

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

ENGLISH AS A SECOND LANGUAGE 099A – ESL FOR THE WORKPLACE I

3 hours lecture, 1 hour laboratory, 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.**

Prerequisite

Placement based on assessment

Entrance Skills

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Read and write simple English sentences and questions using the present and present progressive verb tenses.
- 2) Correctly follow simple written and spoken instructions.

Course Content

- 1) Business vocabulary to include occupational names, language for comparing and contrasting of business situations, requesting information, apologizing, telephone language, making appointments and giving presentations
- 2) Reading skills include comprehension of basic business passages with familiar content and language, and using these to write memos/letters or hold discussions
- 3) Writing skills include completing a personal profile and creating basic business letters, memos and faxes using standard business English
- 4) Grammar skills include comprehension and usage of the present, present progressive, past, past progressive, and future tenses; present forms of common modals, prepositions of place, possessive nouns, and comparative adjectives in reading, writing and listening/speaking activities
- 5) Listening and speaking skills include basic telephone conversations to request/provide information, to make/break appointments, conversational skills for meetings and social discussions, and to give presentations in small groups about a product or idea
- 6) Computer skills include a basic understanding and functioning of email, including sending and receiving short emails; utilize computer to write final drafts of business letters, memos and faxes

Course Objectives

Students will be able to:

- 1) Interpret basic business vocabulary and correctly use it in writing and listening/speaking activities.
- 2) Read and write simple business messages, memos and letters.
- 3) Read and discuss the difference between various occupations and the skills necessary to pursue them.
- 4) Correctly use basic grammar skills (written and orally) learned in class.
- 5) Make and receive basic business telephone calls to request or provide information.
- 6) Hold simple conversations and meetings in present, past and future tenses on business topics.
- 7) Describe their personal work history and write about future goals.
- 8) Send and reply to short emails.
- 9) 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 interpret and utilize basic business vocabulary both orally and in writing, analyze and create short business writings using correct grammar, analyze different occupations, and utilize the computer for business tasks.
- 2) Quizzes and tests that measure students' ability to interpret and utilize basic business vocabulary both orally and in writing, analyze and create short business writings using correct grammar, analyze different occupations, and utilize the computer for business tasks.
- 3) Participation that illustrates students' ability to interpret and utilize basic business vocabulary both orally and in writing, analyze and create short business writings using correct grammar, analyze different occupations, and utilize the computer for business tasks.
- 4) Written in-class midterm and final exam that measure students' ability to interpret and utilize basic business in writing, analyze and create short business writings using correct grammar, analyze different occupations, and utilize the computer for business tasks.

Special Materials Required of Student

Dictionary

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) In-class reading assignments may be used to illustrate a grammar point, writing format, to introduce new vocabulary, or as a model for business communications such as telephoning, holding a meeting, and emailing.
- 3) Write journals on assigned or free topics or in response to readings. Journals may be used as a basis for business writing.
- 4) Write clear sentences and eventually connect these into business letters, memos or short messages. Final drafts are typed on computer.
- 5) Grammatical structures presented in the context of a reading passage, article or dialogue; rules may be taught deductively or inductively through lecture. Completion of oral and written exercises individually or in groups to practice structures.
- 6) Specific reading, writing and grammar skills reinforced through tapes, videos and computer software.
- 7) Work collaboratively to create business presentations.

Out-of-Class Assignments

- 1) Reading assignments focusing on business skills
- 2) Writing assignments focused on business skills
- 3) Preparation for interview

Texts and References

- 1) Required (representative example): Gitman, McDaniel, Shaw, *Introduction to Business*. 2018.
- 2) Supplemental: Packet

Exit Skills

Students having successfully completed this course exit with the following skills, competencies and/or knowledge:

- 1) Accurately use basic business vocabulary in writing business memos, messages, short letters, and in speaking.

- 2) Accurately identify the main idea in basic readings and discuss passages in a clear and understandable manner; use the ideas in writings.
- 3) Complete various memos, letters, messages, and personal profile using basic business English.
- 4) Correctly read and write affirmative and negative sentences and questions using the present, present progressive, past, past progressive and future tenses; present forms of common modals, prepositions of place, possessive nouns, and comparative adjectives.
- 5) Successfully make mock business phone calls to give or receive information.
- 6) Listen to short lectures and broadcasts and accurately identify major points for discussion.
- 7) Hold organized discussions on familiar topics using new vocabulary and business ideas.
- 8) Work with a small group to create and present an oral presentation on a specific business topic.

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) Conduct a favorable job interview with appropriate and professional language and bearing.