



# Guidelines for Language Teacher Bios

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At IOR we love to showcase our teachers' professional language teaching experience and talents. To help achieve that goal, we ask you to create a short biography that we would share with your participants when they begin their program. It gives your students an opportunity to get to know you and feel more comfortable with you before their program begins.

The following list includes some guidelines to follow as you write your bio. Please feel free to update your bio any time it changes.

- Please keep the bio to 1-2 paragraphs.
- The voice should be in 3<sup>rd</sup> person. Be sure to start out the bio with your title and name (Dr., Ms., Mr., Rev.). Providing a title will help students know how to address you if they would like to address you formally.
- List the length of your teaching experience and in what languages. Many language trainers also like to list what kinds of students (children and/or adult) they've taught and from which countries/continents.
- Be sure to list any professional/academic/educational credentials (degrees, certificates). You can also include any professional memberships you have.
- List any other professional work experience you have in the language (translator, interpreter, international work).
- Mention why you like teaching and why you continue to do it.
- Mention any other relevant interests.
- If you have a photo, you can also include that.

## Sample bio

Ms. Jane Smith is a Chicago-based English as a Second Language teacher. Jane has taught English to both adults and children from across the world over the last 10 years, and she enjoys watching her students make progress as they gain more confidence in English. Jane also has international experience in Japan, where she taught English in Tokyo for 5 years.

Jane holds a Bachelor's degree in Education from Northwestern University and a Master's in TESOL from the University of Illinois, Chicago. She is an active member of the U.S. Teachers of English to Speakers of Other Languages (TESOL) group as well as the American Council on the Teaching of Foreign Languages (ACTFL). Jane enjoys volunteering in her free time, especially helping immigrants to the U.S. prepare for citizenship interviews.