

ESL WORKPLACE READING AND WRITING SKILLS

Certificate of Completion

Program #3P46256

The ESL Workplace Reading and Writing Skills program is designed for intermediate to advanced ESL students who are in or plan to enter the U.S. workforce. This program helps students gain necessary skills for reading common workplace texts and developing written workplace communication.

ESL for Work: Workplace Reading Skills teaches students to understand, analyze, and respond to real world job materials, including emails, manuals, forms, and reports while helping improve their reading comprehension skills, communication, and job readiness in the workplace. *ESL for Work: Workplace Writing Skills* teaches students how to produce effective written communication for customers, coworkers, and supervisors. It will also teach how to communicate in different formats, such as text and email, and adjust formality based on the focus of the written text.

Code	Title	Hours
Core Courses (Required 72 -108 Hours)		
ESLA 1207	ESL for Work: Workplace Writing Skills	36-54
ESLA 1206	ESL for Work: Workplace Reading Skills	36-54
Total Hours		72-108

Plan of Study

First Year

Semester 1	Hours Semester 2	Hours
ESLA 1207	36-54 ESLA 1206	36-54
	36-54	36-54

Total Hours 72-108

List of Courses

ESLA 1206 ESL for Work: Workplace Reading Skills **36-54 Hours**

Intermediate to advanced ESL students taking this course will improve reading skills for the workplace by practicing with job-related texts, vocabulary, and documents. Students will learn to understand, summarize, and respond to workplace materials such as emails, manuals, forms, and reports. *(Apportionment)*

ESLA 1207 ESL for Work: Workplace Writing Skills **36-54 Hours**

Intermediate to advanced ESL students taking this course will gain necessary skills to produce texts for the workplace. Students will learn how to determine appropriate vocabulary and sentence structure to write different types of workplace documents, edit their work using online resources, and communicate with different people in the workplace. *(Apportionment)*