

Curriculum Vitae

Name Don Bartlett
Nationality English
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Qualifications:

- 1966 "A" levels in French, German and English; "S" level in German.
1969 BA Hons. in German/Italian at Royal Holloway College, London University.
1974 PGCE in German/French at Goldsmith's College, London University.
1982 Candidatus Philologia in English/Danish at Aalborg Universitetscenter.
1982 RSA Diploma in TEFLA at Bell Language School, Norwich.
1994 Diploma in Translation from the Institute of Linguists (German-English)
Merit in Business paper, Distinction in Humanities paper.
1998 "A" level in Spanish.
2000 MA in Literary Translation at University of East Anglia.

Teaching Experience:

- 1984-2000 Permanent member of Bell Language School, Norwich. Work included teaching mixed nationality groups of all levels and ages, teaching ESP/EAP, teaching 1:1, teaching to all the recognised exams, teaching translation, preparing candidates for university entrance examinations, foreign language teaching and setting up, preparing materials for and running a large Study Centre.
- 1982-4 Full-time contract at Bell School for ESP and advanced English teaching.
1980-2 German, Danish and EFL teaching at a variety of educational venues.
1977-80 EFL summer school teaching & social programme organising at Bell School, Norwich.
- 1976-1980 Variety of General English teaching (state) and Business English (Berlitz and Sparekassen Nordjylland) in Northern Jutland, Denmark.
- 1975-6 Class teacher with full responsibilities at a Gymnasium in Kaufbeuren, Bavaria.
- 1974-5 Peripatetic teacher working in folkeskoler in Ribe and on Bornholm, Denmark.
- 1971-3 Class teacher with full responsibilities at a Gymnasium in Bregenz, Austria.
- 1970-1 Assistant teacher at a Gymnasium in Bregenz, Austria.

Teacher Training Experience (in Bell Language School):

- 1987-2000 *Director of Teacher Training at Bowthorpe Hall 1998-2000
*Responsible for link with French Ministry of Education and running yearly Language Awareness/ Methodology course for French secondary school teachers.
*Taught on and directed a large number of closed teachers' groups (primary and secondary) and open enrolment teachers' groups.
*Taught on and directed several exam-orientated open enrolment courses for teachers (CEELT).
*Taught on and directed many TEFL training courses for native speakers administered by the Cambridge Syndicate (CELTA/DELTA).
Specialisation in the teaching of phonology.
*Trained and assessed Foreign Language teachers on exam course administered by University of Edinburgh. (DipTFLA)
*Talk at IATEFL TT SIG, Barcelona: Teacher Talk.

- *Course on self-directed learning and setting up a Study Centre at the University of Aguascalientes, Mexico. (British Council)
- *INSET Pronunciation Workshops for secondary school teachers in the North of Italy.
- *INSET Pronunciation Workshops for secondary school teachers in France.
- *"Exploiting a Story with Young Learners" tour in Italy for primary teachers. (Bell/OUP)
- *INSET language training courses for primary teachers in Bavaria. Two lessons filmed in Munich for use by Akademie für Lehrerfortbildung in Dillingen, Bavaria.

Examining and Assessing Experience:

- Examiner for Cambridge CCSE (writing)
- Examiner for Cambridge CEELT I / II (writing and oral)
- Examiner for Trinity College, London (oral)
- Examiner of Primary Teachers in Bavaria
- Cambridge CELTA assessor
- Cambridge DELTA assessor and moderator

Management Experience:

- 1989 Assistant Director of Studies at Bell Language School, Bowthorpe Hall, Norwich.
- 1988-92 Director of a number of General English summer courses and off-site summer courses for advanced professional students.
- 1985-88 Director of Bell School summer residential courses.

Freelance Teaching Work in 2000-6:

- Teaching primary/secondary teachers in open enrolment and closed groups at NILE, Norwich.
- Teaching primary, secondary teachers, subject advisors at the University of East Anglia, Norwich
- 'Pronunciation Issues' for Bavarian Teacher Trainers at NILE
- INSET course for Swiss and Bavarian teachers at NILE
- Examining English Language Teachers in Bavaria.
- Consultation & sessions on 'Pronunciation Teaching' for kindergarten teacher trainers in Austria
- INSET 'Pronunciation/LI' for primary teachers in Bavaria.
- INSET 'Pronunciation/Methodology/ LI for primary teachers in France.
- Seminar at Lehrerfortbildungsinstitut, Dillingen: Landeskunde – Norfolk.
- CEELT exam moderation, marking and oral assessment for UCLES.
- CELTA/DELTA assessments.
- Trinity College oral examiner in Spain/Italy.
- Translation work with MA students at the University of East Anglia
- 'Training Pronunciation' for lecturers at Pädagogische Hochschule, Vienna.
- “International English” at Lehrerfortbildungsinstitut, Dillingen
- Trainer Training courses for Italian teachers at NILE
- Trainer Training courses for Bavarian teachers at NILE

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