,

CURRICULUM VITAE

HELEN TAN (A01343)

 

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**HELEN TAN**

**IC Number** 611007-01-5460

**Staff Number** A01343

**Date of Birth** 07-10-1961

**Address** Department of English

Faculty of Modern Languages and

Communication,

Universiti PutraMalaysia

Serdang

Selangor 43400

MALAYSIA

**Telephone** +603 89468778**/** 012-6281696

**Email** helen@fbmk.upm.edu.my

**Designation** Senior Lecturer (Dr.)

**BIODATA**

**Academic Positions**

1st August 2008 – Senior Lecturer

present Department of English

 Faculty of Modern Languages and Communication

Universiti Putra Malaysia

28 December 2005 – Lecturer

31st July 2008 Department of English

Faculty of Modern Languages and Communication

Universiti Putra Malaysia

2nd October 1993 – Language Instructor

27th December 2005 Department of English

Faculty of Modern Languages and Communication

Universiti Putra Malaysia

21st April 1985 – Guru Siswazah

1st October 1993 Kementerian Pendidikan Malaysia

**Academic Qualifications**

2011 PhD (English Language), Universiti Putra Malaysia, Selangor

2002 Master of Arts (English Language), Universiti Putra Malaysia, Selangor

1992 Diploma in Applied Linguistics (TESOL), RELC, Singapore

**Field of Specialization**

Writing, Discourse Studies, Corpus Linguistics

**Research Interests**

Writing, Discourse Studies, Corpus Linguistics

**Profesional Memberships**

1. Life Member of the Malaysian English Language Teaching Association

2. Member of Asia TEFL

**Courses taught**

 POSTGRADUATE COURSES

BBI 5214 Analyzing Language

 BBI 5206 Composition: Theory and Practice

 UNDERGRADUATE COURSES

 BBI 4402 Functional Analysis of Language

BBI 4401 Functional Analysis of Language Use

BBI 3990B Projek Ilmiah Bahasa Inggeris

BBI 3990A Projek Ilmiah Bahasa Inggeris

BBI 3431 Business Communication in English

BBI 3427 Grammar for Communicative Purposes

BBI 3421 Expository Writing

BBI 3417 Research Report Writing

 BBI 3301 Introduction to Language and Culture

 BBI3225 Corpus Studies in Language Learning

 BBI3201 Introduction to General Linguistics

 DISTANCE LEARNING COURSES

 BBI3201 Introduction to General Linguistics

BBI 3421 Expository Writing

 PROFICIENCY COURSES FOR POSTGRADUATE STUDENTS

 PIE 2 Postgraduate Intensive English 2

 TEP Tertiary English Programme

## Undergraduate Courses

BBI 2408 Academic Writing

BBI 3101 Introduction to the History of English

BBI 3201 Introduction to General Linguistics

BBI 3204 Introduction to Sociolinguistics

BBI 3208 Bilingualism

BBI 3211 Language Planning

BBI 3213 Introduction to Syntax and Morphology

BBI 3301 Introduction to Language and Culture

BBI 3402 Expository Writing

BBI 3404 Grammar for Communication

**Teaching Evaluation (2010/2011 - 2017/2018)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Code | Title | Level | Session | Teaching Evaluation(Full mark = 5) |
| BBI 5214 | Analyzing Language  | Postgraduate  | 1-2010/2011 | 4.63/5.00 |
| BBI 3210 | Introduction to General Linguistics  | Bachelor | 2-2010/11 | 4.42/5.00 |
| BBI 3417 | Research Report Writing  | Bachelor  | 2-2010/11 | 4.42/5.00 |
| BBI 3990B | Projek Ilmiah Bahasa Inggeris  | Bachelor  | 1-2011/12 | 5.00/5.00 |
| BBI 3990A | Projek Ilmiah Bahasa Inggeris  | Bachelor  | 1-2011/12 | 4.70/5.00 |
| BBI 3421 | Expository Writing  | Bachelor  | 2-2011/12 | 4.84/5.00 |
| BBI 3990A | Projek Ilmiah Bahasa Inggeris  | Bachelor | 2-2011/12 | 4.20/5.00 |
| BBI 3990B | Projek Ilmiah Bahasa Inggeris  | Bachelor | 2-2011/12 | 4.66/5.00 |
| BBI 5214 | Analyzing Language  | Postgraduate  | 2-2011/12 | 4.58/5.00 |
| BBI 3431 | Business Communication in English | Bachelor | 1-2013/14 | 4.78/5.00 |
| BBI 3301  | Introduction to Language and Culture | Bachelor  | 2-2013/14 | 4.83/5.00 |
| BBI 3201 | Introduction to General Linguistics | Bachelor  | 2-2013/14 | 4.26/5.00 |
| BBI 3201 | Introduction to General Linguistics | Bachelor | 1-2014/15 | 4.54/5.00 |
| BBI 3421 | Expository Writing  | Bachelor | 2-2014/15 | 4.67/5.00 |
| BBI 5214 | Analyzing Language  | Postgraduate  | 2-2014/15 | 4.77/5.00 |
| BBI 3201 | Introduction to General Linguistics  | Bachelor | 1-2017/18 | 4.34/5.00 |
| BBI 4402 | Functional Analysis of Language  | Postgraduate  | 1-2017/18 | 4.66/5.00 |
| BBI 3431 | Business Communication in English | Bachelor  | 2-2017/2018 | 4.40/5.00 |
| BBI 5214 | Analysing Language  | Postgraduate  | 2-2017/2018 | 4.73/5.00 |

**A. JOURNAL ARTICLES**

***Citation-Indexed Journal***

1. Shamsuddin, W. N. F. W., Abdullah, A. N., **Helen Tan**., & Bolong, J. (2019). Attitudes and Driving Factors Behind the Attitudes of Malaysians University Students Towards British English and American English. International Journal of Humanities, Philosophy, Language, 2 (5), 01-12.

[Is indexed and abstracted in Perpustakaan Negara Malaysia]

1. Shahrbanou, G. A., **Helen Tan**, Ain Nadzimah, A., Sharon Sharmini, V. & Lee, G. I. (2019). Introduction Chapter of Traditional and Article-based Theses: A Comparison of Rhetorical Structures and Linguistic Realisations*.* *GEMA Online® Journal of Language Studies*, 19(1), 116-135.

[Is indexed and abstracted in ESCI (wos), Scopus, Abstract online (Wiley-Blackwell), Communication & Mass Media Complete (EBSCO), Linguist List, Open J-Gate, Ulrichs Web Global Seroals Directory, Directory of Open Access Journals (DOAJ), UDledge, ASFT Plus Index, Islamic World Science Ciattion Center, Mycite and Asean Ciattion Index (ACI)]

1. Chan, T.O., **Helen Tan**., Abdullah, A.N., & Chan, S.H. (2018). A Comparison of Malaysian Ethnic and Political Stand-up Comedies’ Text Structures and Use of Politeness Strategies. *International Journals of Applied Linguistics and English Literatures*, *7*(7), Accepted for Publication.

[Is indexed and abstracted in CNKI scholar; CrossRef; Directory of Open Access Journals; Excellence for Research in Australia; Linguistics Abstracts Online]

1. Hooi, C. M., Yong, M.F., & **Helen Tan**. (2018). Use and Linguistic Realisations of Metadiscourse Features in Business News. *PERTANIKA Journal of Social Science and Humanities*, *26*(2), Accepted for Publication.

[Is indexed and abstracted in Scopus (Elsevier); ESCI; BIOSIS; EBSCO; DOAJ; ERA; MyCite]

1. Premala, J. & Helen Tan (2018). Acquisition of L2 English Article Semantics by L1 Tamil Speakers in Malaysia. *Language in India* (ISSN 1930-2940). 18 (6), 142-155.

[Is indexed and abstracted in EBSCOHost; MLA International Bibliography]

1. How, S.Y., Ain Nadzimah, A., & **Helen Tan**. (2018). Teachers’ Perception on the Vitality of the English Language among Primary School Students. *Journal of Language and Communication*, *5*(1), 46-62.

[Is indexed and abstracted in MyCite]

1. Saberi, D., Syamsiah, M., **Helen Tan**, & Ain Nadzimah, A. (2017). The Effectiveness of an Online Abstract Checker Application. *Advanced Science Letters (A Special Section)*, *23*(6), 5156-5159.

[Is indexed and abstracted in CPCI-S; Engineering Research Database; Technology Research Database]

1. Zahra, S.D., **Helen Tan.**, & Ain Nadzimah, A. (2017). Rhetorical Structure of Integrated Results and Discussion Chapter in Master’s Dissertations across Disciplines. *Discourse and Interaction*, 61-83.

[Is indexed and abstracted in Scopus and ERIH PLUS.]

1. Malah, Z., **Helen Tan,** & Sabariah, A. R. (2017). Evaluating lexical cohesion in Nigerian Newspaper Genres: Focus on the editorials. *International Journals of Applied Linguistics and English Literatures*. 6(1), 240-256.

[Is indexed and abstracted in CNKI scholar; CrossRef; Directory of Open Access Journals; Excellence for Research in Australia; Linguistics Abstracts Online]

1. Zarza, S., & **Helen Tan** (2016). Patterns of Schematic structure and strategic features in newspaper editorials: A comparative study of American and Malaysian editorials. *Discourse & Communication,* 10(6), 635-657.

[Is indexed and abstracted in International Bibliography of the Social Sciences; Scopus; Social SciSearch; Social Sciences Citation Index; Impact Factor:0.983]

1. Khansari, D., Chan, S. H., Chan, M. Y., & **Helen Tan** (2016). Regularities and irregularities in rhetorical move structure of linguistics abstracts in research articles.*3L. The Southeast Asian Journal of English Language Studies*. 22(1), 39-54.

[Is indexed and abstracted in Emerging Sources Citation Index; Scopus; ASEAN Citation Index; Linguist List; MyCite; ProQuest; EBSCO Host; Open J-Gate]

1. Kumuthini, J.D.J., **Helen Tan**., & Vahid Nimehchisalem. (2016). ESL Pre-University Learners’ Writing Apprehension Levels in Argumentative Writing. *Malaysian Journal of Social Sciences and Humanities*, 1(2): 54 – 62.

[Is indexed and abstracted in MyJurnal; Malaysian Citation Center; Directory of Research Journals Indexing]

1. Ebrahinmi, S.F., Chan, S.H. & **Helen Tan** (2015). Choice and Use of Context Frames to Augment the Writing of Results and Discussion Section of Research Articles across Four Disciplines. *3L. The Southeast Asian Journal of English Language Studies*. 21(1), 71-80.

[Is indexed and abstracted in Emerging Sources Citation Index; Scopus; ASEAN Citation Index; Linguist List; MyCite; ProQuest; EBSCO Host; Open J-Gate]

1. Khedri, M., Chan, S. H. & **Helen Tan** (2015). Interpersonal-driven Features in Research Article Abstracts: Cross-disciplinary Metadiscoursal Perspective. *Pertanika Journal of Social Science & Humanities*. 23 (2), 303 – 314.

[Is indexed and abstracted in Scopus (Elsevier); ESCI; BIOSIS; EBSCO; DOAJ; ERA; MyCite]

1. Granhemat, M., Ain Nadzimah, A., Chan, S.H., & **Helen Tan** (2015). The Influence of Gender and Ethnicity on the Choice of Language in the Transaction Domain of Language Use: The Case of Undergraduates. *International Journal of Applied Linguistics & English Literature.* 4(5), 249-254.

[Is indexed and abstracted in CNKI scholar; CrossRef; Directory of Open Access Journals; Excellence for Research in Australia; Linguistics Abstracts Online]

1. Sahar Z, **Helen Tan**, Chan, S. H., Afida, M.A. (2015). Schematic Structural Analysis of Newspaper Editorials: A Comparative Study of American and Malaysian Newspapers*. Pertanika Journal of Social Science& Humanities*, 33(S), 173-188.

[Is indexed and abstracted in Scopus (Elsevier); ESCI; BIOSIS; EBSCO; DOAJ; ERA; MyCite]

1. Chan Swee Heng, Ain Nadzimah Abdullah, Tan Bee Hoon, Sabariah Md Rashid, Chan Mei Yuit, & **Helen Tan**. (2014). Designing and Implementing an Exit Communication Test to Gauge Oral Proficiency in a University. *International Journal of Innovation in Education.* 2(2/3/4).

DOI: <https://doi.org/10.1504/IJIIE.2014.067923>

[Is indexed and abstracted in Google Scholar; Gale; EBSCO; Asian Digital Library]

1. **Helen Tan**., & Wong B.E. (2014). Metadiscourse Use in the Persuasive Writing of Malaysian Undergraduate Students. *English Language Teaching*. 7 (7), 26-39.

[Is indexed and abstracted in CNKI Scholar; Linguistics Abstracts Online; Education Resources Information Center; Open J-Gate; Ulrich’s; LOCKSS; MLA International Bibliography]

1. Chan, S. H., Hadi Kashiha., & **Helen Tan**. (2014). Lexical Bundles: Facilitating university “Talk” in Group Discussion. *English Language Teaching*. 7 (4), 1-10.

[Is indexed and abstracted in CNKI Scholar; Linguistics Abstracts Online; Education Resources Information Center; Open J-Gate; Ulrich’s; LOCKSS; MLA International Bibliography]

1. **Helen Tan.,** Chan, S. H., & Ain Nadzimah Abdullah (2012). A proposed metadiscourse framework for lay writers. World Applied Sciences Journal 20 (1), 1-5.

[Is abstracted and indexed in Scopus; ISI; CABI; ERA; CSA; FSTA; DOAJ; e-journal Database; IndexCopernicus)

1. Lam, Y.K. & **Helen Tan**. (2012*).* A comparative study of rhetorical moves in abstracts of published research articles and students’ term papers in the field of computer and communication systems engineering. *International Journal of Applied Linguistics & English Literature*. 1(7), 40-50.

[Is indexed and abstracted in CNKI scholar; CrossRef; Directory of Open Access Journals; Excellence for Research in Australia; Linguistics Abstracts Online]

1. Chuah E. L., **Helen Tan**., & Ain Nadzimah Abdullah (2012). Conveying Communicative Intent: Moves and Metadiscourse in Abstract Writing. *International Journal of Applied Linguistics & English Literature.* 1(7), 56-65.

[Is indexed and abstracted in CNKI scholar; CrossRef; Directory of Open Access Journals; Excellence for Research in Australia; Linguistics Abstracts Online]

1. Chan Swee Heng and **Helen Tan** (2010). Extracting and comparing the intricacies of metadiscourse of two written persuasive corpora. *International Journal of Education and Development using Information and Communication Technology(IJEDICT)*, 2010, Vol. 6, Issue 3, pp. 124-146.

[Is indexed and abstracted in EdITLib; ProQuest; EBSCO; SOCOL@R; Open Archives Harvester]

1. Chan Swee Heng and **Helen Tan** (2006). English for Mathematics and Science: Current Malaysian language-in-education policies and practices. *Language and Education*. 20 (4), 306-321.

[Is indexed and abstracted in EBSCOhost; Scopus; Linguistics Abstracts Online; Education Resources Information Center; Social Sciences Citation Index; Elservier BV]

1. Chan Swee Heng and **Helen Tan**. (2002). Maybe, Perhaps, I Believe, You Could – Making Claims and the Use of Hedges. *The English Teacher.*  9, 98-106.

[Is indexed and abstracted in MyCite]

***Non-Citation Indexed Journal Articles***

1. Syamsiah, M., Tunku Haifaa, T. O., **Helen Tan**, S.H. Chan., & Ain Nadzimah, A. (2015). Engineering Abstract Quality Index using Santos’ Move. *International Journal of Advances in Software Engineering & Research Methodology– IJSERM****.*** 2 (2), 10-14.
2. Chan Swee Heng, Ain Nadzimah Abdullah, & **Helen Tan**. (2003). Malaysian ESL Academic Writing Skills: Establishing Knowledge Bases, Attitudes and Processes. *Studies in Foreign Language Education*. 18, 143-156.

**B. BOOKS**

1. Chan Swee Heng, **Helen Tan** and Ain Nadzimah (2006). *Reading and discussion skills* (4th Print), Selangor: Pearson Prentice Hall.
2. Chan, S. H., **Tan, H**., Ain Nadzimah, &. Christiantine, D. (2002). (3rd reprint). *Reading and discussion skills.* Selangor: Prentice Hall.
3. Chan, S. H., **Tan, H**., Ain Nadzimah, &. Christiantine, D. (2001). (2nd. reprint). *Reading and discussion skills. Selangor*: Prentice Hall.
4. Chan, S. H., **Tan, H**., Ain Nadzimah, &. Christiantine, D. (2000). *Reading and discussion skills. Selangor*: Prentice Hall.
5. Yap, N. T., Shamala Paramasivam, **Tan, H**., & Hasliza Aris. (1996). *English for the agricultural sciences – Developing writing skills*. Serdang : Universiti Pertanian Malaysia Press.
6. Shamala Paramasivam, **Tan, H**., Yap, N. T. & Hasliza Aris. (1996). *English for the agricultural sciences – Developing speaking skills.* Serdang: Universiti Pertanian Malaysia

 Press.

**C. BOOK CHAPTERS**

1. **Helen Tan** and Chan Swee Heng (2014). Enhancing Written Discourse through Metadiscourse. In Normala, O. and Zahariah, P. (eds., Melta Series), *Discourse Analysis in Malaysian English Language Teaching* (pp.41-58). Selangor: August Publishing.
2. Chan Swee Heng, **Helen Tan**, Wong Bee Eng, Ain Nadzimah Abdullah and Rosli Talif (2011). The Realization of Discursive Meaning in Academic Writing through Metadiscourse. In Faiz, S.A. Zalina, M.K. and Chan, M. Y. (eds.), *Recent Topics in Malaysian English Language Studies* (pp.189-208). Selangor: UPM Press.
3. Chan Swee Heng, Wong Bee Eng, Ain Nadzimah Abdullah, Rosli Talif and **Helen Tan** (2009). What do Postgraduate Students Expect from Thesis Writing? In Arshad, A. S., Sharifah Zainab, S.A.R. (eds.). *Readings in Professional Development in Teaching English as a Second Language* (pp.1-13). Selangor: UPM Press.
4. **Helen Tan** and Chan Swee Heng (2008). The Writing of Research Articles: How do native and non-native writers differ in the use of hedges? In R. Jacobson (Ed.), *The Pulse of a Malaysian University: Ethno-and Sociolinguistic Issues and the TESOL Dimension*. New York: Peter Lang, 163-178.
5. **Helen Tan** and Chan Swee Heng (2007). Positioning in Research Articles: The use of hedges. In Tan Bee Hoon, Washima Che Dan, Mardziah Hayati Abdullah, Noritah Omar, Faiz Sathi Abdullah and Rosli Talif (Eds.), *Theoretical and Practical Orientations in Language and Literature Studies*. Selangor: Pearson Longman, 147 - 163.
6. Wong Bee Eng and **Helen Tan** (2007). English as a Second Language: Revisiting the learning domain. In Jayakaran Mukundan, Sujatha Menon and Anealka Aziz Hussin (Eds.), *ELT Matters 3, Developments in English Language Learning and Teaching.* Selangor: Penerbit UPM, 361-372.
7. Chan Swee Heng, **Helen Tan** and Lee Geok Imm (2007). Talking Texts: A reflections of social realities in communication. In Ambigapathy Pandian, Koo Yew Lie and Peter Kell, *Innovation and Intervention in ELT Pathways & Practices*. Selangor: Penerbit UPM, 16-25.
8. **Helen Tan** and Chan Swee Heng (2005). A Comparative Study of Reading Strategies Used by Science and Non-Science Tertiary ESL Students. In Ambigapathy Pandian, Muhammad Kamarul Kabilan and Sarjit Kaur, *Teachers, Practices and Supportive Cultures*. Selangor: Penerbit UPM, 332-339.
9. Wong, B.E., **Tan, H.** & Lee, G. I. 2003. Hedging in Report Writing: The Malaysian experience. In Ambigapathy, Gitu, C. & Kell, P. (Eds.). *New Literacies, New Practices, New Times* (pp186-193). Selangor: Universiti Putra Malaysia Press.

**D. PROCEEDINGS**

1. Ain Nadzimah Abdullah, **Helen Tan**, Syamsiah Mashohor, Lee Geok Imm, Sharon Sharmini, Nurliyana Mohd Zaher. (2018). Showcasing Abstractchecker.com as a Tool for Successful Abstract Writing. Proceeding of the International University Carnival on e-Learning (IUCEL) 2018, 447-449. ISBN: 978-967-2027-84-3.
2. Syamsiah, M., Tunku Haifaa, T. O., **Helen Tan**, Chan Swee Heng, & Ain Nadzimah, A. (2015). Engineering Abstract Quality Index using Santos’ Move. Proceeding of The Second International Conference On Advances in Computing, Control and Networking - ACCN 2015, 57-61. ISBN: 978-1-63248-073-6 doi: 10.15224/ 978-1-63248-073-6-12.
3. Hadi Kashiha, Chan Swee Heng, Ain Nadzimah Abdullah & **Helen Tan**. (2014). A Cross-Linguistic Analysis of Multi-Word Combinations in Academic Oral Speech. Published in Conference Proceedings of 8th Malaysia International Conference on Languages, Literatures, and Cultures 2014. eISBN: 978-967-960-353-8
4. Mehdi Gran Hemat, Ain Nadzimah Abdullah, Chan Swee Heng, &**Helen Tan**. (2014). Patterns of Language Choice and Use in the Education Domain: The Case of University Undergraduates. Published in Conference Proceedings of 6th International Conference on Humanities and Social Sciences 2014.
5. Chan Swee Heng, Ain Nadzimah Abdullah, Tan Bee Hoon, Sabariah Md Rashid, Chan Mei Yuit & **Helen Tan**. (2013). Assessment Issues and Challenges: Implementation of an Oral Test for University Students. Published in Conference Proceedings of International Conference on Assessment for Higher Education across Domains and Skills 2013.
6. Chuah Ek Lon, **Helen Tan**, Chan Swee Heng&Ain Nadzimah Abdullah. (2012). The Introduction in Abstract Writing of Term Papers: Rhetorical Moves and Linguistic Realizations. Published in Conference Proceedings of My\_CASELT 2012. eISBN: 978-967-0171-22-7.
7. Chuah Ek Lon, Chan Swee Heng, **Helen Tan**, & Ain Nadzimah Abdullah. (2012). Negotiating Abstract Writing in Technical Papers. Published in Proceedings of the 7th Malaysia International Conference on Languages, Literatures, and Cultures 2012. ISBN: 978-967-960-315-6
8. Mehdi Gran Hemat, Chan Swee Heng, Ain Nadzimah Abdullah & **Helen Tan**. (2012). Methodological Issues in the Examination of the Interplay of Language Policy, Ethnic Identity and National Identity. In Chan Mei Yuit, Shamala Paramasivam, Wong Bee Eng and Wan Roselezam Wan Yahya (Eds). Published in Conference Proceedings of 7th Malaysia International Conference on Languages, Literatures and Cultures (MICOLLAC) 2012. ISBN 978-967-960-315-6.
9. Lam Yik San, **Helen Tan**, Chan Swee Heng &Ain Nadzimah Abdullah. (2012). A Comparative Study of Rhetorical Moves in Abstracts of Published Research Articles and Students Term Papers in the Field of Computer and Communication Systems Engineering. In Chan Mei Yuit, Shamala Paramasivam, Wong Bee Eng and Wan Roselezam Wan Yahya (Eds). Published in Conference Proceedings of 7th Malaysia International Conference on Languages, Literatures and Cultures (MICOLLAC) 2012. ISBN 978-967-960-315-6.
10. **Helen Tan** and Chan Swee Heng. (2011). Metadiscourse Evidence in Writing: Similarities and Dissimilarities in use between highly rated and lowly rated ESL Essays. In Muhammad Kamarul Kabilan Abdullah, Tan, K.E., Normala Othman, Too, W.K. 20th MELTA international Conference: English Language Education and Global Learning: Policy, Practice, Performance, 30May-1 June 2011, (pp.199-212). Selangor: MELTA
11. Chan Swee Heng and **Helen Tan**. (2005). Accommodating the use of English for Mathematics and Science: Ramifications of Policy Change and Implementation in Malaysia. In May, S., Franken, M., & Barnard, R. (eds). LED 2003: Refereed Conference Proceedings of the 1st International Conference on Language, Education and Diversity. Hamilton: Wilf Malcolm Institute of Educaitonal Research, Universiti of Waikato. (C-DRom)

**E. MODULES/ STUDY GUIDES**

1. Chan Swee Hengm Ain Nadzimah Abdullah, Sharon Sharmini Victor Danarajan and **Helen Tan**. (2017). HPEF7063: Academic Writing for Postgraduates. Open University Malaysia.
2. Chan Swee Heng, Ain Nadzimah Abdullah and **Helen Tan** (2016). HMEF5133: Directed Reading. Open University Malaysia.
3. Chan Swee Heng, Ain Nadzimah Abdullah and **Helen Tan** (2007). *Score in MUET: Model Papers*. Selangor: Oxford Fajar.
4. Chan Swee Heng, Ain Nadzimah Abdullah and **Helen Tan** (2006). *Model Test Papers: MUET*. Selangor: Oxford Fajar.
5. Chan Swee Heng and **Helen Tan** (2005, Eds.). *Exercises and Practices: Malaysian University English Test*. Selangor: Local Publications.
6. **Tan, H.,** Chan, S. H., Ain Nadzimah., & Christiantine, D. (2001)**.** *Reading and Discussion Skills*. Serdang: UPM, IDEAL.
7. **Tan, H.** (1998). *English for Academic Purposes II – Unit 5 – 8.* Serdang: UPM, IDEAL.
8. Ho, S. W., Christiantine, D. & **Tan, H**. (1996). *Complete SPM KBSM English Guide Form 4 & 5.* Selangor: Eastview Publication Sdn Bhd.
9. **Tan, H**., Christiantine, D. & Jares Ganes. (1995). *Contoh Kertas Peperiksaan SPM KBSM Bahasa Inggeris*. Selangor: Persekutuan Preston Sdn Bhd.

**F. EDITORIALS**

1. Laporan Tahunan Fakulti Bahasa Moden dan Komunikasi 2004
2. Rosli Talif (Chief Editor), Ahmad Yusoff Buyong, Arba’ie Sujud, **Tan, H**. et al. (eds.). 2004 *Compilation of selected abstracts (1990-2000).* Serdang: Universiti Putra Malaysia Press.
3. Chan, S. H. & **Tan, H.** (eds.) (2005) *Exercises & Practices- Malaysian University English Test*. Selangor: Local Publications.

**G. OTHERS**

***Handbook***

* 1. **Tan, H.** and Sabariah Md Rashid (2013). Bachelor of Arts (English language) Programme Handbook 2013, Department of English, Faculty of Modern Langauges and Communication, Universiti Putra Malaysia.

***Unpublished Material***

* 1. **Helen Tan** (2011) *Metadiscourse features in the persuasive essays of undergraduate writers*. (Unpublished PhD Thesis).

**RESEARCH ACTIVITIES**

***Project Leader/ Principal Researcher***

1. *Building an Abstract Checker Prototype as a Tool to Develop Abstract Writing*. Helen Tan, Syamsiah Mashohor, Ain Nadzimah Abdullah, Lee Geok Imm, & Sharon Sharmini Victor Danarajan. Putra Science Park (Dana Pembangunan Produk, RM 16000). 1 Jun 2017 – 30 December 2017
2. *Building an Abstract Checker Prototype as a Tool to Develop Abstract Writing.* Helen Tan, Chan Swee heng, Ain Nadzimah Abdullah, & Syamsiah Mashohor. FRGS (Project No: 06-02-14-1496FR), RM 97800. 2014 – 2017
3. *Enhancing Abstract Writing Using an Expert System for Engineering Reports Using Logical Formulators.*Helen Tan, Chan Swee heng, Ain Nadzimah Abdullah, & Syamsiah Mashohor. RUGS (Project No: 06-01-11-1296RU), RM 35000. 15 April 2011 – 15 April 2013.
4. *A Friendly Prose: The Use of Metadiscourse Features in the Process of Online Writing.* UPM (UPM/PPP/UIRPA/R-27), RM 10000. 2007
5. *Linguistic Realities of English in Oral Presentations of Executives in a Malaysian Corporate Company*. Faculty of Modern Languages and Communication, RM 2680. 2006

***Co-Researcher***

1. *Miri Lower Primary Test of Reading 2 (MiriLoptor 2)*. 2016.
2. *Communication Structure and Dynamics of Bedside Teaching and Learning*. RUGS (Project No: 06-02-1943RU), RM 34850. 2013-2015.
3. *Assessment Literacy of Public University Lecturers*. Geran Insentif Penyelidikan dalam Pengajaran dan Pembelajaran (GIPP). 2013-2015.
4. *Oral Communication Skills Test Implementation and Validation Stakeholders’ Perceptions, Instructional Strategies and Vocabularies*. RUGS (Cost No: 93001), RM 52800. 2012-2014.
5. *Defining the Construct of Leader Orientation in Post-Graduate Writing*. MOSTI, RM 29845. 2007.
6. *Students’ Reflections on the Writing Process*. FBMK, RM 5000. 2007.
7. *EAP Reading: Evaluating the Factor of Anxiety on ESL Performance.* FBMK (FBMK/0501-JB1105), RM 3000. 2005.
8. *Learning Mathematics and Science in English in the Primary Schools: Impediments to Implementation.* FBMK, RM 3000. 2004.
9. *Academic Writing: Knowledge Bases, Attitudes and Processes.* FBMK, RM 3000. 2003.
10. *Hedging in Research Articles Written by Native and Non-Native Writers of English.* FBMK, RM 3000. 2001.

*Copyright*

1. Copyright entitled “Abstractchecker.com” (Filling no: LY2017001441) - 2017
2. Copyright entitled “Learner Corpus of Engineering Abstract (LCEA)” – 2014

*Research Award*

1. Silver medal for “*Showcasing abstractchecker.com as Tool for Successful Abstract Writing*” at International University Carnival on e-Learning (12-13 September 2018)
2. Gold medal for “*Showcasing abstractchecker.com as a Tool for Successful Abstract Writing*” at Putra Innocreative Carnical in Teaching and Learning (1-2 August 2018)
3. Gold medal for “*abstractchecker.com as a Tool for Successful Abstract Writing*” at Minggu Penyelidikan & Inovasi (7-9 April 2018)
4. Silver medal for “*The Invention/Innovation of abstractchecker.com*” at Invention & Innovation Awards, Malaysia Technology Expo (22-24 February 2018)
5. Silver medal for research entitled “*Abstractchecker.com - Building an Abstract Checker Protoype as a Tool for Successful Abstract Writing”* at Exhibition of Inventions, Research and Innovation, UPM (2016)
6. Silver medal for research entitled “*Learner Corpus of Engineering Abstracts (LCEA) - Building an Abstract Checker Protoype as a Tool to Deelop Abstract Writing”* at Exhibition of Inventions, Research and Innovation, UPM (2014)
7. Silver medal for research entitled “*Extrating and Comparing the Intricacies of Metadiscourse of Two Written Persuasive Corpora”* at Exhibition of Inventions, Research and Innovation, UPM (2011)

**CONFERENCE PAPERS**

1. **Tan, H**. and Chan, S. H. (2017). “Designing Materials for the Teaching of Metadiscourse.” Paper presented in 1st I-MELT conference on 16-18 March 2017 at UIN, Jakarta.
2. Dariush, S, **Tan, H.**, Ain Nadzimah, A. and Syamsiah M. (2017). *Lexico-grammatical Structure of the Rhetorical Moves in hard and Soft Science PostgrauatesThesis Abstracts*.” Paper presented in MICOLLAC 2016 “Engaging Threads and Trends” on 16-18 August 2016 at Rainbow Paradise Beach Resort, Tanjung Bungah, Penang.
3. Seyed Ali R. K., Chan, S.H. and **Tan, H**. (2015). *“Classroom Assessment beliefs and Practices at a Malaysian Tertiary Institution*” Paper presented in the Second International Multidisciplinary Conference: English Language, Literature and Information Technology on 2-3 May 2015 at Al Buraimi University College, the Sultanate of Oman.
4. **Tan, H.,** Chan, S. H. and Teow, C.P. (2015). “*Shop Signs as a Communicative Act in a Multilingual Linguistic Landscape”.* Paper presented at the Intercultural Competence in Communication and Education on 8 -9 April 2015 at Universiti Putra Malaysia.
5. **Tan, H.** and Chan, S. H. (2014). “*Metadiscourse Instruction: An Aid to Writing Improvement*.” Paper presented at the Conference of Writing Research on 27-29 August 2014 at University of Amsterdam, Netherland.
6. Delaram. K., Chan, S. H., Chan, M. Y. and **Tan, H**. (2014). “The Rhetorical Structure of Research Articles in Applied Linguistics.” Paper presented at the 8th Malaysia International Conference on Languages. Literatures & Cultures on “Research Reverence: Cultivate, Innovate and Impact” on 12-14 August 2014 at Rainbow Paradise Beach resort, Penang, Malaysia.
7. Sahar, Z., **Tan, H**., Chan, S.H. and Afida Mohammad Ali (2014). *“Schematic Structural Analysis of Newspaper Editorials: A Comparative Study of American and Malaysian Newspapers.”* Paper presented at the 8th Malaysia International Conference on Languages. Literatures & Cultures on “Research Reverence: Cultivate, Innovate and Impact” on 12-14 August 2014 at Rainbow Paradise Beach resort, Penang, Malaysia.
8. Chan, S. H., **Tan, H**., Ain Nadzimah Abdullah and Chuah Aik Lon (2013). “*Student Abstract Writing: Move Patterns and the Probability of Move Combination*”. Paper presented at the 11th Asia TEFL International Conference on “Englishes Across Asian Contexts: Opportunities and Challenges” on 26-28 October 2013 at Ateneo de Manila University, Manila.
9. **Tan, H**., and Hadi Kasiha (2013). “*I agree with you”: Lexical Bundles in Uniersity Group Discussions.* Paper presented at the 11th Asia TEFL International Conference on “Englishes Across Asian Contexts: Opportunities and Challenges” on 26-28 October 2013 at Ateneo de Manila University, Manila.
10. **Tan, H**., Chan, S. H. and Ain Nadzimah Abdullah (2013). *Writing to Engage Readers through Metadiscourse.* Paper presented at the International Conference on Languages, Linguistics and Society (ICLALIS) on 22-24 October 2013 at Kota Kinabalu, Sabah, Malaysia.
11. **Tan, H**. and Wong, B.E. (2012). *Comparison of Metadiscourse Use between High and Low English Proficiency Undergraduate Writers*. Paper presented at the 10th Asia TEFL International Conference on 4-6 October 2012 at Gurgoan, Delhi, India.
12. Chuah, E.L., Chan, S.H., **Tan, H**. and Ain Nadzimah Abdullah (2012). *Conveying Communicative Intent: Moves and Metadiscourse in Abstract Writing.* Paper presented at the 10th Asia TEFL International Conference on 4-6 October 2012 at Gurgoan, Delhi, India.
13. Chan, S. H., **Tan, H**. and Wan Nurfateihah Wan Nawang (2012). *Interpreting hesitant pauses as a communication strategy.* Paper presented at the 21st MELTA International Conference on 7-8 June 2012 at Four Points Sheraton, Kuching.
14. Lam, Y.K., **Tan, H**., Chan, S. H. & Ain Nadzimah Abdullah (2012*). A comparative study of rhetorical moves in abstracts of published research articles and students’ term papers in the field of computer and communication systems engineering*. Paper presented at the 7th Malaysian International Conference on Languages, Literatures and Cultures; Research Rigour, Practicality, and Relevance in Current Contexts on 10-12 July 2012 at Pullman Hotel, Putrajaya.
15. Chuah E. L., Chan, S.H., **Tan, H**., & Ain Nadzimah Abdullah (2012). Negotiating abstract writing in technical papers. Paper presented at the 7th Malaysian International Conference on Languages, Literatures and Cultures; Research Rigour, Practicality, and Relevance in Current Contexts on 10-12 July 2012 at Pullman Hotel, Putrajaya.
16. Mehdi, G. H., Chan, S.H., Ain Nadzimah Abdullah &**Tan, H**., (2012). Methodological issues in the examination of the interplay of language policy, ethnic identity and national identity. Paper presented at the 7th Malaysian International Conference on Languages, Literatures and Cultures; Research Rigour, Practicality, and Relevance in Current Contexts on 10-12 July 2012 at Pullman Hotel, Putrajaya.
17. **Tan, H**. And Chan, S. H. (2011). *Metadiscourse evidence in writing: Similarities and*

*dissimilarities in use between highly rated and lowly rated ESL essays.* Paper presented at the 20th MELTA International Conference on 30 May-1 June 2011 at Primula Beach Hotel, Kuala Terengganu

1. **Tan, H**. and Chan, S. H. (2009). *Metadiscourse in Writing: Extracting the Intricacies from an Electronic Means*. Paper presented at 6th Malaysia International Conference on Languages, Literatures, and Cultures: Universals, Distinctions and Cross-disciplinary Perspectives organized by Department of English, Faculty of Modern Languages and Communication, Universiti Putra Malaysia on 28 -30 April 2009 at Putrajaya Marriot Hotel.
2. **Tan, H.** and Chan, S. H. (2008). *A friendly prose: The use of metadiscourse features.* Paper presented at the international Conference on ‘Responding to change: Flexibility in the delivery of language programmes’ organised by the Hong Kong Univeristy of Science and Technology and Payap Univerisity, Thailand on 7-8 January, 2008 at Hong Kong Univeristy of Science and Technology, Hong Kong.
3. Lee, G. I., Wong, B. E. and **Tan, H**. (2008). *Writing reflections: Capturing the inner voices of ESL learners*. Paper presented at the international Conference on ‘Responding to change: Flexibility in the delivery of language programmes’ organised by the Hong Kong University of Science and Technology and Payap Univerisity, Thailand on 7-8 January, 2008 at Hong Kong Univeristy of Science and Technology, Hong Kong.
4. **Tan, H.**, Chan, S. H., Wong, B. E., Ain Nadzimah Abdullah and Rosli Talif (2008). What do Post Graduate Students Expect from Thesis Writing? Paper presented at the MICELT Conference at the Equatorial Hotel, Melaka organized by the Faculty of Educational Studies, UPM, on the 12-14 April, 2008
5. Chan, S. H., **Tan, H**., Wong, B. E., Ain Nadzimah Abdullah and Rosli Talif (2008). *The Realization of Discoursal Meaning through a Social Agreement between the Reader and the Writer*. Paper presented at the 17th MELTA International Conference 2008 on “English Language and Multiple Literacies” organized by MELTA, on 26-27 May 2008 at The Gurney, Penang.
6. **Tan, H**. (2007). *A Friendly Prose: The Use of Metadiscourse Features in Academic Writing* Paper presented at the Seminar Pembentangan Hasil Penyelidikan Pensyarah Lantikan Baharu 2007 organized by Faculty of Modern Languages and Communication, Universiti Putra Malaysia on 13 August 2009 at Makmal Pidato, Faculty of Modern Languages and Communication.
7. Wong, B. E. and **Tan, H**. (2006) *English as second language: Revisiting the Learning Domains*. Paper presented at the 6th Malaysia International Conference on English Language Teaching on May 8 – 10, 2006 at Hotel Equatorial, Melaka.
8. **Tan, H**. and Chan, S. H. (2005). *A Comparative Study of Reading Strategies Used by Science and Non Science Tertiary ESL Students*. Paper presented at Litcon Conference 2005at the Berjaya Georgetown Hotel, Penang on 15-17 August, 2005
9. Chan, S. H. &**Tan, H**. (2003) *Teaching of Mathemeatics and Science in English: A UPM Experience.* Paper presented at the ELTC ETeMS Conference at the Pearl Point Hotel, Kuala Lumpur on 2-4 December, 2003.
10. Chan, S. H. &**Tan, H.** (2003) *Accommodating the Use of English for Mathematics and Science: Ramifications of Policy Change and Implementation in Malaysia.* Paper presented at the International Conference of Language and Education in Diversity at the University of Waikato, New Zealand on the 26-29 November, 2003.
11. Chan, S. H. &**Tan, H**. (2002) *Hedging in the Move Structures of Research Articles Written by L2 Writers*. Paper presented at the ISFC 29th Annual Systemic Functional Linguistics Congress at the University of Liverpool, United Kingdom on the 150-19 July, 2002.
12. Chan, S. H., Ain Nadzimah &**Tan, H**. (2002) *Academic writing: Knowledge bases, attitudes and processes.* Paper presented at the MICELT 2002 Conference at Hilton Hotel, Seremban on 7-9 May, 2002.
13. Wong, B.E., **Tan, H**. & Lee, G.I. (2001) *Hedging: A Malaysian experience.* Paper presented at the Second International Literacy Conference at the Berjaya Gerogetown Hotel, Penang on the 8-10 May, 2001.

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| **SUPERVISION** |

**UNDERGRADUATE (2010-2018)**

*On-going*

1. Rachel Anne Selvaraja 2018
2. Redzanurjasmine binti Zainal 2018
3. Amanda Lee Khai Yin 2018
4. Mohamad Fakhrul Aiman bin Zulkiflee 2018

*Graduated*

1. Maryam Saad Hashim 2015
2. Farah Albiy Binti Zaid 2015
3. Wan Azleen Normaya Binti Wan Azmi 2015
4. Nur Alyaa Nabila Binti Zakariah 2015
5. Muhammad Hafiz bin Rashid 2014
6. Siti Nur Hazirah binti Abdul Razak 2014
7. Susanna Bithiah Varma a/p Raja Ravi Varma 2014
8. Nor Syazana binti Azman 2014
9. Ong Luei Hann 2012
10. Lavennia D/O Tharenpalan 2012
11. Andy Darrel Gomes 2012
12. Noor Amirah Bt Asraf 2012
13. Siti Shaida Binti Baki 2012
14. Siti Hajar Baharom 2011
15. Muhammad Nazriq bin Lokman 2011
16. Chan Mui Shien 2011
17. Centya a/p Philip 2011
18. Intan Aishah binti Yusoff 2011
19. Syadrul Hazymin bin Shaharom Nizam 2011
20. Mohd Amirul bin Mohd Din 2010
21. Ahmad Azfar bin Abdul Hamid 2010
22. Scholastica Maria Silverius Samuel 2010
23. Chua Yan Yan 2010

**POSTGRADUATE**

**A. MASTERS**

**MASTERS WITH THESIS**

*As Chairman*

Graduated

1. Chan Teik Onn (GS37928) 2018

2. Zubairu Malah (GS40894) 2017

3. J.D. Kumuthini a/p Jagabalan(GS34053) 2017

*As Co-Supervisor*

On-going

1. Wan Noor Farah binti Wan Shamsuddin (GS48412)
2. Nurliyana binti Mohd Zaher (GS51278)

Graduated

1. How Soo Ying (GS35157) 2016
2. Chuah Ek Lon (GS30517) 2016

**MASTERS WITHOUT THESIS**

*Graduated*

1. Yasir Bdaiwi Jasim Al-Shujairi 2016
2. Ahlam Muhammed Lutf Al-Najhi 2016
3. Lee Kam Fong 2015

Title: Perception towards the Implementation of School-based Assessment (SBH) in Malaysian Secondary Schools and its Washback

1. Sumaiya Mohamed T. Abdulla 2014

Title: The Use of Refusal Strategies by Malay and Libyan Learners of Language 2014

1. Nur Hidayatul Husna Binti Mazlan 2014

Title: The Use of Lexical Items and Cohesive Devices in Cosmetic Advertisement

1. Ezzan Amnie Binti Azizan 2014

Title: Types of Lexical Borrowing in Malay Newspaper Articles on Entertainment

1. Teow Chooi Ping 2014

Title: A Comparative Study on the Linguistic Landscape of Shop Signs Found in the Old and New Commercial Areas in the Klang District

1. Raimizar Bin Rahim 2014

Title: Writing Difficulties in the Rhetorical Moves in the Abstracts of Final Year UPM Undergraduate Students’ Term Papers

1. Marwa Nazmi Al-Rousan 2014

Title: Errors in the Use of English Prepositions among Arab University Students in Malaysia

1. Nor Azilah Binti Salih 2014

Title: The Perceptions of Teachers Towards English Language School-Based Assessment in Malaysian Secondary Schools

1. Ghassan Al Sayed Ahmad 2014
2. Nabeel Ayfan Abdewi 2014
3. Jackson Wong Kok Ming 2014

Title: The Connection between Language and Culture as Embedded in the English Language Paper in Malaysian Primary Exit School Examinations

1. Lam Yik San 2012

Title: A Comparative Study of Rhetorical Moves in Abstracts of Published Research Articles and Students’ Term Papers in the Field of Computer and Communication Systems Engineering

1. Sumayyah Shaidin 2012

Title: Coherent Devices Used in the Opinion-based Essay of a group of adult learners

1. Noor Wasef Mohammad Marashdeh 2012

Title: Arabic English as a Foreign Language (EFL) Learners’ Level of Writing Apprehension and its Cases

1. Nur Hidayatul Shima Omar 2012

Title: The Acquisition of English Copula BE by Malay ESL Learners

1. Hew Sin Hui 2012

Title: The Use of the Verb BE in the Interlanguage of Malaysian Chinese ESL Learners’

1. Waseem Al-Kelani 2012

Title: Gender Differences in Reading Comprehension Performance in Relation to Content Familiarity for Malaysian Undergraduate Students in UPM

Ongoing

1. Gowrey A/P Rajamarnikam (GS42815)
2. Nurul Athirah bt Mohd Hanif (GS47088)

**Doctor of Philosophy**

*Main Supervisor*

Ongoing

1. Hooi Chee Mei (GS40156)
2. Yasir Bdaiwi Jasim Al-Shujairi (GS46177)
3. Shahrbanou Ghorban Abdolmalaki (GS41393)

4. Hadiza Lawan (GS53737)

Graduated

1. Premala A/P V Jacob (GS28450) 2018
2. Yan Ziguang (GS33302) 2017
3. Zahra Shirian Dastjerdi (GS32259) 2017
4. Sahar Zarza(GS34053) 2016

*Co-Supervisor*

1. Kuldip Kaur A/P Maktiar Singh (GS28043)
2. Quek Soh Theng (GS31798)
3. Hazirah binti Abidin (GS32043)
4. Veeramuthu a/l Veerappan (GS31701)
5. Suliana binti Wan Chik (GS34041)
6. Nor Izzati bt Mohamad Noor (GS35685)
7. Azlina binti Yacob (GS36240)
8. Safura bt Abdul Rahman (GS38475JD)
9. Hayder Kubashi Barih (GS39601)
10. Hooi Chee Mei (GS40156)
11. Seyedehsima Sadatmir (GS41854)
12. Teh Hui Lin (GS42640)
13. Fatin Nabila binti Abd Razak (GS42202)
14. Wan Noor Farah binti Wan Shamsuddin (GS48412)
15. Farouq Hatem Hamad (GS49185)
16. Nurliyana binti Mohd Zaher (GS51278)
17. Lee Kam Fong (GS51447)

*Graduated*

1. Fatma Elhadi B. Harb (GS25122) 2018
2. Maryam Enjavinezhad (GS25967) 2017
3. Muna Abdual Hussien Swear (GS35197) 2017
4. Abdul Rashid b. Abdul Sitra (GS31265) 2017
5. Delaram Khansari (GS32528) 2016
6. Mehdi Granhemat (GS28393) 2015
7. Hadi Kashiha (GS36169) 2015
8. Mohsen Khedri (GS31272) 2014
9. Seyed Foad Ebrahimi (GS31271) 2014
10. Zuhana Mohamed Zin(GS21766) 2014

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| **THESIS EXAMINATION** |

**Postgraduate Thesis Examination**

**DOCTOR OF PHILOSOPHY**

*Chair of Thesis Examination Committee*

1. Goh Ching Fen 2017

Title: Genre, Language and Legitimation in Complementary & Alternative Medicine Promotional Brochures

1. Hutheifa Yousif Turki 2017

Title: Interlanguage Pragmatics of Requests Situated in Power and Solidarity by Iraqi Non-native and American Native Speakers of English

*Internal Examiner*

1. Munir Khan 2018

Title: Rhetorical and Linguistic Differences between Medical Oral Case Presentations of Medical Experts and Medical Students

1. Aminah binti Hj Salim 2017
2. Muhaida Akmal binti MD Din @ Mohamad 2017

Title: Synthetics Phonics Method and the ESL Preschool Children Reading Ability

1. Bashir Ibrahim 2017

Title: The Use of Conversational Silence by Malaysian Science and Non-Science Undergraduate Students in Academic Discourse

1. Jeremy Ivan Thambirajah 2017

Title: Effectiveness of Lecturer’s Conference Feedback on Undergraduates Composition in the English as Second Language (ESL) Context

1. Bandar Mohammad Saeed A. Alsobhi 2017

Title: Spelling Errors of Arab ESLand EFL Secondary School Students and Their Attitudes towards Spelling and Writing

1. Niveen R M Elshawa 2016

Title: English Language Instructors’ Assessment Beliefs and Practices in the Malaysian Tertiary Context

**MASTER**

*Internal Examiner*

*Master with Thesis/ Project*

1. Najehah binti Shammodin 2018 (Thesis-based)

Title: The Effect of Urban-Rural Background in Malaysian School Students in English Writing Motivation and Apprehension Levels

1. Sara Seyed Paydari 2017 (Thesis-based)

Title: Rhetorical Moves and Metadiscourse Features of Political Science Research Article Abstracts of Iranian Journals

1. Yasir Bdaiwi Jasim Al-Shujairi 2016 (Project-based)

Title: Investigating the grammatical errors committed by Iraqi Arab EFL learners in their writing

1. Ahlam Muhammed Lutf Al-Najhi 2016 (Project-based)

Title: Lexical Bundles of Move One in Abstract Writings of Hard and Soft Science of Postgraduate Dissertations

1. Lee Kam Fong 2015 (Project-based)

Title: Perception towards the Implementation of School-based Assessment (SBH) in Malaysian Secondary Schools and its Washback

1. Sumaiya Mohamed T. Abdulla 2014 (Project-based)

Title: The Use of Refusal Strategies by Malay and Libyan Learners of Language

1. Nur Hidayatul Husna Binti Mazlan 2014 (Project-based)

Title: The Use of Lexical Items and Cohesive Devices in Cosmetic Advertisement

1. Ezzan Amnie Binti Azizan 2014 (Project-based)

Title: Types of Lexical Borrowing in Malay Newspaper Articles on Entertainment

1. Teow Chooi Ping 2014 (Project-based)

Title: A Comparative Study on the Linguistic Landscape of Shop Signs Found in the Old and New Commercial Areas in the Klang District

1. Raimizar Bin Rahim 2014 (Project-based)

Title: Writing Difficulties in the Rhetorical Moves in the Abstracts of Final Year UPM Undergraduate Students’ Term Papers

1. Marwa Nazmi Al-Rousan 2014 (Project-based)

Title: Errors in the Use of English Prepositions among Arab University Students in Malaysia

1. Nor Azilah Binti Salih 2014 (Project-based)

The Perceptions of Teachers towards English Language School-Based Assessment in Malaysian Secondary Schools

1. Ghassan Al Sayed Ahmad 2014 (Project-based)

Title: Textual and Interpersonal Metadiscource Markers in opinion column discourse: A comparative study between Arab and English writers

1. Nabeel Ayfan Abdewi 2014 (Project-based)
2. Jackson Wong Kok Ming 2014 (Project-based)

Title: The Connection between Language and Culture as Embedded in the English Language Paper in Malaysian Primary Exit School Examinations

1. Azmalinda binti Mohamad Zainoor 2013 (Project-based)

Title: English Placement Test as a Predictor of Academic Performance among ESL Undergraduate Students

1. Lam Yik San 2012 (Project-based)

Title: A Comparative Study of Rhetorical Moves in Abstracts of Published Research Articles and Students’ Term Papers in the Field of Computer and Communication Systems Engineering

1. Sumayyah Shaidin 2012 (Project-based)

Title: Coherent Devices Used in the Opinion-based Essay of a group of adult learners

1. Noor Wasef Mohammad Marashdeh 2012 (Project-based)

Title: Arabic English as a Foreign Language (EFL) Learners’ Level of Writing Apprehension and its Cases

1. Nur Hidayatul Shima Omar 2012 (Project-based)

Title: The Acquisition of English Copula BE by Malay ESL Learners

1. Hew Sin Hui 2012 (Project-based)

Title: The Use of the Verb BE in the Interlanguage of Malaysian Chinese ESL Learners’

1. Waseem Al-Kelani 2012 (Project-based)

Title: Gender Differences in Reading Comprehension Performance in Relation to Content Familiarity for Malaysian Undergraduate Students in UPM

*External Examiner*

1. Noushin Boroushaki 2015, (Master of English as a Second Languages, UM)

Title: The Relationship between Critical Thinking Ability and Vocabulary Learning Strategy among EFL Learners

**ADMINISTRATION DUTIES AND OTHER**

**RESPONSIBILITIES**

**Administrative Duties**

*Advisor*

1. Advisor to UPM Catholic Students’ Society, 2006, 2005

*Coordinator*

1. Assistant Coordinator for Industry and Communication Relations, Department of

 English Language, Faculty of Modern Languages and Communication (February 2018

 – December 2019).

1. Programme Coordinator for Bachelor of Arts (English Language), FBMK (August

 2014 – August 2015, July 2013 – August 2014, July 2012 – June 2013)

1. Programme Coordinator for Bachelor of Arts (English Language), PJJ UPM (July 2014 – June 2015, July 2013 – June 2014, July 2012 – June 2013)
2. Course Coordinator for BBI3990A/B (Semester 1, 2012)
3. Course Coordinator for BBI3990A/B (Semester 1 and 2, 2011)
4. Course Coordinator for BBI3421 (Expository Writing) (Semester 1 and 2,

 2006/2007)

1. Course Coordinator for BBI2411(Reading and Discussion Skills) for Distance

 Learning Programme (since 2000)

*Committee Member*

1. Committee Member of MICOLLAC (Malaysia International Conference on Languages, Literatures and Cultures) 2018
2. Committee Member of Projek Latihan Komprehensif Peperiksaan IELTS, Fakulti Veterinar UPM, 2017
3. Committee Member of Revision of the Programme Curriculum of Bachelor of Arts (English Language), 2016

[Jawatankuasa Semakan Semula Kurikulum Program Bacelor Sastera (Bahasa Inggeris)]

1. Committee Member of Gen-Next English Language Learning Symposium, FBMK, 2016
2. MICOLLAC 2016 PERTANIKA Editorial Committee, FBMK, 2016
3. Secretariat of MICOLLAC (Malaysia International Conference on Languages, Literatures and Cultures) 2014
4. Committee Member of Revision of the Programme Curriculum of Master of Applied Linguistics, Faculty of Modern Languages and Communication, 2014

[AJK Semakan/Penstrukturan Semula Kurikulum Program Master of Applied Linguistics, FBMK, 2014]

1. Committee Member of FBMK Publication Evaluation, 2013-2015

[AJK Penilai Penerbitan FBMK]

1. Language Consultant Committee Member for Infocomm Development Centre (IDEC) UPM 2012, 2011

[AJK Pakar Rujuk Bahasa, Pusat Pembangunan Maklumat dan Komunikasi]

1. Editing Committee of UPM Research Promotion Materials (RMC) 2012
2. Head of the Digital Repository Committee of FBMK, UPM 2012, 2011

[Jawatankuasa Penerbitan Elektronik Jabatan Bahasa Inggeris]

1. Committee Member of MICOLLAC (Malaysia International Conference on Languages, Literatures and Cultures) 2012 Programme Book

[AJK Buku Program MICOLLAC 2012]

1. Committee Member of MICOLLAC (Malaysia International Conference on Languages, Literatures and Cultures) 2012
2. Committee member of Construction and Validation of Questions for TOCIE Examination, 2011
3. Committee Member of Revision of UPM Research Promotion Materials, Office of Deputy Vice Chancellor (Research & Innovation), 2010

[AJK Semakan Bahan Promosi Penyelidikan UPM, Pejabat Timbalan Naib Canselor (Penyelidikan dan Inovasi)]

1. Treasurer of MICOLLAC 2009
2. Treasurer of MICOLLAC 2007
3. Head of English Intensive Program Course, Faculty of Modern Languages and Communication, 2007
4. Committee Member of Program Book for the ASIA-TEFL International Conference 2007
5. Committee Member of University’s Brochure Writing Committee
6. Representative of the English Department in the Publication Abstracts Committee
7. Head of the Grammar Component Committee of the Writing of Course Outline for Corporate Business Communication
8. Committee Member of the Secretariat of MICOLLAC 2003
9. Committee Member of the Writing, Reading and Translation Laboratory(WRT)
10. Committee member of the Professional Development Unit, FBMK
11. Auditor of The Welfare Club of FBMK, 1999
12. Secretary of Resource Centre, FBMK
13. Assistant Head (Naib Pengerusi) of the Resource Centre, FBMK

*Professional Services*

1. Evaluator/ Assessor for Postgraduate Seminar Semester 2 2017/2018
2. Module Writer for Long Distance Education Program (PJJ) UPM – Functional Analysis of Language Use (BBI 4402), 2018
3. Head of examination’s invigilators, 2018
4. Assistant Coordinator for Industry and Community Network (JINM), 2018

[Penolong Penyelaras Jaringan Industri dan Masyarakat]

1. Module Writer for Long Distance Education Program (PJJ) UPM – Functional Analysis of Language Use (BBI 4402), 2017
2. Exhibitor for UPM Social Science Innovation Open Day (2017)
3. Vetter for final exam questions, 2017, 2015
4. Chair for MICOLLAC presentation, 2014
5. Evaluator for Seminar Phd (English Language) SPS6903, 2014
6. Evaluator for Seminar MA (English Language) SPS5903, 2014
7. Evaluator for Research Seminar MA FBK5903, 2014
8. Monitor of PKPG Programme for BBI3421 (Semester 2, 2006/2007)
9. FBMK ISO Auditor
10. Judge of Inter College English Debate, UPM, 2012
11. Rater for UPM Test on Communication in English (UPM-TOCIE), 2011, 2012
12. Examiner of Oral Examination for an English Course of the Faculty of Biotechnology and Biomolecular Science, 2011
13. Instructor for Academic Writing Course for Graduate Students organized by the School of Graduate Studies, UPM, 2006

***Consultancy***

1. Reviewer& Editorial Board Member:
2. Reviewer of Pertanika Journal of Social Sciences and Humanities (2018, 2017, 2015, 2014, 2013, 2012, 2011)
3. Reviewer of Journal of English for Academic Purposes (2017, 2018)
4. Reviewer of Journal of Language and Communication (2017, 2015, 2014)
5. Reviewer of Kajian Malaysia (2016)
6. Reviewer of GEMA (2013)
7. Reviewer of Malaysian Journal of Learning and Instruction (2013)
8. Editorial Board Member of Journal of Applied Linguistics and Language Learning & Malaysian Journal of Learning and Instruction
9. Editorial Board Member of Journal of Language and Communication
10. Adjudicator & Speaker for talks:
11. Speaker for ‘A Talk for Career Week”, Sunway International School (2015)
12. Adjudicator for the Drama Contest held at Bukit Nanas Secondary School (2003)
13. Adjudicator for the Choral Speaking Zone B held at Sekolah Menengah Subang Jaya (2001)
14. Adjudicator for the Annual Oratorical Contest held at Bukit Nanas Secondary School (2000)
15. Adjudicator for the Public Speaking Contest (Engineering Leadership Camp’99, UPM)
16. Adjudicator for the Choral Speaking Zon 2 held at Sekolah Menengah Subang Jaya (1999)
17. Malaysian Examinations Council
18. MUET (Malaysian University English Test)
* Panel Member in assessing MUET Listening paper (2015)
* Panel in setting MUET Listening paper (2015)
* Setting MUET examination questions (1999)
1. Ministry of Education Malaysia
2. Matriculation Programme
* Marking English language paper (2005)
* Marking examination script (2002, 2000)
1. Presentor for the Professionalism Course organized by Curriculum Unit, Education Department of Malacca (2000)
2. Miri Lower Primary Test of Reading: A Collaboration Program of Ministry of Education Malaysia with Osaka Gas Foundation of International Cultural Exchange and Universiti Putra Malaysia,
* Researcher for MIRI Lower Primary Test of Reading 2 (MiriLoPToR 2) (2016)
1. Open University Malaysia
2. Examiner for English Oral Communication 2012/2013
3. Module writer
* HBES1403 English Grammar, 2018
* HMEF5133 Directed Writing, 2016
* Writing Research, 2015
1. Others
2. ELPTP (English Language Proficiency Test for Pilots) Assessor from 12 September 2018 to 11 September 2019
3. Setting examination questions for the Proficiency Evaluation (PTK) of MIDA officers
4. Editor for MUET Workbook, 2005
5. External volunteer for Care-A-Van’s health screening, Care-A-van
6. Monitor of BBI2402, Yayasan Kolej Melaka
7. Monitor of BBI2402, Kolej Pendidikan Perdana (KOPEDA), 1999

**Recognition**

**University Level**

* Universiti Putra Malaysia Excellent Service Recognition 2002 – 2015
1. Anugerah Perkhidmatan Cemerlang 2017
2. Anugerah Perkhidmatan Cemerlang 2015
3. Anugerah Perkhidmatan Cemerlang 2014
4. Anugerah Perkhidmatan Cemerlang 2013
5. Anugerah Perkhidmatan Cemerlang 1999
6. Sijil Penghargaan Setia Putra 2015
7. Sijil Perkhidmatan Cemerlang 2012
8. Sijil Perkhidmatan Cemerlang 2011
9. Sijil Perkhidmatan Cemerlang 2006
10. Sijil Perkhidmatan Cemerlang 2005
11. Sijil Perkhidmatan Cemerlang 2004
12. Sijil Perkhidmatan Cemerlang 2003
13. Sijil Perkhidmatan Cemerlang 2002