

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

English as a Second Language 099B – ESL for the Workplace II

3 hours lecture, 3 units

Catalog Description

Second course in the study of English for the workplace for students whose first language is other than English. Supplements language skills taught in ESL 050 and ESL 1A. Learn business vocabulary, intermediate writing, oral communication skills, and computer skills. **Pass/No Pass only. Non-degree applicable.**

Course Content

- 1) Business vocabulary, including: occupational names, and language for requesting/providing information, describing an organization or specific job/task, using the telephone, scheduling appointments, and negotiating
- 2) Reading skills, including: previewing, navigating, understanding, and evaluating business articles, memos, letters, reports, and presentations
- 3) Writing skills, including: creating a resume and cover letter, and writing business letters, reports, memos and emails using standard business English
- 4) Listening and speaking skills, including: conversational skills for meetings and social discussions, job interviews, giving presentations individually or in small groups, listening in job interviews and discussing main ideas, negotiating for a business or a new job, and explaining a product or idea to others
- 5) Computer skills, including: an intermediate understanding and functioning of email, including sending and receiving emails to businesses, and formatting final drafts of business letters, memos, emails, resumes and cover letters.

Course Objectives

Students will be able to:

- 1) Correctly use business vocabulary in writing and listening/speaking activities.
- 2) Read and write business letters, reports, memos and emails.
- 3) Read and discuss articles and reports about business practices, and use this information in discussions and presentations.
- 4) Practice simple negotiations, meeting strategies, and job application skills using basic verb tenses and appropriate vocabulary.
- 5) Create a complete resume, cover letter and work-related portfolio.
- 6) Use a computer to write final drafts of business messages, memos, letters, resume and cover letter.
- 7) Apply effective and appropriate communication skills and strategies in a simulated job interview setting.

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
- 2) Quizzes, tests
- 3) Oral presentations
- 4) Participation

5) Written Portfolio

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 and how to apply ideas to business situations.
- 2) In-class reading assignments may be used to illustrate writing format, to introduce new vocabulary, or as a model for business communications such as holding a meeting, negotiating for better terms, or sending information requests through email.
- 3) Write and connect simple paragraphs to create business letters, reports, memos, emails, cover letters and resume. Final drafts are typed on computer.
- 4) Specific reading, writing and listening skills are reinforced through videos and computer software.
- 5) Work individually or collaboratively to create business presentations.

Out-of-Class Assignments

- 1) **Reading:** articles, emails, resumes, cover letters, job reports
- 2) **Writing:** emails, resumes, cover letters, portfolios, job reports
- 3) **Other:** Preparation for oral presentation

Texts and References

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

Student Learning Outcomes

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

- 1) Produce a professional quality resume, cover letter, memo, and email, in a portfolio.
- 2) Apply effective and appropriate communication skills and strategies in a simulated job interview setting.