**CE ESOL COURSE DESCRIPTIONS**

**COMGC 2100001 Listening and Reading for the Workplace I**

Designed for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking, and listening skills. Emphasis on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production and listening skills for enhanced job productivity; and increasing control of the English sound system. This course intends to address the language needs of students with a *high beginning* *level of English. He/she can communicate using basic vocabulary and common expressions and are able to write messages and simple descriptions about familiar topics, provide personal information and fill out simple forms*. Participants will learn English through everyday lessons containing topics such as workplace, community, health, shopping, health, weather and family. This course gives emphasis on the improvement of listening comprehension and oral communication using level-appropriate grammar and vocabulary. Students will learn about life skills, the American culture and the workplace in the US.

**COMGC 2100104 Listening and Speaking for the Workplace II**

Provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of relevant job-related contexts. This course intends to address the language needs of students who have a *low intermediate level of English language skills. He/she can initiate and engage in simple conversations that include descriptions, personal opinions, and inferences on familiar topics.* Students will learn listening strategies to comprehend and participate in everyday conversations. Participants in the class will learn English through everyday lessons containing topics such as workplace, community, family, emergencies and health. This course gives emphasis to the improvement of listening comprehension and oral communications using level-appropriate grammar. Students will learn about life skills, the American culture and the workplace in the US.

**COMGC 2100402 Listening and Speaking for the Workplace III**

Designed for students whose primary language is other than English. Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, and synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication. This course intends to address the language needs of students with a *high intermediate level of English language skills. This course is for students who can participate in conversations in social or work-related situations using new phrases.* Participants in the class will learn English through everyday lessons containing topics such as workplace, community, family, emergencies and health. This course gives emphasis to the improvement of listening comprehension and oral communication using level-appropriate grammar and vocabulary. Students will learn about life skills, the American culture and the workplace in the US.

**COMGC 2100501 Listening and Speaking for the Workplace IV**

Designed for students whose primary language is other than English. Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, and synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication. This course intends to address the language needs of students with an *advanced level of English language skills. This course is for students who can understand and communicate in a variety of contexts related to daily life and work.*  Participants in this class will learn English through everyday lessons containing topics such as workplace, community, family, emergencies and health. This course gives emphasis to the improvement of listening comprehension and oral communication using level-appropriate grammar and vocabulary. Students will learn about life skills, the American culture and the workplace in the US.

**COMGC 2100002 Reading and Writing for the Workplace I**

Designed for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking, and listening skills. Emphasis on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production and listening skills for enhanced job productivity; and increasing control of the English sound system. This course intends to address the language needs of students with a *high beginning level of English. He/she can communicate using basic vocabulary and common expressions and are able to write messages and simple descriptions about familiar topics, provide personal information and fill out simple forms.* Participants will learn English through everyday lessons containing topics such as workplace, community, health, shopping, health, weather and family. This course gives emphasis on the improvement of reading comprehension and writing using level-appropriate grammar and vocabulary. Students will learn about life skills, the American culture and the workplace in the US.

**COMGC 2100105 Reading and Writing for the Workplace II**

Provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of relevant job-related contexts. This course intends to address the language needs of adult learners who have a *low intermediate level of English language skills. He/she can initiate and engage in simple conversations that include descriptions, personal opinions, and inferences on familiar topics.* Students will learn strategies to comprehend different types of reading materials and to be to answer comprehension questions. Participants in the class will learn English through everyday lessons containing topics such as workplace, community, family, emergencies and health. This course gives emphasis to the improvement of reading comprehension and writing using level-appropriate grammar and vocabulary. Students will learn about life skills, the American culture and the workplace in the U.S.

**COMGC 2100403 Reading and Writing for the Workplace III**

Designed for students whose primary language is other than English. Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, and synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication. This course intends to address the language needs of students with a *high intermediate level of English language skills. This course is for students who can read, understand and follow specific written instructions as well as write simple paragraphs with main idea and supporting details on familiar topics.* Participants in the class will learn English through everyday lessons containing topics such as workplace, community, family, emergencies and health. This course gives emphasis to the improvement of reading comprehension and writing using level-appropriate grammar and vocabulary. Students will learn about life skills, the American culture and the workplace in the US.

**COMGC 2100502 Reading and Writing for the Workplace IV**Designed for students whose primary language is other than English. Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, and synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication. This course intends to address the language needs of students with an *advanced level of English language skills. This course is for students who can read moderately complex texts related to life and work on authentic materials. Students at this level can write multiple paragraph text using some complex grammar and a variety of sentences structures.* Participants in the class will learn English through everyday lessons containing topics such as workplace, community, family, emergencies and health. This course gives emphasis to the improvement of reading comprehension and writing using level-appropriate grammar and vocabulary. Students will learn about life skills, the American culture and the workplace in the US.

**COMGC 2100310 Conversation for the Workplace I**

Addresses essential listening, speaking, reading, writing, and computational skills required by business and industry. Improvement skills as well as study skills related to successful job performance. This course is designed to help students develop *skills and strategies for listening content and for speaking in basic conversation at the workplace or at any other common place. Students will practice their English language skills by participating in simple conversations, discussions and short presentation on familiar topics. The instructor will teach students the use of very basic phrases to communicate*. Pair, small group discussion activities, brief reading material and some basic writing tasks, will reinforce classroom activities. The instructor will guide the students in the use of clear pronunciation, level-appropriate vocabulary and level-specific grammar accurately.

**COMGC 2100311 Conversation for the Workplace II**Addresses essential listening, speaking, reading, writing, and computational skills required by business and industry. Improvement skills as well as study skills related to successful job performance. In this course, the student continues to develop skills and strategies for listening to *general and fictional work-related content and for speaking in conversation and possible discussions at the workplace, school and community. Students will practice their English language skills and active listening skills by preparing a short presentation on a topic of interest.* *The instructor will teach students the use of phrases to communicate effectively in possible work-related interactions.* Pair, small group discussion activities, reading materials and some writing tasks, will reinforce classroom activities. The instructor will guide the students in the use of clear pronunciation, level-appropriate vocabulary and level-specific grammar accurately.

**COMGC 2101102 Conversation for the Workplace III**

Designed to be repeated with varying content for speakers of languages other than English, exposing students to the uses of language in industry-specific, job-related contexts. In this course, the student continues to develop skills and strategies for listening to *general or adapted work-related content and for speaking in conversation and possible discussions at the workplace, school and community. Students will practice their English language skills by preparing a presentation on a topic of interest. The instructor will teach students the use of phrases and active listening skills to communicate in work-related interactions and common small talk.* Pair, small group discussion activities, reading materials and some writing tasks, will reinforce classroom activities. The instructor will guide the students in the use of inference, clear pronunciation, level-appropriate vocabulary and level-specific grammar accurately.

**COMGC 2101103 Conversation for the Workplace IV**

Designed to be repeated with varying content for speakers of languages other than English, exposing students to the uses of language in industry-specific, job-related contexts. In this course, the students continue to develop skills and strategies for listening to *general or simple authentic work-related content and for speaking in discussions and presentations on simple topics in English at the workplace, school and community. Students will practice their English language skills by delivering individual and group informative and/or persuasive presentations with a variety of evidence as support. The instructor will teach students how to paraphrase and summarize listening/reading materials and evaluate a speaker/writer’s reasoning and support.*  Pair, small group discussion activities, reading materials and some writing tasks, will reinforce classroom activities. The instructor will guide the students in the use of inference, clear pronunciation, level-appropriate vocabulary and level-specific grammar accurately.

**COMGC 2101501 Pronunciation Improvement for the Workplace I**

Designed to be repeated with varying content. Skill development in pronunciation and use of job-related vocabulary. Includes non-verbal communication techniques. *This course is designed for beginning to intermediate non-native English speaking students who want to improve their pronunciation skills in English.* In order to improve students’ ability to understand and be understood when using the English language, various aspects of pronunciation will be covered in this course. Topics covered include English sounds, syllables, rhythm, intonation, linking, and practice with oral comprehension. Students will be equipped with techniques to use on their own and keep improving their pronunciation, understanding, and communication skills.

**COMGC 2101502 Pronunciation Improvement for the Workplace II**Designed to be repeated with varying content. Skill development in pronunciation and use of job-related vocabulary. Includes non-verbal communication techniques. *This course is designed for intermediate to advanced non-native English speaking students who want to improve their pronunciation skills in English.* In order to improve students’ ability to understand and be understood when using the English language, various aspects of pronunciation will be covered in this course. Topics covered include English sounds, vowel clarity, stressed syllables, word stress, sentence stress, and emphasizing. Students will be equipped with techniques to use on their own and keep improving their pronunciation, understanding, and communication skills. This course is a continuation of Pronunciation for the Workplace I