University Academic Curriculum Vitae

Anita Rani Sunda

Education since leaving school

- **BA (Hons.) English Literature and Language (2:1),** University of Leeds, (United Kingdom), July 2002
- **Certificate in Teaching English to Speakers of Other Languages (TESOL)**, Trinity College, London, July 2002
- **Master's degree in Education (Applied Linguistics)**, Open University, (United Kingdom), December 2012 Modules:
    - o Investigating Language in Action o Educational Enquiry o Language, literacy and Learning in the Contemporary World.

    Final research project: An investigation into the effectiveness of an asynchronous online platform to teach the formal letter genre using the Teaching-Learning cycle

Present appointments

- **Free University of Bozen-Bolzano, Bolzano, Language Centre** o Language instructor
    - ▪ teaching English language courses to students at A1 – C1
    - ▪ Creating materials for final course assessment
    - ▪ Carrying out end of course assessment

- **BayWa r.e. Solar Systems, Verona** o Language trainer:
    - ▪ teaching individual online business English lessons to members of staff ▪ carrying out assessment and syllabus development

Professional experience

Chronological list of all previous employments (each with job title, starting and finishing dates, level, employer, responsibilities)

- **Free University of Bozen-Bolzano** o Research Assistant, Faculty of Education

- **Euricse (Instituto europeo di ricercar sull'impresa cooperativa e sociale), Trento** o Language trainer:
    - ▪ teaching EFL courses at B1 and B2 level to academic and administrative staff
    - ▪ carrying out assessment and syllabus development

From / to	Job title	Name of academic Institution	Academic level	responsibilities
2022 - 2023	Research Assistant	Free University of Bolzano	Faculty of Education	▪ Conducted research into the role of English in companies in South Tyrol ▪ Creation of a learner corpus ▪ Data collection
2021 - 2022	Language trainer	Euricse	Istituto europeo di ricercar sull'impresa cooperativa e sociale	▪ teaching EFL courses at B1 and B2 level to academic and administrative staff
2016 - 2022	Teaching Assistant	Free University of Bolzano	Faculty of Economics	▪ preparation and teaching 'exercise hours' to C1 learners; ▪ member of the exam commission for the final course exams and evaluation.
Oct 2014 – Dec 2017	Language instructor	University of Trento	Language Centre	▪ Taught English language courses to students at levels A1 – C1 ▪ Created materials for final course assessment ▪ Carried out end of course assessment

Oct 2007 – Jun 2013	Language instructor	CLM Bell, Trento		▪ Taught General English and Cambridge ESOL preparation courses to adult and young learners of all levels ▪ Carried out Cambridge ESOL examinations at A2, B1, B2, C1 and C2 levels. ▪ Designed and created materials for blended learning courses using Moodle, english360 and

				Macmillan English Campus learning platforms ▪ Trained Supervisor of Cambridge ESOL exams; responsible for setting up and ensuring smooth running of writing, reading and listening papers

| Oct 2005 – Sep 2007 | Careers assistant/ consultant | The College of Law, Trento | | | ▪ Advised postgraduate law students training to be lawyers on how to secure legal and non-legal employment through one-toone, telephone and online appointments

▪ Analysed and corrected numerous recruitment documents such as CVs, application forms, and cover letters; conducted mock interviews

▪ Reviewed and introduced workshops on a range of topics such as presentation and interview skills; held workshops and gave talks for groups of students ranging from 60 to 200

▪ Carried out employer visits and wrote reports |

					on a range of law firms (high street to magic circle) and barristers' chambers about recruitment procedures
					▪ Organised and participated in a number of employer talks, fairs and presentations
					▪ Dealt with student and employer enquiries over the phone, in person and online
					▪ Introduced a new system of online diaries and recording appointments online
					▪ General administration work such as answering phone calls, emails, photocopying etc.
Jan 2004 – Jun 2005	Language instructor	Eurognosi, Thessaloniki (Greece)			▪ Taught general English and examination classes (Cambridge FCE, CAE, CPE, IELTS, TOEFL, Michigan) to young and adult learners
					▪ Developed and maintained support materials and lesson plans to promote student learning

Experience in academic teaching

- University of Bolzano, Language Centre (2020 – present) (total teaching hours: 180)
- University of Bolzano, Faculty of Economics (2016 – 2022)
  Teaching Assistant: Teaching English language courses to students at C1 level (total teaching hours: 1093)
- University of Trento, Language Centre (2013 – 2017)
  Teaching English language courses to admin staff and students at A1 – C1 level (total teaching hours: 168)

Research and scholarships

- Research Assistant, Faculty of Education, Free University of Bolzano (2022 – 2023) ○
  Project title: "English in the (digital) communication of multilingual communities (EdiComC)" ○ Supervisor:
  Prof. Cristina Gatti
  - ○ **Strand 1:** Created a learner corpus with 218,001 words that can be built upon and used for further research with samples of student writing in English from a wide range of faculties at the Free University of Bolzano
    Strand 2: Extended the research which initially focused on students and staff members at Unibz collecting sociolinguistic data and quantitative and qualitative data on attitudes to and perceptions of the role of English in companies in South Tyrol which can be built upon and used for further research.
- Research assignment, Faculty of Science and Technology, University of Bolzano (May 2021 – Nov 2021) ○   Project title: "The SENSitive home: SEnsors for special ENvironmentS: the
  HOME As normal as possible and as special as necessary (SEnSHome) TN2270 INTERREG I-A 2014-2020 ○
  Supervisor: Prof. Andrea Gasparella
  - ○ Task: Linguistic support for the Senshome project research group: the correct definition of English terms specific to the discipline under study; translations of documents and articles written on a specific topic; support in the preparation of papers for international conferences
- Linguistic revisions:
  - ○ Pernigotto, G, Patuzzi, F, Prada, A. Corrado, V & Gasparella, A. (eds.) (2019) *Building Simulation Applications*. Bozen-Bolzano: bu,press (provided feedback on and carried out linguistic revision of introduction and all chapters)
  - ○ Weber, C. (2020). 'The Unknown and the horrific in the appearance of evil. On the borderline of presence and absence in transference and counter-transference relationship.' *International Forum of Psychoanalysis* 29(3). (linguistic revision)
  - ○ Caniato, M, Marzi, A, Gasparella, A, (2020) COVID-19 face protections influences on speech intelligibility in classrooms, Free University of Bozen-Bolzano
  - ○ M. Caniato, F. Bettarello, A. Gasparella (2021) Indoor and outdoor noise changes due to the COVID-19 lockdown and their effects on individuals' expectations and preferences, *Scientific Reports* 11
  - ○ Caniato, M, Bettarello F, Granzotto N, Marzi A, Gasparella A, (2021) 'A comprehensive vibroacoustic investigation of cross laminated timber floor'. *Construction and Building Materials* 322(10)

Publications

- *'Grammar reference and practice'* for third edition of *Life Elementary*, *Life Pre-intermediate*, *Life Intermediate*, *Life Upper Intermediate* and *Life Advanced*. Andover: Cengage (with Graham Burton). Writing, creating and editing grammar references and practice exercises.
- *Unlock 2 Classroom App (Upper Intermediate).* Creator and editor of materials for classroom app for Unlock 2. Cambridge University Press
- *'Grammar reference and practice'* for 2nd edition of *Life Elementary*, *Life Pre-intermediate*, *Life Intermediate*, *Life Upper Intermediate* and *Life Advanced*. Andover: Cengage (with Graham Burton). Writing, creating and editing grammar references and practice exercises.
- *Mind A1*: Creating and editing reading activities for blended learning platform. London: Macmillan *Cambridge English Empower Pre-intermediate*: creating and editing grammar practice activities. Cambridge: Cambridge University Press

Language competences
Mother tongue: English
Fluent in: Punjabi, Italian (certification: livello B2: Università per Stranieri di Siena Centro Cils)

Further data
- Experience and knowledge of the **use of English in multilingual environments and speakers**:
  - I have extensive teaching experience in plurilingual environments, particularly at the trilingual Free University of Bolzano. Having taught both students and staff, I have gained insights into the role English plays in such a linguistic ecology, including both the opportunities it can provide but also the inherent potential for tension that can be associated with plurilingual contexts.
  - Through my research assistant position I was able to investigate the role of English in multilingual companies based in South Tyrol to investigate how English was being used in bilingual and often plurilingual contexts. My research involved developing online questionnaires in order to gain qualitative and quantitative data. Moreover, in-depth information was gained through interviews with employees working in these multilingual companies. Survey Monkey was used to create and administer these questionnaires and Nvivo was used to annotate and analyse the interview data as well as carry out a thematic analysis of the data.
    A second strand of this research focused on creating a learner corpus on Sketch Engine. Data and sample written texts were gathered from students at the Free University of Bolzano in order to build this learner corpus.
  - Through my Master's Degree in Education (Applied Linguistics), I developed experience and **expertise in both qualitative and quantitative research and software**. In particular, through the module, 'Educational Enquiry', I gained knowledge of the following issues and methodologies in qualitative research: exploratory orientations in research design, unstructured data (for example documents, observational data and interview data), documenting discursive strategies, developing research questions and designs, selecting cases and sampling within cases, and methods of qualitative data collection. In terms of quantitative research, I was able to develop expertise in rationale for quantification, sources of quantitative data, quantitative observational data,

validity and reliability, questionnaires and structured interviews, and quantitative data analysis.

I was able to apply this knowledge in two small-scale, mixed methods studies as part of my studies:

- ▪ 'An evaluation of the effectiveness of the ESOL Core Curriculum for Long-Term Indian Immigrants, investigated through a linguistic analysis of an extract from a written text and a conversation in English produced by members of this group.' (spoken and written oral data collection and analysis)
- ▪ 'An investigation into the effectiveness of the Teaching-Learning cycle to teach the formal letter genre on an asynchronous online platform.' (development of online writing course, using the online english360 platform, based on the Teaching-Learning cycle; recruitment of participants for the course; analysis of effectiveness of the course (pre- and post-testing; survey data collection and analysis using Excel))
- o Through my research assistant position I was able to investigate the role of English in multilingual companies based in South Tyrol to investigate how English was being used in bilingual and often plurilingual contexts. My research involved developing online questionnaires in order to gain qualitative and quantitative data. Moreover, in-depth information was gained through interviews with employees working in these multilingual companies. A second strand of this research focused on creating a learner corpus and gathering student data and sample written texts from students at the Free University of Bolzano in order to build this learner corpus.

- • IT experience:
  - o Proficient user of Microsoft Office and extensive online research skills o Experience with online learning platforms, including Moodle, english360 and Macmillan English Campus

Date: 20/08/2024