



32 Years of
Empowering
Teachers

ANNUAL REPORT 2016

HEAD OFFICE

SPELT House: No. 101 First Floor Plot No. C-28 Kh-e-Ittehad, Lane 12 Phase II Ext. D.H.A, Karachi.

Tel. No (021) 35313731, 35313733, 5313734, 8884192

Mobile No. 0333-3754250

E-mail: speltheadoffice@gmail.com, spelt.org.pk

CONTENTS

Introduction

SPELT Working Committee 2017

Karachi Head Office Staff

Committee Reports

Programme Committee

Working Committee

Conference Committee

Workshop Committee

Journal Committee

Finance Committee

Academic Committee

Conclusion

SPELT Activities: Some Glimpses



Introduction

The year 2016 was a smooth sailing for SPELT, despite unsure circumstances and limited resources. It is a source of satisfaction for the Working Committee that almost all goals were achieved set for the year. The report for restructuring of SPELT submitted by the standing committee (task force) set up for this purpose was approved by the AGM in December 2016.

SPELT activities in the field of professional development such as workshops, short and long courses, monthly Academic sessions, monthly working committee meetings, publication of the Quarterly journal, and the ICELT program concluded successfully. The 32nd SPELT International Conference, “**Expanding ELT Horizons**” held in Karachi, Lahore, Islamabad and Abbottabad enabled teachers from all over Pakistan and abroad to explore new vistas in the ELT world.

The Annual General Body Meeting of SPELT was held on December 31st 2016, at the SPELT Head Office, Karachi. The meeting was chaired by Mr. Almas Bana, a life member of SPELT and a renowned educationist. The attendance was very encouraging. All the seven coordinators presented their reports highlighting the major activities of their respective committees.

A summary of the Annual Budget was also presented at the AGM pointing out the income and the expenditure for the financial year ending June 2016.

Three posts were declared vacant for 2017-18: Programme Coordinator, Conference Coordinator and Workshop Coordinator.

The following were elected on the three posts declared vacant for the year 2017-18

Khalida Sa’Adat 2017-18

Programme Committee
Coordinator (For 2nd term)



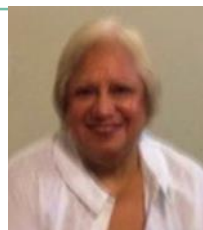
Mansoor Naz Vindhani 2017-18

Conference Coordinator



Rehmat Ebrahim 2017-18

Workshop Committee
Coordinator: (for second term)





Khalida Sa'Adat 2017-18

Programme Coordinator

Life Member

khalidaji5@gmail.com



Niamet Zehra 2016-17

Finance Coordinator

Life Member

niametzehra@gmail.com



Mansoor Naz Vindhani 2017-18

Conference Coordinator

3 Years Member

mansoorvindhani@gmail.com



Soniya Saleem 2016-17

Academic Coordinator

3 Years Member

soniyakazim@yahoo.com



Hume M. Thaver 2016-17

Journal Coordinator

Life Member

tmhuma@yahoo.com



Adeeba Ahmad 2016-17

Working Committee

Coordinator

3 Years Member

adeeba.ahmad1@gmail.com



Rehmat Ebrahim 2017-18

Workshop Coordinator

Life Member

rehmat.ebrahim@gmail.com

Sub-Committee Members

Lubna N. Panjwani lubna_nizar@hotmail.com

Fatima Shahabuddin fatima.shahabuddin@aku.edu

Muhammad Aamir maamir.spelt@gmail.com

Bushra A. Khurram bushrakhurram@yahoo.com

Sub-Committee Members

Fehmida Khadim fehmidakhadim@hotmail.com

Niamet Zehra niametzehra@gmail.com

Shahnaz Khanani shahnaz_khanani@yahoo.com

Sub-Committee Members

Huma Qureshi humarazaquraishi@gmail.com

Lubna Mohyuddin lubnamohyuddin@gmail.com

Shumaila Omar shumailaomar2@gmail.com

Saima Zubair zubairmoonda@gmail.com

Maliha Ahmed ahmed_maliha@hotmail.com

Farooq Edhi tss.farooq@gmail.com

Sub-Committee Members

Faisal Naseer faisalnaseer@live.com

M.Talha Saleem talhasaleem@live.com

Nousheen Ilyas nousheenilyas16@gmail.com

Sabahat Ansar ansarsabahat81@gmail.com

M. Zubair zubairmoonda@gmail.com

Sub-Committee Members

Asima Ali asimaalister@gmail.com

Rahila Waqar rahilawaqar2@gmail.com

Faiza Qureshi fqureshi81@yahoo.com

Tazeen Asif Mirza tazeenmirza@gmail.com

Sarah Mansoor sarah.j.mansoor@gmail.com

Sub-Committee Members

Aneesa Mumtaz aneesamum@yahoo.com

Mahmooda Asif seemi_asif00@hotmail.com

Sub-Committee Members

Farheen Hassan ms_faree@yahoo.com



Karachi Head Office



Prof. Zakia Sarwar
Hon. Executive Director



Khalida Sa'Adat 2015-16
Program Coordinator

Full Time Employees

Sadia Jamil
Office Secretary



Nasir Ahmed Khan
Senior Office Assistant



Shamas ulla Khan
Caretaker

Part Time Employees

Nisar Ahmed
Accountant



M.Yameen
Journal support

COMMITTEE REPORTS

Programme Committee

Major achievements during the year included the following:

Review of policy and procedures:

- Task Force 1, set up to develop a proposal for the restructuring of SPELT as well as Standard Operation Procedures for the SPELT Committees, submitted its report to the Working Committee. The members included: Fatima Shahabuddin and Rehmat Ibrahim. The report was approved after some minor changes. Subsequently the restructuring of SPELT was also approved by the AGM in December 2016.
- A second task force was set up on the recommendation of task force 1, with the following terms of reference:
 1. Study existing patterns of relationships in other organizations/Teacher Associations in the region and internationally.
 2. Recommend to the SPELT Working Committee (WC) one structure for redefining SPELT Head office relationship with Chapters and Units.
 3. Consult legal consultants along with the constitution/charter and other relevant documents to study the feasibility of adopting this recommendation-
 4. Consult with financial consultants along with the constitution/charter and other relevant documents to study the feasibility of adopting this recommendation-
 5. Share a written report with the Working Committee in a special meeting to arrive at a decision.

Members:

1. Mansoor Naz Vidhani (Chair)
2. Mohsin Tejani- Member
3. Mohammed Amir- Member
4. Nadra Huma Quaraishi- Member
5. Fauzia Shamim- Member
6. Lubna Mohyuddin- Member
7. Huma Thaver-Member

Ex-officio members

- Khalida Sa'adat- Programme Coordinator
- Zakia Sarwar- Hon Executive Director

International Networking

1. Prof. Zakia Sarwar and Dr Fauzia Shamim represented SPELT in the TESOL convention 2016 held in Baltimore, USA. Rustom Ali from the Abbottabad Chapter also joined the team at the conference. (He was attending the conference as a visiting scholar on a USAID programme.)

2. Yusra Anwar, a SPeLTeR and ICELTeR from Peshawar represented SPELT at the IATEFL Conference in Edinburgh, partially supported by the British Council Pakistan .

National Networking and Professional Service

1. To attain the core aims of education, Society of Pakistan English Language Teachers (SPELT) organized a two day conference "I am Karachi, Teach for Peace". The aim of this conference was to make a conscious effort in raising awareness in educators, parents and students, about key issues and basics of peace education, non-violent social interactions, diversity and tolerance, etc. The conference exposed teachers to transformative experiences equipping them with practical activities to promote peace education in the classroom, school and in turn in the society.
2. SPELT members participated in curriculum review and text book writing with the Sindh textbook board, Jamshoro.

Targets for 2017

1. Continue to work with the government and other organizations engaged in the improvement of English language teaching in Pakistan.
2. Increase collaboration with regional TAs.
3. Increase SPELT's presence at national and international level through actively networking with friends of SPELT and other relevant organizations and TAs.
4. Streamline procedures for nominating SPELT representatives for attending events on behalf of SPELT inside the country and internationally.
5. Develop policies and procedures to streamline the work of the Head office particularly in relation to SPELT Chapters.
6. Set up an Advisory Council and as per the recommendations of the task force.
7. Undertake a program for leadership development as part of its policy of encouraging younger and active SPeLTers to play key roles in the organization's management and future development.



SPELT Working Committee

The Working Committee held its twelve regular meetings along with two retreats, various Pre Conference meetings with Oxford University Press, Habib University, British Council and other organizations and the Annual General Body Meeting. Furthermore the Annual Election results were announced and formal oath taking ceremony of the newly elected coordinators and subcommittee members was held.

Regular Annual Activities

- 12 two hours Academic Sessions, every month FREE for attendees.
- Opportunity for networking around the world through an International Conference
- Spelt Quarterly Journal, published after every three months.
- Long and short-term courses and workshops for teachers' continuing professional development

SPELT Membership, Karachi 2016

Life Membership	152
Individual Membership	210
Institution Membership	48
3 Years Membership	19
Sponsors	50
Outstation Membership	58

Working Committee Activities, 2016

- 12 minuted meetings
- 3 Retreats
- Special Pre-Conference meetings
- Liaison with the Conference Coordinator to hold special meetings with OUP and Habib University
- Committee formed to select a course director
- KYI Project meetings

Dates of Working Committee Meeting 2016

January 09, 2016	February 13, 2016
March 12, 2016	April 09, 2016
May 14, 2016	June 11, 2016
July 16, 2016	August 12, 2016
September 10, 2016	October 06, 2016
November 12, 2016	December 10, 2016

Working Committee Targets For 2017

- To issue Annual Calendar for the SPELT Working Committee Meetings and circulate it among all the Working Committee Members
- To hold 12 minuted meetings as per the set calendar
- Timely circulation of the minutes of the monthly meetings
- Liaison with all coordinators to ensure the smooth working of SPELT
- Help in improving SPELT Website
- Announce and hold AGM and Elections along with the Programme Committee Coordinator

Adeeba Ahmed
Working Committee Coordinator
2016-17

Conference Committee

32nd SPELT International Conference, October 29-30, 2016

“**Expanding ELT Horizons**” was the theme of 32nd SPELT International Conference 2016 .It was a mega event and a travelling conference also which was held on 29th and 30th October 2016 in Karachi, 5th and 6th November 2016 in Lahore, Islamabad and Abbottabad.

In Karachi, the two day event was attended by almost 1200 participants who came from different private and public schools, colleges, universities and other organizations from Karachi and other cities of Pakistan. Presenters from USA, UK, Japan, Australia and Pakistan participated in this mega event to share their knowledge and experiences. Dr. Dudley Reynolds, President of TESOL International, was the keynote speaker. This year, 150 sessions were held in the form of plenary, workshops, papers, webinars, Research SIG strand, Memorial SFL Strand, Urdu strand, panel discussions, symposium offered by national as well as international presenters. The rich variety of topics was highly appreciated by the attendees through in the conference feedback.

The Ruqaiya Hasan Memorial Strand: Systemic Functional Linguistic (SFL) was introduced to honour the memory of late Dr Ruqaiya Hasan, a long-time friend of SPELT.

SPELT would like to express special thanks to all those who worked day and night to make this event a success, especially the office staff, the Conference Committee, the Working Committee members and all the wonderful volunteers. Our special thanks to all the sponsors for their generous support. We also thank the family members for their cooperation.

Conference Committee Targets For 2017

- Increase the effectiveness, image and impact of SPELT to better serve its members and community at large.
- Improve quality of sessions in the conference and provide opportunities to further professional expertise.
- Enhance Networking with educational institutions and strengthen strategic alliance with partners.
- Build strong team work among committee members.
- Promote a high standard of ethical and professional conduct.
- Develop partnerships both within and outside of the country to boost SPELT’s national and international position and influence.

Workshop Committee

Our Greatest Achievements

- A pre-conference workshop
- 3 post conference workshops
- The variety in our topics for the workshops covered a wider range of areas.
- Our strands included pedagogical skills, applied psychology for educational purposes, English for young learners, professional and personal development and growth of EL teachers, leadership roles for EL teachers in society.

Additional Achievements

- Guest Lectures
- CPD training for Working Committee Members: A 10-hour leadership development course was initiated by Dr Fauzia Shamim and offered by a team of SPELT members on a voluntary basis. nine participants completed all the requirements of this course successfully.



ICELT: In-Service Certificate English Language Teachers Cambridge University ESOL Awards Programme

Teacher Education Programmes: During 2016, SPELT, in coordination with the Cambridge University, UK, conducted the ICELT (In-service Certificate in English Language Teaching) programme, as part of its ongoing activities. This course attracted 12 participants in the 2016-17 batch.



Principal

Ms. Aneesa Mumtaz



Course Director

Prof. Zakia Sarwar



Internal Moderator

Dr. Nasreen Hussain



Courses Held in 2016

Date	Title	Resource Person	No of Participants
April-May , 2016	English Proficiency: Building on Accuracy	Fatima Shahabuddin	19
February - May	English For Teachers	Tahira Moin Soniya Kazim Fehmida Khadim	40
September 19, 21, 23, 26, 28, 30 October 3, 5, 7, 8, 2016	Enhance Your Spoken English	Prof. Zakia Sarwar	34
August 26, 31, 2016	'Becoming an Effective Leader in a Teachers' Association' and 'Holding Effective meetings'. Leadership development program, modules 1 & 2 for Working Committee members	Dr. Fauzia Shamim	11
December 17 & 24, 2016	EAP writing skills	Dr. Sajida Zaki	18

One Day Workshops and Short Courses Held in 2016

Date	Title	Resource Person	No of Participants
January 9, 2016	Practicing a Cognitive-Affective Curriculum in Schools	Dr. Fatima Dar	24
January 23, 2016	Effective Lesson Planning	Zehra Gheewala	13

February 19,2016	Essential of ELT Classroom Management & Instruction	Fatima Jabeen	12
March 18 and 19 , 2016	The Human Moment in our School	Abbas Husain	22
May 7,2016	Listen to Reson- A Fresh Look at Teaching Listening	Mohsin Tejani	16
May 21,2016	Teaching questioning skills to students	Rehmat Ebrahim	32
April 28,29,30	Teaching English in Large classes: Practical Tips	Dr. Fauzia Shamim	16
July 23,2016	The Dynamic Conference Presenter	Huma M. Thaver	18
July 16, 2016	The Practice of Presence : The Human Moment 2	Abbas Husain	16
October 1,2016	Dealing with difficult students Works	Dr. Qazi Tauseef	35
September 9 2016	Fostering Enhancing Moral Intelligence: Roles of parents and teachers	Marzia Hasan	14
September 6,2016	Adult learning theory and implications for Language Teachers	Dr. Syed Moyn Aly	14

Pre and Post Conference Institutes

Date	Title	Resource Person	No of Participants
October 28,2016	Innovative Ways to Teach Strategic Reading	Dr. Dudley Reynolds	38
October 31,2016	The Way into Language	Adrian Tennant	24
November 1, 2016	Using teacher and student work samples to improve teaching and learning	Dr. Christine Ludwig	16
November 1, 2016	Multiple Intelligences and Language Learning	Dr. Phyllis Ghim-Lian Chew	33

TARGETS FOR 2017

- Devise a quarterly calendar of workshops and short courses.
- Conduct needs analysis surveys to focus teachers needs from various schools.
- Identify resource persons and invite them to conduct workshops and courses as per their expertise and client needs.
- Target schools for tailor made workshops and courses.
- Hold workshops on abstract writing during April 2016 in order to meet the conference requirements.
- Organize Pre & Post conference workshops.
- Increase outreach and try to extend consultancy/training to a greater number of educational/ corporate organizations and teachers. *Rehmat Ibrahim, Workshop Coordinator, 2015-16*



SPELT Quarterly

The committee has successfully met its target of bringing out four issues of Volume 31 of the SPELT Quarterly Journal for the year 2016.

Volume	Lead Article 2016	Author
Volume 31, No 1, March 2016 [Scaffolding in the English Language Classroom	Dr. Pauline Gibbons
Volume 31, No. 2 June 2016	Applying Content Area Student Thinking Techniques in the Classroom	Dr. Sufian Abu-Rmaileh
Volume 31, NO: 3 September 2016	Read Aloud Editing: Developing Learner Autonomy and Accuracy through Peer-interaction and Negotiation of Meaning	Sherry Blok
Volume 31, NO: 4 December 2016	Dis-SPELT-ing the Myth that English is Hard: How teachers can model effective language learning	Dr. Leslie Barratt

Journal Committee Targets For 2017

- Web space to upload archives from SPELT Journal provided by University of Hong Kong. (Details being finalized)
- Renew initiation for SPELT Journal Approval from HEC.
- Maintain the standard and reputation of being a journal of International academic caliber.

Huma M. Thaver
Journal Coordinator
2016-17



Finance Committee 2016

Society of Pakistan English language Teachers: Financial Statement for the year ended June 30, 2016.

1. Receipt	2016	2015
Membership Fee	395,040	317,900
Conference & Workshop	1,244,956	2,703,048
Profit on Investment	476,013	425,633
	2,116,009	3,446,581

2. Expenditure

Advertisement		15,000
Staff Salary	812,500	683,678
Telephone Mobile	87,420	49,422
Electric Bill	101,809	80,945
Legal Charges	30,000	20,000
Auditors Remuneration	30,000	25,000
Stationery Photocopy	118,814	45,809
Postage	138,976	129,664
Repairs Maintenance	253,937	251,336
Security Charges	23,364	23,660
Conveyance	27,329	22,092
Entertainment	72,488	30,849
Misc. Expenses	7,549	10,892
Tax	21,000	100,786
Journal	176,796	29,910
Internet	----	----
Water charges	6,080	7,940
Web Development	5,000	-----
Depreciation	383,021	386,300
	2,296,083	1,913,283

**Income
Workshop**

Receipts	1,688,569	973,192
Expenses	(1,316,289)	(381,585)
	372,280	591,607

Peace Conference **1,201,609**

ICELT Receipts	1,068,000	1,081,768
Expenses	(779,296)	(746,579)
	288,704	335,189

SPELT Conference

Receipts	1,984,954	1,761,601
Expenses	(1,400,982)	(1,186,958)
	583,972	574,643

Total	2,703,048
1,244,956	

Finance Committee Targets For 2017

1. Register SPELT as a tax-exempted organization.
2. Explore possibilities of profitable investments for SPELT's
3. A group of people may be assigned the task to approach finance supporters for the conference and other projects.

Niamet Zehra
Finance Coordinator
2015-17

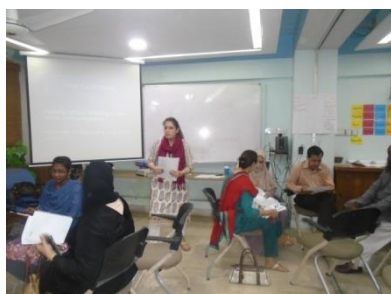
Academic Committee 2016

Achievements 2016

- Shared Academic letters regularly with the units and chapters.
- E-marketing strategies have been used effectively.
- The use of web 0.2 (Face book and Twitter) has added to the popularity of SPELT in ELT community.
- Events have been posted regularly on the website and Face Book.

Academic Committee Targets For 2017

- Promote Diploma in ELT and Introduction to ELT as the signature products of SPELT.
- Propose to working committee: Introducing a certificate of full attendance in Academic Sessions (CPD hours)
- Continue sharing ideas with the Chapters / Units Academic Coordinators to strengthen networking and sharing.
- Identify novice teachers to conduct academic sessions in order to share their ELT practices in low income schools.
- Use of web 0.2 to make SPELT's blog.



**Two Hour Free Academic Sessions
For Members and Non-members
January to December 2017**

Date	Title	Presented by	No of Participants
January 30, 2016	Holistic Learning: Integrating Blooms,s Taxonomy's and Gardner's Principles	Rehmat Ebrahim	31
February 27,2016	Test Construction –Design: Good test items for better teaching and learning	Samreen Humayun	36
March 26, 2016	Using and Teaching Language Skills and Social Skills through board games	Mahnaz Zubairi	13
April 30, 2016	Teaching Receptive Skills to ESL Learners Through Intensive Reading Strategies	Shumaila Omer	36
May 28 ,2016	Teaching Grammar For Life,Not Just for the classroom	Shireen Khan	24
June 27,2016	Use of Emotional Intelligence in ELT	Mr Mohammad Ovais	12
July 30, 2016	Reluctant Learners	Dr.Qazi Tuaseef	25
September 2 2016	Power of Words	Mazhar Jamil	22
September 24,2016	Listening with your Eyes for Educational Leaders	Adeel Darvesh	25
October 15,2016	Audience, Direction and Destination - Assessing Our Approach	Muhammad Aamir	23
November 26,2016	Becoming a Smarter Teacher	Sadiq Merchant	28
December 31,2016	Teaching Language with Creative arts	Sarah Donald	21

CHAPTER REPORTS

Islamabad Chapter

Dr. Samina Nadeem

Programme Coordinator

Dr. Mubina Talat

Conference Coordinator

mubinatalat@hotmail.com

Dr. Mussarat Ara

Working Committee Coordinator

mussarat@commerce-college.edu.pk

Nasim Humayun

Academic Coordinator

nasimhumayun@gmail.com

Dr. Asifa Qasim

Programme Sub Committee

Dr. Fauzia Janjua

Conference Sub Committee

gr8janjua@yahoo.com

Mr. Safdar Bhatti

Academic Sub-Committee Member

nasimhumayun@gmail.com



Abbottabad Chapter

Kanwal Khurshid

Programme Sub-Committee
kanwal101atd@gmail.com

Kanwal Gulzar

Programme Sub-Committee

M. Rashid Hussain

Academic Sub-Committee
Life Member
rashilmehboob820@gmail.com

Hifsa Sabeen

Working Committee Member
Life Member
noor.haram12@yahoo.com

Sumeer A Wahid

Programme Coordinator
modernages@gmail.com

Abeer Aslam

Academic Coordinator
Life Member
modernages@gmail.com

Ishtiaq Ahmed

Academic Sub-Committee
Life Member
Ishtiaq71pk@gmail.com

Shamim Jafri

Working Committee Coordinator

Saeed Qureshi

Working Committee Member
Life Member
saeed_pk@hotmail.com

Jamil Mushtaq

Finance Coordinator
Life Member
jamil.mushtaq@hotmail.com

M. Farooq

Academic Sub-Committee
Life Member
2146farooq@gmail.com

Latif Awan

Working Committee Member
Life Member
latifawand@yahoo.com



SPELT has now entered into its 33rd successful year. It's been a long journey from aspiration to achievement. During this long journey SPELT faced a number of challenges and hurdles but this didn't stop its progress. As Edwin Memento quotes 'Life's challenges are not supposed to hold us back. They are supposed to give us strength to advance forward and press harder for what we want in life.'

SPELT's success is due to the commitment and dedication of its founder members and volunteers. Vince Lombardi rightly says, *'The achievements of an organization are the results of the combined effort of each individual.'*

SPELT has made an impact in Pakistan and is recognized for its professionalism across the globe. In order to maintain this reputation, SPELT is constantly striving to expand its professional development activities for members, and networking with ELT professionals both in Pakistan and internationally.

Looking ahead, SPELT will continue to build on the strength of teachers by empowering them to advance towards excellence in the field. According to Peter Drucker *'We now accept the fact that learning is a lifelong process of keeping abreast of change. A most pressing task is to teach people how to learn.'*



Khalida Sa'Adat
Programme Coordinator 2015-16
SPELT Working Committee



Adeeba Ahmed
Working Committee Coordinator 2016-17
SPELT Working Committee

SPELT ACTIVITIES 2016

AT A GLANCE



Glimpses of the Conference 2016



