

ELL A044N: INTERMEDIATE ENGLISH SKILLS FOR CAREER ADVANCEMENT

Item	Value
Curriculum Committee Approval Date	12/06/2023
Top Code	493087 - English as a Second Language - Integrated
Units	0 Total Units
Hours	36 Total Hours (Lecture Hours 36)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Basic Skills (B)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This course is the second of two courses in a high-intermediate course series for adult English learners seeking to improve their employability in the United States. The primary goal of this course is to help students develop the English interpersonal skills and cross-cultural competence necessary to perform and/or advance in the American workplace. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Applying knowledge of the U.S. workplace and educational system, students will be able to create a career development plan.
2. Students will employ various conversation and/or composition techniques to more effectively communicate with coworkers and supervisors both orally and in writing
3. Students will demonstrate the ability to use various grammar structures necessary to exhibit essential 21st century employability skills.

Course Objectives

- 1. use the writing process and concepts of organization, focus and development when composing important work-related texts
- 2. scan for important information in work-related documents
- 3. apply conversation strategies to work-related situations
- 4. follow rules of English intonation and stress with greater accuracy
- 5. distinguish and produce problematic English phonemes with greater accuracy
- 6. understand natural speech with greater accuracy
- 7. apply knowledge of modals, the passive and social vocabulary to address social needs in work-related interactions

Lecture Content

Writing skills Writing process Idea generation Idea selection Organization Drafting Revising and editing Rhetorical situation Development Focus Sentence structure Standard English conventions Format Emails Memos Directions Reading skills Scanning Skimming Vocabulary decoding

Main ideas Tone Types of documents Reports Charts Forms Speaking skills Turn taking Non-verbal cues Pronunciation Intonation Stress Problematic phonemes Language-function phrases Conversation techniques Contributing additional ideas Connecting related ideas Asking questions Listening skills Active listening strategies Asking for clarification Restating what was heard Dealing with natural speech Linking Stress and intonation Cross-cultural awareness Openness Assertiveness Respect Growth mindset Oral interaction situations Conflict resolution Collaboration Constructive criticism Evaluations Meetings Small talk Presentations Grammar to support 21st century employability skills Modals of necessity, politeness, and ability Passive vs. active verb Question formation Embedded questions Reported speech Idiomatic expressions Social vocabulary Work-Based Learning Continuum Career awareness Career exploration Career preparation Career training Career advancement Professional development

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)
- Live Online Enhanced NC Lect (NC9)

Instructional Techniques

Discovery learning Role-plays Simulation Socio-dramas

Reading Assignments

Students will spend at least 1 hour per week reading descriptions and illustrations of soft skills, cultural and/or grammar points, and information on a career of their choice.

Writing Assignments

Students will spend at least 1 hour per week planning, drafting, and/or revising various work-related documents such as emails, reports, and memos. Students will spend at least 0.5 hours per week preparing their career report.

Out-of-class Assignments

Students will spend at least 2 hours per week preparing for simulations, projects, and sociodramas, and practicing vocabulary, grammar and/or pronunciation.

Demonstration of Critical Thinking

Students will use their knowledge of English grammar, pronunciation, and American culture to evaluate their responses to specific work-related situations and those of others. Students will critique their own and others writing of work-related documents.

Required Writing, Problem Solving, Skills Demonstration

Students will apply their knowledge of the American workplace culture and of the English language to resolve conflicts in hypothetical situations both orally and in writing.

Eligible Disciplines

ESL: Masters degree in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis OR bachelors degree in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate AND masters degree in linguistics, applied linguistics, English, composition, bilingual/bicultural studies,

reading, speech, or any foreign language OR the equivalent. Masters degree required.

Textbooks Resources

1. Required TCC Learning. Job Success, 1st ed. New Readers Press, 2017
2. Required Gast, N. . Perfect Phrases for ESL: Advancing your Career, 1st ed. McGraw Hill, 2010 Rationale: This book will provide students support to learn vocabulary and phrases they can use to navigate interactions with co-workers and supervisors in a U.S. workplace.

Other Resources

1. Real-life materials