

Cara Blythe Phillips

carablythephillips@gmail.com

PERSONAL SUMMARY: A qualified English instructor who has over 21 years experience teaching students aged 2-75, in various disciplines and industries. Additional experience teaching business English, academic writing, TOEFL, TOEIC, and other content-based courses.

EDUCATION

M.A. in English (TEFL/TESL)	Colorado State University, U.S. Thesis portfolio (online): Peace Corps Masters International	August 2004
B.A. in Japanese	University of Pittsburgh, U.S. Summa Cum Laude Certificate/Minor in Asian Studies	December 2000

EMPLOYMENT

Toyo University, Department of Business Administration Hakusan, Tokyo <i>Full-time Instructor of Business English English as a Foreign Language (I.E.F.L.):</i> Taught ten business English classes a term to mainly first and second-year business majors (all classes 90 minutes, class size 20-60). Designed syllabi; planned lessons; wrote tests, quizzes, and assignments. Also attended meetings with other instructors. Checker/Editor on Entrance Exam Committee in 2017.	April 2017- present
Homemade English <carasensei.com> Adachi-ku, Tokyo (Teacher's home and Skype) <i>Owner and Sole Instructor:</i> Teaching over 100 adult and 40 child students - privately or in small groups - in business English, professional and academic writing, TOEIC, TOEFL, content-based English: cooking, music, movies, visual arts. Holding 1-6 classes a day, 6 days a week. Assigning homework, creating tests and learning games, evaluating students' progress, level assessment. Managing reservations/emails/application forms from students. Holding special events for students and their families. Teaching special lessons at nearby schools.	October 2009 - March 2017

Tokyo University of Science, Department of Engineering
Katsushika-ku , Tokyo

April 2016 –
March 2017

Part-time Instructor: Teaching two academic writing, one academic listening and speaking, and one content-based (Environmental Issues) class a term to mainly first and second-year engineering majors (all classes 90 minutes, class size 10-45). Designing syllabi; planning lessons; creating tests, assignments with and without textbook, assigning grades.

Temple University, Japan Campus
Azabu-Juban, Tokyo

January 2010 –
July 2012

AEP (Academic English Program) English Lecturer: Taught 90-minute TOEFL and English Composition classes to AEP, undergraduate and graduate students, 6-9 hours a week (4-17 students per class). Designed syllabi, planned lessons, created tests and assignments using the textbook and other materials. Attended instructor meetings, selected appropriate textbooks for each course, counseled students, assigned grades. Also taught summer English programs for elementary, junior high and high school students, ran teacher-training workshops for elementary and junior high school English teachers.

Toyo Gakuen University, English Education Development Center (EEDC)
Nagareyama, Chiba

April 2008 –
March 2009

Instructor of English: Taught four first-year speaking classes, two second-year conversation classes, one second-year comics class (all classes 90 minutes, class size 25-30). Also taught one extracurricular Environmental Activism class (class size 11), one extracurricular TOEIC preparation class (class size 4), five conversation classes to community members via the Extension Center (class size 4-12). Designed syllabi; planned lessons; created tests and assignments using the textbook and other materials; assigned grades; attended meetings and workshops with other instructors; helped create autonomous learning activities for the university's English lounge website.

Kwansei Gakuin University, Department of Economics
Nishinomiya, Hyōgo

April 2006 –
March 2008

Instructor of English as a Foreign Language (I.E.F.L.): Taught nine listening and speaking and one academic writing

class a term to mainly first and second-year economics majors (all classes 90 minutes, class size 30-40). Designed syllabi; planned lessons; wrote tests, quizzes, and assignments. Also attended meetings with other instructors and judged high school speech contests.

Vantage Japan, Inc.

Tokyo and Chiba

March 2005 –
March 2006

Kindergarten EFL/Computer Instructor (in Chiba): Taught six 30-minute classes a day, half of which incorporated computers (English learning software), to 3-7 year olds. Focused morning lessons (class size 18-30) on spoken English– reciting vocabulary, following classroom commands, and playing games – and afternoon lessons (class size 1-20) on spoken and written English, utilizing textbooks, storybooks, and worksheets. Rewrote the Wakaba Club (after-school English program) curriculum.

Westgate Corporation, University Program

Tokyo and Chiba

September 2004 –
December 2004

EFL Instructor (in Chiba): Taught four 40-minute accredited English conversation classes a day at Toyo Women's College and three 40-minute extracurricular conversation classes a day at Toyo Gakuen, Nagareyama Campus. Facilitated two "English Challenge" workshops per week for students. Created lesson plans and catered those lessons to two different student levels (with corresponding textbooks).

Colorado State University, Department of English

Fort Collins, Colorado

August 2001 –
May 2002

Composition Instructor: Taught two sections of College Composition, one to native speakers of English, one to non-native speakers. Focused on the students increasing and maintaining competency in academic composition: summaries and analytical/personal responses to texts, knowledge of research strategies, citation/format, approaches to writing research papers. Lectured, assigned/monitored peer workshops, graded essays, and created lessons plans from the curriculum and texts (Reading Culture, The Prentice Hall Guide).

VOLUNTEER WORK

WorldTeach, a Harvard University affiliate
Bethanie and Aroab villages, Namibia

June-August 2009

ICT Teacher and Teacher Trainer: planned and taught computer lessons for learners in a combined school (grades 1-10) in the morning, taught computer lessons to teachers in the afternoon. Co-planned/co-taught grade 10 geometry lessons. Helped organize a school library.

United States Peace Corps
Republic of Kiribati

October 2002 –
July 2003

Primary School Teacher Trainer: provided in-service workshops, frequently observed classes, co-planned and co-taught lessons (to better train the teachers to incorporate English language instruction in the primary school education curriculum). Taught the children directly at times. Also, participated in many community activities.

PUBLISHED WORK

Phillips, C. (2021). Traditional courses going online: A shift from teamwork to independent learning. *Toyo University Journal of Business Administration*, 97, pp.85-96.

Phillips, C. (2020). Using Harvard PON in a business negotiation course. *Toyo University Journal of Business Administration*, 95, pp.119-132.

Phillips, C. (2019). The most popular and effective English-learning apps. *Toyo University Journal of Business Administration*, 93, pp.151-164.

Phillips, C. (2018). Technology-assisted English self-study. *Toyo University Journal of Business Administration*, 92, pp.127-138.

Phillips, C. (2018). Student motivation and mobile-assisted language learning. *Toyo University Journal of Business Administration*, 91, pp.147-160.

Takahashi, R. & Phillips, C. (2013). *TOEFL(R) ITP test eibunpo speed master*. Tokyo: J-Research Publishing.

Takahashi, R. & Phillips, C. (2013). *TOEFL(R) ITP test speed master kanzen moshi*. Tokyo: J-Research Publishing.

Phillips, C. (2009). Green your teaching. *Toyo Gakuen University Journal*, 17, pp. 195-205.

Phillips, C. (2008). Students impressions of Western culture(s) from watching music videos. *Kwansei Gakuin University Humanities Review*, 12, pp.159-184.

Phillips, C. (2007). How can we help students improve their TOEIC scores without 'teaching to the test'? *Kwansei Gakuin University Humanities Review*, 11, pp.55-74.

CONFERENCE PRESENTATIONS

"Students' Impressions of Western Culture(s) from Watching Music Videos"
The 28th Annual Thailand TESOL International Conference: "English Language Teaching: Progress in Practice and Policy"
Khon Kaen, Thailand, January 26, 2008

"Green Your Teaching" (poster presentation)
The 5th Annual CamTESOL Conference on English Language Teaching: "The Globalisation of ELT: Emerging Directions."
Phnom Penh, Cambodia, February 21, 2009.

"Student Use of Apps and Websites for English Self-Study"
The IAFOR International Conference on Education (IICE): "Surviving and Thriving in Times of Change"
Honolulu, Hawaii, January 5, 2018

"Student Use of Apps and Websites for English Self-Study"
The 14th Annual CamTESOL Conference: "English Language Teaching in the Digital Era"
Phnom Penh, Cambodia, February 10, 2018

"Mobile-Assisted English Self Study"
2019 International Symposium on Social Sciences and Management (ISSSM)
Sapporo, Hokkaido January 23, 2019

"Traditional Courses Going Online: A Shift from Teamwork to Independent Learning"
8th East Asia "New Directions in English Language Assessment Conference",
organized by the British Council
Online, October 30, 2020

“Traditional Courses Going Online: A Shift from Teamwork to Independent Learning” (Featured Speaker)
E-skwela: Assessment in the Digital Classroom
Organized by Globe Telecom, Inc. and the British Council in the Philippines
Webinar, November 12, 2020

“Using Harvard PON in a Business Negotiation Course”
46th Annual International Conference on Language Teaching and Learning: “Communities of Teachers and Learners” organized by the Japan Association of Language Teachers (JALT)
Online, November 21, 2020

PROFESSIONAL ASSOCIATIONS

Japan Association for Language Teaching (JALT) – Member 2007-present

OTHER EDUCATION

School of Architecture Fall 1997 –
Virginia Polytechnic Institute and State University, U.S. Spring 1998

OTHER EXPERTISE

- Spoken and written Japanese, conversational to fluent
- Spoken Spanish, basic; Written Spanish, intermediate
- Dweaver MX, Sandvox and other web design programs
- Blackboard, WebCT, etc. online classroom management
- Video creation/editing, computer graphics, painting, drawing
- Western and Asian culinary arts

I hereby certify that the above information is true and correct to the best of my knowledge.

