

ESL WORKPLACE COMMUNICATION FOR CAREER ADVANCEMENT

Certificate of Completion

Program # 3P46254

ESL Workplace Communication for Career Advancement is designed for intermediate to advanced ESL students who want to succeed in diverse, team-based U.S. workplaces and learn public speaking skills for work. This program helps students gain the language and strategies needed to speak in front of groups of people, participate in group meetings and team projects, and work professionally in a diverse workplace. Students learn how to inform and persuade groups of people, share ideas, clarify information, and contribute to group tasks while addressing cultural differences that may affect workplace communication.

ESL for Work: Group Communication in a Diverse Workplace teaches students how to communicate with groups of people at work, such as working in teams, and how to communicate with people of many different cultures effectively in the diverse U.S. workplace. *ESL for Work: Workplace Public Speaking* teaches students how to organize ideas, practice clear speech, and engage in formal and informal communication. Emphasis is placed on building confidence and fluency in public speaking for professional purposes. Students.

Code	Title	Hours
Core Courses (Required 72-108 Hours)		
ESLA 1210	ESL for Work: Group Communication in a Diverse Workplace	36-54
ESLA 1211	ESL for Work: Workplace Public Speaking	36-54
Total Hours		72-108

Plan of Study

First Year

Semester 1	Hours Semester 2	Hours
ESLA 1210	36-54 ESLA 1211	36-54
	36-54	36-54

Total Hours 72-108

List of Courses

ESLA 1210 ESL for Work: Group Communication in a Diverse Workplace 36-54 Hours

Intermediate to advanced ESL students will practice effective group communication in U.S. workplaces. Students will participate in meetings, contribute ideas during team tasks, and clarify information. They will do this while applying strategies for clear, inclusive, respectful interaction aimed at navigating cultural differences to succeed in diverse, multicultural professional environments. (*Apportionment*)

ESLA 1211 ESL for Work: Workplace Public Speaking 36-54 Hours

Intermediate to advanced ESL students taking this course will develop public speaking skills necessary for working in the USA. Students will learn how to organize ideas, practice clear speech, and engage in formal and informal communication. Emphasis is placed on building confidence and fluency in public speaking for professional purposes. (*Apportionment*)