry G. Leong Yau Ma Tei Community Centre, Hong Kong, Feb - Apr 2015

Voluntary English Tutor

- Designing and conducting a two-month English reinforcement programme for 8-15 underprivileged primary three students
- Tailor-making a set of learning materials according to the English Language Curriculum and Assessment Guide by the Education Bureau and the students' levels as reflected in two class observation sessions

- Strengthening reading, writing, listening and speaking skills by peer discussions, role-plays, games, outings and other fun activities

School Support Association, Hong Kong, May - Jul 2012

Part-time Tutor

- Guiding a group of secondary two students through difficult homework questions
- Interpreting passages in English language textbooks for students' better comprehension of the taught content

EDUCATION

Bachelor of Arts (Honours) in English Studies for the Professions, The Hong Kong Polytechnic University (PolyU),

- Degree expected July 2017
- GPA 3.68
- Relevant Courses: Teaching English as a Service Learning Experience (A), Analysis of English Grammar (A), Analysis of English Pronunciation (A), Designing Courses for TESOL

Pembroke-King's Programme, University of Cambridge

International Exchange Programme, University of Southampton

- Relevant Courses: Teaching English as a Foreign Language (First class), Syntax: Studying Language Structure (First class)

Higher Diploma in Translation and Interpretation (Year 1), HKU SPACE Community College

- GPA 3.94

HONOURS AND ACTIVITIES

- **Dean's Certificate of Academic Achievement**
In three academic years
- **Dr. Ng Tat-lun Memorial Scholarship 2015/16**
To students of academic excellence, leadership quality and social commitment
- **PolyU Service-Learning Scholarship 2014/15**
- **Certificate Course in Values Education 2014/15**
By the Hong Kong Institute of Educational Leadership
- **The Hong Kong Polytechnic University (Western Canada) Association Scholarship 2014**
To students with outstanding academic achievement
- **HKU SPACE Community College Principal's Honours List 2012/13**

IELTS ACADEMIC

Year	Overall Band Score
2015	7.5

Notes: Transcripts, certificates and references are available upon request.