

## Joy Fung Choi WONG

Tel: (+852) 3411 7850 Email: joywong@hkbu.edu.hk

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### EDUCATION

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#### **The University of Sydney**

Master of Speech Language Pathology 2019

#### **University of New South Wales**

Master of Arts in Applied Linguistics 2013

#### **University of New South Wales**

Bachelor of Arts in Korean Studies 2011

#### **Online TEFL Certificate 60-hours**

2014

### EXPERIENCE

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#### **Assistant Lecturer, Hong Kong Baptist University**

- Teaching courses – University English I, University English II

#### **Teaching Assistant, Hong Kong Baptist University**

January 2020 – January 2021

- Developing materials for a two-week intensive English Immersion program for upcoming exchange students – materials focused on improving student's English communication skills.
- Providing face-to-face and online individual and group consultation services for undergraduate and postgraduate students targeting a range of skills including; academic writing and presentation skills, fluency and pronunciation, English communication, and social pragmatics.
- Providing support for colleagues on the use of online interactive learning and teaching platforms (Google, Zoom, Toonly, Turnitin).
- Providing administrative support for various LEP activities and programs including AWSALL, Honours Writing Tutorial Services, Culture Exchange, Sponsorship Scheme, and Language Exchange. Duties include; taking minutes, writing reports, and evaluating data.
- Managing a Strategic Development Fund Project evaluating the English language proficiency of students through the IELTS. Duties included; teaching IELTS preparation courses, interviewing students, collecting and analysing data through qualitative and quantitative means, writing reports, and liaising with staff involved.
- Assisting teachers with marking gradating assignments and examinations.
- Supporting administrative matters related to the Language Learning Oasis.

#### **Project Assistant, Hong Kong Baptist University**

October 2014 – December 2016

- Assisting in a University Grants Committee funded project to develop English language materials to support

tertiary student's discipline-specific students. Duties included; liaising with project staff across the participating universities, analysing student writing and developing academic English materials for Social Sciences and Science students.

- Assisting in the Inter-institutional Collaborative Online Self-Access Project. Duties included; developing online interactive materials targeting grammar, reading, writing and vocabulary skills, reviewing and editing materials from the database, and other administrative duties.