

# CURRICULUM VITAE

Name: Yu Kam Hung Leo

## 1. Academic and Professional Qualifications

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- 2003 – 2005 **Post-graduate Certificate in Education (English Major)**, The University of Hong Kong
- 2000 - 2002 **Master of Science in Information Technology in Education**, The University of Hong Kong  
Dissertation title: *An investigation into online environments to improve student academic writing: A case study*
- 1997 - 1998 **Master of Arts in Applied Linguistics**, The University of Birmingham, UK  
Dissertation title: *Variations in move structure & other features of banking leaflets: A comparative approach across products and cultures*
- 1993-1996 **Bachelor of Arts (Hons) in English for Professional Communication**, City University of H. K.  
*Second Class, Upper Division Honours*

## 2. Academic and Professional Experience

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- 2014 (Aug)-  
Now **Lecturer I, Language Centre, Hong Kong Baptist University (Full-time)**  
*Duties: Teaching credit-bearing and non-credit bearing courses and undertaking various administrative duties*
- 2006 (Jan)-  
2014 (Aug) **Lecturer II, Language Centre, Hong Kong Baptist University (Full-time)**  
*Duties: Teaching credit-bearing and non-credit bearing courses and undertaking various administrative duties*
- 2005 (Jul-  
Dec) **Assistant Lecturer, Language Centre, Hong Kong Baptist University (Full-time)**  
*Duties: Teaching credit-bearing and non-credit bearing courses and undertaking various administrative duties*
- 1999 (Jul) –  
2005 (Jun) **Teaching Assistant, Language Centre, Hong Kong Baptist University (Full-time)**  
*Duties: Teaching and providing various administrative support*
- 1999  
(Mar – Jun) **Teaching Assistant, Arts Dean's Office, Hong Kong Baptist University (Full-time)**  
*Duties: Creating a database of academic journals related to the research interests of some academic departments in the Arts Faculty*
- 1996 (Oct) –  
1997 (Sep) **Teaching Assistant, Language Centre, Hong Kong Baptist University (Full-time)**  
*Duties: (1) On-duty tutor in the Writing Laboratory, (2) conducting computer workshops for the Centre's staff, (3) drafting correspondence and reports, (4) recording secretary of the Centre's various meetings, (5) maintaining Centre's web-page, and (6) providing various administrative support*

## 3. Teaching Experience (in HKBU)

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### 3.1 Courses Taught

#### (a) Core (Credit-bearing)

- University English I (GCLA/UCLC1008) and University English II (GCLA/UCLC1009)
- English I and II (LANG1491/1492)
- English for Academic Purposes (Arts & Social Sciences) (LANG1121/1122)
- English for Academic Purposes (Combined Science) (LANG1140/1240)
- English for Academic Purposes (Chinese Medicine) (LANG1210)
- English Language Skills (for TOEFL) (LANG1120)

#### (b) Supplementary (Non Credit-bearing)

- Writing Enhancement Course (LANG0036)
- Business Writing (SUPE1290)
- English Bridging Course (LANG0030)
- English Proficiency Course (LANG0010)
- General Education (English Lang.) for School of Chinese Medicine (Self-access part)
- Honours Project Writing Course for Final Year Science Students (SUPE2002)
- IELTS Preparation Course (Reading and Writing) (SUPE2290)
- Intensive CRE Preparation Course (Use of English) (SUPE2610)
- Intensive IELTS Preparation Course (Reading and Writing) (SUPE2291)
- Intensive IELTS Preparation Course (Writing Task 1) (SUPE2293)
- Intensive IELTS Preparation Course (Writing Task 2) (SUPE2292)
- Undergraduate and Post-graduate Writing Enhancement Service
- Writing Enhancement Service (Honours Project)

### (c) Workplace English (Adult Education)

- Workplace English for Executive Officers (Minutes-taking)

### **3.2 Course Coordination**

- Writing Enhancement Course (LANG0036)
- English for Academic Purposes (Chinese Medicine) (LANG1210)
- Intensive CRE Preparation Course (Use of English) (SUPE2610)
- English Proficiency Course (LANG0010)
- Business Writing (SUPE1290)
- Workplace English for Executive Officers (Minutes-taking)
- English I and English II (Course team member responsible for moderation meetings, statistical analysis of student performance and anti-plagiarism software) (LANG1491/1492/GCLA1008/GCLA1009)

### **3.3 Design of Teaching Materials**

- Writing Enhancement Course (LANG0036) (designed the whole course, including writing up a course book, in 2015 and revised it in 2016)
- English for Academic Purposes (Chinese Medicine) (LANG1210) (revamped the whole course in 2007-2008)
- Module 1: Student Life, English I (LANG1491 in 2009-2010)

### **3.4 Contribution to Academic Programmes**

#### (a) Involvement in Programme Design

- Subject Syllabus (34) *Computer Assisted Language Learning* for the programme 'Bachelor of Arts in Teaching English as a Second Language (BA-TESL)', BNU-HKBU United International College (2006)

#### (b) Setting of Language Assessment Test

- *English Language Assessment Test* for the 'Bachelor of Chinese Medicine (BCM) Bridging Programme' (2003-2006)

## **4. Scholarly Work**

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### **4.1 Scholarly Books, Monographs and Chapters**

#### Chapter in an Edited Book (UGC-CROC#12)

1. Yu, Leo. (2008). 'Application of Online Questionnaires in Grammar Teaching: The Design and Implications for University Students and Teachers', in F. Zhang and B. Barber, (Eds.) *Handbook of Research on Computer Enhanced Language Acquisition and Learning*, New York: IGI Publishing (pp.64-83). (refereed)

### **4.2 Journal Publications**

#### Publication in Refereed Journal (UGC-CROC#21)

1. Yu, Leo. (2006). 'Inquiry into Student Strategies for Giving Feedback in an Online Collaborative Writing Classroom', *The International Journal of Technology, Knowledge & Society*, 1(6): 137-145.

### **4.3 Conference Papers**

#### Refereed Conference Papers (UGC-CROC#32)

1. Yu, Leo. (2005). 'Supporting Grammar Teaching Through Web-based Questionnaires', *Selected Papers from the Inaugural CELC International Symposium*, CELC, National University of Singapore, Singapore (3-4 June 2004) (pp. 65-79).
2. Yu, Leo. (2003). 'From Writing to Critical Thinking: Pedagogy and Practice in the EAP Context', *Proceedings of Asia CALL International Conference 2003*, Rangsit University, Bangkok, Thailand (2-5 December 2003) (pp.161-167).
3. Yu, Leo. (2003). 'Using an Online Bulletin Board to Teach Academic Writing'. *Proceedings of International Conference on Education and Information Systems: Technologies and Applications (EISTA'03)*. Florida: International Institute of Informatics and Systemics (31 July – 2 August 2003) (pp.466-471).

#### Other Conference Paper (UGC-CROC#33)

1. Yu, Leo. (2014). 'Engaging Students in Active Participation in the English Classroom Using iQlickers', paper to be presented at the *ELTU Conference 2014*, organized by the English Language Teaching Unit, The Chinese University of Hong Kong. Hong Kong. (5 June 2014). (33A-Refereed)
2. Yu, Leo, Shroff, Ronnie, Chong, King and Stephen Cheung. (2013). 'Use of iQlickers to Enhance the In-class Student Learning', paper presented at the *eLearning Forum Asia 2013*, organized by Centre for Holistic Teaching and Learning, Hong Kong Baptist University. Hong Kong. (29 May 2013). (33A-Refereed)

3. Yu, Leo. (2006). 'Key Design Considerations for CALL Packages, From the Perspective of a Teacher Trainer', paper presented at the *Hong Kong International IT in Education Conference 2006*, organized by Education and Manpower Bureau, The Government of the Hong Kong Special Administrative Region, Hong Kong Convention and Exhibition Centre. (6-8 February 2006). (33A-Refereed)
4. Yu, Leo. (2006). 'The Use of World Wide Web as a Concordancer in English Language Teaching', paper presented at the *Hong Kong International IT in Education Conference 2006*, organized by Education and Manpower Bureau, The Government of the Hong Kong Special Administrative Region, Hong Kong Convention and Exhibition Centre. (6-8 February 2006). (33A-Refereed)
5. Yu, Leo. (2005). 'Inquiry into Student Strategies for Giving Feedback in an Online Collaborative Writing Classroom', paper presented at the *International Conference on Technology, Knowledge and Society*, University of California, Berkeley. (18-20 February 2005). (33A-Refereed)
6. Yu, Leo. (2004). 'Achieving a Beneficial Backwash Effect in a Grammar Classroom: Some Skills and Methods', paper presented at the *IT in Education Symposium 2004*, organised by CITE, Faculty of Education, University of Hong Kong, The University of Hong Kong. (10 July 2004). (33B-Non-refereed)
7. Yu, Leo. (2003). 'Investigating Student Interaction on the Internet: Methods and Skills', paper presented at the *CITE Research Symposium 2003* (CITERS2003), organised by CITE, Faculty of Education, The University of Hong Kong. (5 July 2003). (33B-Non-refereed)
8. Yu, Leo. (2003). 'Teaching Oral Presentation Skills by an Online Multi Media Assisted Language Learning Package: A Case Study'. *Proceedings of the International Conference on Information Technology and Universities in Asia*. Thailand: Chulalongkorn University Press (pp.425-441). (33B-Non-refereed)
9. Yu, Leo. (2002). 'Investigating Student Feedback in Academic Writing: Methodologies and Implications', paper presented at the *CITE Research Symposium: IT in Education: Research into Practice*. University of Hong Kong. (7 July 2002). (33B-Non-refereed)
10. Yu, Leo. (2002). 'Adopting an Online Multi Media Assisted Language Learning Package to Support an English for Academic Purpose (EAP) Course', paper presented at the *ITUA International Conference 2002*, organised by Chulalongkorn University & The Asian Asso. of CALL, Chulalongkorn University, Bangkok, Thailand. (3-5 April 2002). (33B-Non-refereed)

#### 4.4 All Other Output

##### Journal Editor (UGC-CROC#61)

1. Mellecker, Robin, Wong, Paul and Yu, Leo. (2008). *Research Studies in Education* (Volume 6). Faculty of Education, The University of Hong Kong.

##### Other Outputs (UGC-CROC#64)

##### Seminars

1. Yu, Leo. (2018). "How can we customize the marking rubrics to report on individual students' performance?", seminar given at the *LC e-Learning Workshop*, The Language Centre, Hong Kong Baptist University. (27 August 2018).
2. Yu, Leo. (2017). 教學分享—Google 雲端硬碟於教學上的應用, seminar given at the 語文教學沙龍, The Language Centre, Hong Kong Baptist University. (4 September 2017).
3. Yu, Leo. (2017). "Parallel' classroom on Gdrive", seminar given at the *E-Learning Sharing Session*, The Language Centre, Hong Kong Baptist University. (25 August 2017).
4. Yu, Leo. (2015). '教學分享——應用資訊科技在學生成績評核及防範剽竊上的應用', seminar given at the *Staff Development Seminar Series*, The Language Centre, Hong Kong Baptist University. (26 January 2015).
5. Lee, Gloria and Yu, Leo. (2014). **Invited Speaker**. 'Using iClickers for Effective Peer Instruction', seminar given at the *Teaching and Learning Experience Sharing (TALES) Seminar Series in the eLearning Week*, organized by CHTL, Hong Kong Baptist University. (14 October 2014).
6. Yu, Leo. (2014). 'The Use of eLearning Tools in an English Classroom', seminar given at the Winners Visit of The Fourth SFLEP National Foreign Language Teaching Contest, organized by the Language Centre, Hong Kong Baptist University. (13 March 2014).
7. Yu, Leo. (2014). 'Some Reflections on the Use of iClickers to Motivate Students to Participate in the English Classroom', seminar given at the *Staff Development Seminar Series*, The Language Centre, Hong Kong Baptist University. (10 March 2014).
8. Yu, Leo. (2013). 'Using eTools to Facilitate Teaching and Learning in a Language Class', seminar given to the delegation from Waseda University and the Digital Campus Consortium, Visit of Waseda University, Japan, organized by the International Office, Hong Kong Baptist University. (4 November 2013).

9. Chan, Chris, Yu, Leo, Shroff, Ronnie and Chong, King. (2013). **Invited Speaker**. 'Using iClickers to Enhance Student Learning', seminar given at the *Induction Programme for New Colleagues* (Session 2: OBTL and Teaching & Learning) (Fall 2013), organized by CHTL, Hong Kong Baptist University. (21 August 2013).
10. Yu, Leo and Shroff, Ronnie. (2013). **Invited Speaker**. 'Using iClickers to Assess and Engage Student Learning', seminar given at the *Teaching and Learning Experience Sharing (TALES) Seminar Series 3*, organized by CHTL, Hong Kong Baptist University. (27 February 2013).
11. Choe, Jenny, Lee, Joanne and Yu, Leo. (2012). 'Some Effective Teaching Initiatives to Sustain Motivation in the Classroom', seminar given at the *Staff Development Seminar Series*, The Language Centre, Hong Kong Baptist University. (24 September 2012).
12. Yu, Leo. (2010). 'Some Tips on the Use of Moodle to Support Collaborative Learning', seminar given at the *Departmental Seminar Series*, The Language Centre, Hong Kong Baptist University. (8 February 2010).
13. Yu, Leo and Lee, Ian. (2008). 'How Could We Deal with Plagiarism?: Some Reflections on Previous Cases', seminar given at the *Departmental Seminar Series*, The Language Centre, Hong Kong Baptist University. (18 Feb 2008).
14. Yu, Leo. (2003). 'The Role of ICT in Academic Writing: Past and Present', seminar given at the *Departmental Seminar Series*, The Language Centre, Hong Kong Baptist University. (3 Nov 2003).
15. Yu, Leo. (2002). 'The SWOT Analysis on Using an Online Self Access Learning Programme to Teach Oral Presentation Skills', seminar given at the *Departmental Seminar Series*, The Language Centre, Hong Kong Baptist University. (6 May 2002).
16. Yu, Leo. (2002). 'A New Way of Managing Your Class and Facilitating Collaborative Learning', seminar given at the *Staff Development Seminar Series*, The Language Centre, Hong Kong Baptist University. (8 April 2002).
17. Yu, Leo. (2001). 'Using WebCT to Promote and Facilitate Collaborative and Learner-centered Learning', seminar given at the *Departmental Seminar Series*, The Language Centre, Hong Kong Baptist University. (23 April 2001).

#### Workshops

1. Man, Vicky and Yu, Leo. (2013). 'Mock Government Joint Recruitment Exam (JRE) Part 2: Feedback Session on English Paper', workshop organized by Student Affairs Office, Hong Kong Baptist University. (26 November 2013).
2. Man, Vicky and Yu, Leo. (2013). 'Preparation for CRE: Enhancing Your Performance in Use of English (Part 2) – More Coaching and Feedback to Individuals', workshop organized by Student Affairs Office, Hong Kong Baptist University. (27 September 2013).
3. Man, Vicky and Yu, Leo. (2013). 'Preparation for CRE: Enhancing Your Performance in Use of English (Part 1) - Introduction of CRE English Paper and Related Strategies', workshop organized by Student Affairs Office, Hong Kong Baptist University. (19 September 2013).
4. Yu, Leo. (2010). **Invited Speaker**. 'Learn How to Submit Assignments and Understand How the Software Works to Detect Plagiarism!', workshop given at The Learning Commons, The Library, Hong Kong Baptist University. (22 November 2010).
5. Man, Vicky and Yu, Leo. **Invited Speaker**. (2009). '成功搵好工—整合「上莊經驗、履歷、求職信」要訣', workshop given at "<學生幹事多元潛能提升系列—群英會 2009>", organized by Student Affairs Office, Hong Kong Baptist University. (16 November 2009).
6. Yu, Leo. (2009). **Invited Speaker**. (2009). 'How to Write Sponsorship Proposals for Student Activities (尋求贊助話咁易)', workshop given at "<學生幹事多元潛能提升系列> 群英高峰會 2009 暨嘉許典禮", organized by Student Affairs Office, Hong Kong Baptist University. (22 May 2009).
7. Yu, Leo. (2003). 'Writing Clear Abstracts', workshop given at the *CITE Research Symposium 2003* (CITERS2003), organised by CITE, Faculty of Education, The University of Hong Kong. (5 July 2003).
8. Yu, Leo. (1997). Workshop 4 "Issue in Funding", *Seminar on Language Enhancement*, sponsored by The University Grants Committee (UGC). Hong Kong: The University of Hong Kong. (Recording Secretary) (Jan. 1997)

#### Unpublished Dissertations

1. Yu, Leo. (2002). *An Investigation into Online Environments to Improve Student Academic Writing: A Case Study*. Unpublished MSc Dissertation. HK: The University of Hong Kong.
2. Yu, Leo. (1997). *Variations in Move Structure and Other Features of Banking Leaflet: A Comparative Approach Across Products and Cultures*. Unpublished MA Dissertation. UK: The University of Birmingham.

#### User Manuals

1. Yu, Leo. (1997). *User's Manual of Membership Information System 5.0*. Hong Kong. (for Wah Yan (HK) Past Students Association.)

2. Yu, Leo. (1994). *Quick Reference Guide to MS Word 2.0: Advanced Level*. (for BAEPC, CityU). Hong Kong.
3. Yu, Leo. (1994). *Quick Reference Guide to MS Word 2.0: Higher Level*. (for BAEPC, CityU). Hong Kong.
4. Yu, Leo. (1994). *Quick Reference Guide to MS Word 2.0: Intermediate Level*. (for BAEPC, CityU). Hong Kong.
5. Yu, Leo. (1994). *Quick Reference Guide to MS Word 2.0: Elementary Level*. (for BAEPC, CityU). Hong Kong.

## 5. Service to the University/Profession

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### 5.1 Administrative/Committee Assignments & Other Contributions (at the University Level)

- **Setter**, *Academic Proficiency Test – Use of English* (coordinated by CHTL) (2015-2016)
- **Member**, *Task Force for the Revamping of BUMoodle* (coordinated by CHTL) (2010)
- **Member**, *Task Force for Plagiarism and Bibliographic Citation Software* (coordinated by ITO & Library) (2005-2008)

### 5.2 Administrative/Committee Assignments (at the Faculty Level)

- **Member**, *Arts Faculty Information Technology Committee*, (2005-2012)
- **Assistant to the LC Editorial Board Member**, *Arts Faculty Newsletter* (2007-2009)
- **Publicity Officer** and **Master of Ceremonies** at the Prize Presentation Ceremony, *3rd Intersivity Creative Writing Competition* (大學文學獎), co-organized by the Arts Faculty and the Language Centre, Hong Kong Baptist University. (2004-2005)
- **Publicity Officer** and **Master of Ceremonies** at the Prize Presentation Ceremony, *2nd Intersivity Creative Writing Competition* (大學文學獎), co-organized by the Arts Faculty and the Language Centre, Hong Kong Baptist University. (2002-2003)
- **Publicity Officer** and **Master of Ceremonies** at the Prize Presentation Ceremony, *1st Intersivity Creative Writing Competition* (大學文學獎), co-organized by the Arts Faculty and the Language Centre, Hong Kong Baptist University. (2000-2001)

### 5.3 Administrative/Committee Assignments (at the Departmental Level)

#### (a) Teaching and Learning

- **e-Learning Coordinator**, (2014-Now)

#### (b) Quality Assurance (QA) in Assessment and Grading Processes

- **Coordinator**, *Teaching Data Management* (QA in LC core/GE courses) (2012-Now)
- **Member**, *English Curriculum Development Committee* (2015-Now)

#### (c) Information Technology and Lab Development

- **IT/Lab Development Coordinator** (2008-2012)
- **IT Coordinator** (2004-2008)
- **Assistant IT Coordinator** (2003-2004)
- **Coordinator** (2008-2009), **Assistant Coordinator** (2007-2008), *UGC One-off Language Enhancement Project Fund*
- **Web Master** (1998-1999, 2005-2006)

#### (d) Research Data Management / Research-related Work

- **Coordinator**, *UGC Common Data Collection Exercise* (1999-Now)

- **Coordinator**, *LC Research Output Database System* (2006-2009)
- **Assistant Editor**, *HKBU Papers in Applied Language Studies* (2003-Now)
- **Member**, *Academic Consultation Panel (ACP) Visit* (2010)
- **Coordinator**, *Research Assessment Exercise* (2006)
- **Member**, *UGC Teaching and Learning Quality Process Review (TLQPR)* (2002-2003)
- **Member**, *Academic Consultation Panel (ACP) Visit* (2002-2003, 2016)

#### (e) Involvement in Organizing Conferences

- **Chairman**, *Venue Committee* and **Member**, *Steering Committee*, 7th English in Southeast Asia Conference, organized by the Language Centre, Hong Kong Baptist University (6 to 8 December 2002)
- **Venue Coordinator**, *Hospitality Committee*. International Conference on 'Culture, Communication and Language Pedagogy', organized by the Language Centre, Hong Kong Baptist University. (May, 2001)

#### (f) Others

- **Interviewer**, *English Proficiency Course for Teachers (Listening)* (2003)
- **Interviewer**, *English Proficiency Course for Teachers (Reading)* (2002-2003)
- **Treasurer** (2006-2010), **Secretary** (1999-2006), *Social Committee*
- **Elected LC Representative**, *Hong Kong Professional Teachers' Union* (2002-Now)

### **5.4 Professional Community**

#### (a) Editorship

##### Editorship

- **Assistant Editor** (2003-Now). *HKBU Papers in Applied Language Studies*. Hong Kong: The Language Centre, Hong Kong Baptist University.
- **Editor** (2008). *Research Studies in Education (Volume 6)*. Faculty of Education, The University of Hong Kong.
- **Copy Editor** (2007). *Research Studies in Education (Volume 5)*. Faculty of Education, The University of Hong Kong.
- **Associate Editor** (2005). *The International Journal of Technology, Knowledge & Society, (Volume 1)*. Australia: Common Ground Publishing.

##### Reviewer

- **Reviewer** (2007). *Handbook of Research on Computer Enhanced Language Acquisition and Learning*, New York: IGI Publishing.
- **Reviewer** (2007). *Research Studies in Education (Volume 5)*. Faculty of Education, The University of Hong Kong.
- **Reviewer** (2006). *Journal of Systemics, Cybernetics and Informatics*. The International Institute of Informatics and Systemics (IIIS).
- **Reviewer** (2005). *The International Journal of Technology, Knowledge & Society, (Volume 1)*. Australia: Common Ground Publishing.

#### (b) Public Examinations/Institutional Exit Tests

- **Serving** in various capacities at the Hong Kong Examinations and Assessment Authority since 2003.