

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

ENGLISH AS A SECOND LANGUAGE 099B – ESL FOR THE WORKPLACE II

3 hours lecture, 1 hour laboratory, 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 and develops and adds to business English skills taught in ESL 099A. Learn business vocabulary, intermediate writing and oral communication skills, and computer skills. **Pass/No Pass only. Non-degree applicable.**

Prerequisite

Grade of "Pass" in ESL 099A or equivalent or assessment

Entrance Skills

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

- 1) Understand simple written and spoken business vocabulary, and correctly use it in writing basic business memos, messages and short letters; accurately use this vocabulary when speaking.
- 2) Accurately identify the main idea in basic readings and discuss passages in a clear and understandable manner; use the ideas in writing.
- 3) Write basic letters, messages and memos.
- 4) Correctly read and write affirmative and negative sentences and questions using the present, present progressive, past, past progressive, and future verb tenses, and present forms of common modals, prepositions of place, and possessive nouns.
- 5) Comprehend short lectures or broadcasts on basic business matters and use that information in discussions and writings.
- 6) Hold simple discussions on familiar topics using new vocabulary and business ideas in face to face meetings or on the phone.

Course Content

- 1) Business vocabulary to include occupational names, language for requesting/providing information, describing an organization or specific job/task, telephone language, scheduling appointments and negotiating
- 2) Reading skills include comprehension of business articles with familiar content and language, understanding the main idea of more complex business articles, and using the passages to write memos/letters/reports, hold discussions, and/or give presentations
- 3) Writing skills include completing a resume, cover letter and job portfolio, and writing business letters, reports, memos and faxes using standard business English
- 4) Grammar skills include comprehension and usage of the present, present progressive, regular and irregular past, past progressive, future, present perfect, present perfect progressive, and past perfect forms of verbs; present and past forms of modals, gerunds and infinitives, and nouns and articles in reading, writing, and listening/speaking activities
- 5) Listening and speaking skills include conversational skills for meetings and social discussions, giving presentations individually or in small groups about a product or idea, listening to business news and discussing main ideas, negotiating for a business or a new job, and explaining a product or idea to others

- 6) Computer skills include an intermediate understanding and functioning of email, including sending and receiving emails to students and businesses. Utilize computer to write final drafts of business letters, memos, faxes, resume and cover letter. Utilize Internet for employment research and job hunting.

Course Objectives

Students will be able to:

- 1) Learn business vocabulary and correctly use it in writing and listening/speaking activities.
- 2) Read and write business letters, reports, memos and faxes.
- 3) Read and discuss articles and reports about business practices, and use this information in discussions and presentations.
- 4) Correctly use basic grammar skills described in course content.
- 5) Listen to business reports, discuss them, and give written or oral feedback.
- 6) Practice simple negotiations, meetings strategies and job application skills using basic verb tenses.
- 7) Create a complete resume, cover letter and work-related portfolio.
- 8) Send and reply to more complicated emails.
- 9) Use computer to write final drafts of business messages, memos, letters, resume and cover letter.
- 10) Use Internet for job searching and employment information gathering.

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) Written in-class midterm, final exam
- 4) Participation

Special Materials Required of Student

- 1) Dictionary
- 2) Electronic storage media

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 a grammar point, 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 journals on assigned or free topics or in response to readings. Journals may be used as a base for business writing or presentations.
- 4) Write and connect simple paragraphs to create business letters, reports, memos, faxes, cover letters and resume. 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 are reinforced through tapes, videos and computer software.

7) Work individually or collaboratively to create business presentations.

Out-of-Class Assignments

- 1) Reading assignments
- 2) Short writing assignments
- 3) Short research assignments

Texts and References

- 1) Required (representative example): Lingo Mastery. Business English Vocabulary Builder) Lingo Mastery.com. 2020.
- 2) Supplemental: Standard dictionary

Student Learning Outcomes

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

- 1) Produce a professional quality resume, cover letter, and business letter.
- 2) Create and respond comprehensively and appropriately to business emails.