



**BUS059**  
**PRACTICAL ENGLISH FOR THE WORKPLACE**  
**M & W**  
**8:35-10am**  
**Code 10235**



**INSTRUCTOR**

Angie T. Ruiz  
Office – Room 811  
Telephone 355-6339  
E-Mail – [angie.ruiz@imperial.edu](mailto:angie.ruiz@imperial.edu)

**Office Hours**  
**M & W** 11:45am-12:45pm  
**T & T** 12:30-1:00pm  
**F** 9-10am

**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:** Smith, Leila-*English for Careers*, Business, Professional, and Technical,

**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	Chapter 1	References & Resources
Week 2	Chapter 2	The Parts of Speech
Week 3	Chapter 3	Sentence Fundamentals
Week 4	Chapter 4	<b>Test Unit 1: Test Mastering the Art of Good Writing - Ch. 1-3</b> Nouns: Forming Plurals
Week 5	Chapter 5	Nouns: Forming Possessives
Week 6	Chapter 6	Pronouns: Types and Their Uses
Week 7	Chapter 7	Pronouns: Agreement and Writing Principles
Week 8	Chapter 8	<b>Test Unit 2: Knowing Your Subject – Ch. 4-7</b> Verbs: Types, Tenses, and Forms
Week 9	Chapter 9	Subject – Verb Agreement
Week 10	Chapter 10	<b>Test Unit 3: Mastering Verbs and Modifiers - Ch. 7-9</b> Adjectives and Adverbs
Week 11	Chapter 11	Punctuation: The Comma
Week 12	Chapter 12	Punctuation: The Semicolon, Colon, and Other Marks
Week 13	Chapter 13	Punctuation: The Fine Points
Week 14	Chapter 14	<b>Test Unit 4: Perfecting Sentence Punctuation</b> Polishing Writing Style
Week 15	Chapter 15	Capitalization, Abbreviations, and Numbers pg. 318
Week 16		<b>Final Exam Unit 5: Writing for Career Success Ch. 14 &amp; 15</b>

## 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.