

ENGL060
PRACTICAL ENGLISH FOR THE WORKPLACE
M & W
8:35-10am
Code 10636

INSTRUCTOR

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Office	Hours
Mon. & Wed.	12-1 p.m.
Tues. & Thurs.	8:30-9:30 a.m.

DESCRIPTION

Multi-level, multi-content (such as employability skills, workplace survival skills, and workplace social skills) instruction in English as a Second Language for students wanting to have careers in vocational areas such as Office Technologies, Early Childhood Education and Automotive Technologies. The course emphasizes the vocabulary and grammar of English within the content of the workplace.

COURSE OBJECTIVE

Students will be able to:

- Communicate personal information orally and in writing.
- Assess career goals; identify and discuss career opportunities.
- Know sources of information for employment opportunities
- Demonstrate strategies for inquiring about a job.
- Respond to directions given orally and in writing to perform tasks at the workplace.
- Perform common job tasks requiring oral/written communication skills.
- Demonstrate understanding of the employee's role in the workplace.
- Demonstrate knowledge or procedures for evaluation, acting on constructive criticism, mobility, promotions, and termination.
- Communication in work related situations, with appropriate language and attitudes.
- Develop work-related knowledge and skills using educational materials on technical information.

STUDENT LEARNING OUTCOMES

Upon completion of this course, the student will be able to:

- Develop sentences by applying proper grammar and punctuation rules.
- Brainstorm and categorize items in order to develop paragraphs.
- Analyze practical articles and summarize in own words.

ATTENDANCE POLICY

The instructor will drop a student who fails to attend the first meeting of the class. Regular attendance in all classes is expected of all students enrolled. A student may be excluded from further attendance in a class during any semester when absences after the close of registration have exceeded the number of class hours, which the class meets per week. Students can be dropped if he/she is disturbing in class. A student who is tardy three times may be considered as having been absent once.

MATERIALS REQUIRED

Textbook: Butterfield, Jeff, *Verbal Communication*, 2013
Butterfield, Jeff, *Written Communication*, 2013
Materials: One GB Memory Stick and one composition book

METHODS OF EVALUATION

Assignment/Projects	30%
Presentations	20%
Tests/Quizzes	30%
Final	20%

Course Outline

Week 1 & 2	Written Comm.	Part 1:	Communicating with E-Mail and Memos
Week 3	Verbal Comm.	Part 1:	Understanding the Basics of Verbal Communication
Week 4	Test Part 1: Written & Verbal Communication		
	Written Comm.	Part 2:	Uncovering the Secrets of Clear Writing
Week 5	Verbal Comm.	Part 2:	Working with Customers
Week 6	Test Part 2: Written & Verbal Communication		
	Written Comm.	Part 3:	Developing Reports and Proposals
Week 7		Part 3:	Proposal Project
Week 8	Verbal Comm.	Part 3:	Developing Professional Telephone Skills
Week 9	Test Part 3: Written & Verbal Communication		
	Verbal Comm.	Part 4	Improving Informal Communication
Week 10	Verbal Comm.	Part 4	Presentation Projects
Week 11	Written Comm.	Part 4	Writing for Employment
Week 12	Written Comm.	Part 4	Employment Readiness – Mock Interviews Perfect Interview
Week 13	Test Part 4: Written & Verbal Communication		
	Written Comm.	Part 5	Writing Professional Letters
Week 14	Verbal Comm.	Part 5	Making Formal Presentations
Week 15	Verbal Comm.	Part 5	Formal Presentation Project
Week 16	Final Exam Part 5: Written & Verbal Communication		

NOTICE

The instructor reserves the right to modify, change or add to the assignments or the number of exams. Class participation and attendance will make a difference in borderline grade. Please turn off cell phone while in class.

NEED FOR ASSISTANCE

If you have any condition, such as physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made. You should also meet with the DSP&S support staff and counselors.