

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

English as a Second Language 099A – ESL for the Workplace I

3 hours lecture, 3 units

Catalog Description

First course in the study of English for the workplace for students whose first language is other than English. Supplements language skills for beginning to intermediate ESL and focuses on using English in business situations. Learn simple business vocabulary, basic writing and oral communication skills, and word processing skills. **Pass/No Pass only. Non-degree applicable.**

Course Content

- 1) Business vocabulary, including: occupational names, and language for comparing and contrasting business situations, requesting information, apologizing, using the telephone, making appointments, and giving presentations
- 2) Reading skills, including: previewing, annotating, and understanding short business scenarios, memos, business letters, emails, and content related to business matters.
- 3) Writing skills, including: basic business letters, memos, emails, and short reports.
- 4) Listening and speaking skills, including: basic telephone conversations conversational skills for meetings and social discussions, presentations in small groups
- 5) Computer skills, including: email functions, word processing features, and internet searches.

Course Objectives

Students will be able to:

- 1) Use basic business vocabulary in writing and listening/speaking activities.
- 2) Read and write simple business messages, memos and letters.
- 3) Make and receive basic business telephone calls.
- 4) Hold simple conversations and meetings.
- 5) Describe their personal work history and write about future goals.
- 6) Send and reply to short emails.
- 7) Use the computer to write simple business messages, memos and letters.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Homework assignments that measure students' ability to use basic business vocabulary both orally and in writing.
- 2) Quizzes and tests that measure students' ability to use basic business vocabulary both orally and in writing.
- 3) Oral presentations on business topics.
- 4) In class assignments and projects that effectively utilize the computer for business tasks.

Special Materials Required of Student

None

Minimum Instructional Facilities

- 1) Smart classroom
- 2) Computer lab

Method of Instruction

- 1) Pre-reading exercises and discussion are used before passages are read. Follow-up exercises include comprehension, discovering main ideas and learning new vocabulary. Whole group, small group, or pair discussions focus on business aspects of reading passages.
- 2) Write clear sentences and eventually connect these into business letters, memos or short messages. Final drafts are typed on computer.
- 3) Completion of oral and written exercises individually or in groups to practice skills.
- 4) Work collaboratively to create business presentations.

Out-of-Class Assignments

- 1) **Reading:** business scenarios, articles, memos, emails, reports
- 2) **Writing:** memos, emails, reports
- 3) **Other:** preparation for oral presentations

Texts and References

- 1) Required (representative example):
 - a. Gitman, Lawrence J., et al. *Introduction to Business*. Self-published, 2025.
 - b. Cuyamaca College ESL 99A Packet
- 2) Supplemental: none.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Write comprehensible business letters, business memos, and emails with appropriate form and language.
- 2) Participate effectively in simulated business interactions and scenarios using appropriate language and strategies.