



2011/2012 ENGLISH *for* PROFESSIONAL PURPOSES *for* Non-Native Speakers

For student advising and course details, call the English for Professional Purposes Program (415) 817-4247.
Call (415) 405-7700 to register. For more information visit www.cel.sfsu.edu.

ORAL COMMUNICATION SKILLS

EPP 9006 Speaking Effectively: Developing Pronunciation & Conversation Strategies 3 CEU *Intermediate*

Would you like to feel more relaxed and confident in one-on-one and small group conversations? Do you feel frustrated when people can't understand you because of your accent? In **Speaking Effectively** you will learn techniques to help you speak more clearly and communicate more successfully at work and in social settings. Specifically, you will:

- refine your English conversation skills
- improve your pronunciation
- learn to get attention in groups, give and receive criticism, deal with misunderstandings and express ideas spontaneously and fluently
- participate in non-verbal communication exercises, role-plays, and oral readings
- increase awareness of how you speak through the use of audio and videotaping

You will leave this class with greater self-assurance and awareness about how you communicate, and with tools you can continually use to improve your ability to converse in English.

EPP 9021 Speaking Effectively: Presentation Skills for Non-Native English Speakers 3 CEU *Intermediate/Advanced*

This course will help you to strengthen your ability to present ideas in front of a group; overcome nervousness and become more skilled and confident when you speak before an audience; and build on the oral skills you already have, enhancing your capacity to speak and respond effectively in group settings.

Specifically, you will:

- develop effective presentation strategies for addressing different audiences
- learn to maintain fluency and stay relaxed in tense situations
- gain techniques for participating in debates and discussions
- refine your pronunciation of specific sounds
- practice monitoring your use of stress, rhythm, and intonation
- use audio and video recording to help you make changes in how you present yourself as a speaker of English

EPP 9025 Refining Pronunciation 2.1 CEU *Intermediate/Advanced*

If you have a good command of English grammar and usage but feel uncomfortable because of your accent, **Refining Pronunciation** will provide you with focused methods to help you speak with greater clarity. Learn and practice:

- English stress, rhythm, and intonation patterns
- points of articulation for the pronunciation of English vowels and consonants
- pronunciation exercises designed to fit your particular needs

This course uses both audio and video recording to provide you with individualized attention so that you can identify pronunciation difficulties, learn to correct them, and monitor your progress.

WRITING SKILLS

EPP 9005 Business Writing for Non-Native English Speakers 3 CEU *Intermediate/Advanced*

Writing memos, letters, and short reports isn't easy. This class teaches you the skills needed to produce accurate, professional writing. Learn how to:

- write concisely
- decrease time spent writing
- increase confidence when writing at work
- use a variety of grammatical structures accurately
- edit for frequent grammatical errors

Learn to accomplish the different writing tasks that cross your desk with increased confidence and accuracy. Leave this class more assured about the content, format, and grammar of your business correspondence.

ESSENTIAL GRAMMAR SKILLS

EPP 9055 Grammar Review: Understanding Verb Tense & Other Grammar Hot Spots 1.5 CEU *Intermediate*

Choosing the correct verb tense when writing in English can be confusing and frustrating. Learn strategies for making the best choice by learning to identify triggers for the various verb tenses. In addition, learn to address other grammar hot spots such as:

- the differences between spoken vs. written forms of English
- how to use conditional forms ("if" sentences) and modals (must, should, could)
- how to use verbals: infinitives (to + verb) and gerunds (verb + ing)

This class may be taken on its own or before or after **Grammar Review: Sentence Structure, Phrases, Clauses & More**.

EPP 9056 Grammar Review: Sentence Structure, Phrases, Clauses & More 1.5 CEU *Intermediate*

Knowing the rules of good grammar is not enough to make you an effective communicator in English. Knowing how to apply the rules with accuracy and appropriate style will make a huge difference in getting your message across to your audience.

In this class you will:

- learn and practice a variety of sentence structures
- develop an understanding of when and how to use adjective clauses and adverb clauses
- increase your understanding of how to choose and use prepositional and other phrases appropriately
- enhance your ability to use articles correctly
- review essential points for choosing the best verb tense for your message

This class may be taken on its own or before or after **Grammar Review: Understanding Verb Tense & Other Grammar Hot Spots**.

Ask us about customized, on-site classes
in language and cross-cultural communication
for your business. Call (415) 817-4246

2011/2012



English for Professional Purposes Faculty

Marianne Etlinger has been teaching both immigrant and university English learners for about 10 years. She earned her master's degree in English and TESOL at SF State. She loves to combine a comfortable environment with good strategies to motivate students to learn to their potential.

Felicia A. Mazzi received her B.A. in Liberal Studies with a minor in Spanish from Saint Mary's College of Moraga and her M.A. in Teaching English to Speakers of Other Languages from San Francisco State University. With a previous background in Human Resources, Felicia brings valuable experience in teaching for intensive English and community college programs throughout the bay area.

Jim O'Hara has been teaching in the U.S. and abroad since 1984. He received his B.A. with honors from Brown University in Providence, RI, and his M.A. from U.C. Berkeley. Jim taught business writing at Golden Gate University for over seven years and has been an administrator at a local art college since 1995.

A long-time EPP instructor, **Anita Walter** has been working as an ESL educator for over 15 years. She received a B.A. in both English literature and journalism from the University of Massachusetts and her M.A. in teaching English as a foreign language from San Francisco State University.

Maw Shein Win has been teaching writing, grammar, and ESL/VESL for 18 years. A published writer and a freelance copy editor, Maw is also the co-founder and editor of a local arts and culture magazine. She received her B.A. in English from California State University, Long Beach, and an ABE Credential in English and Humanities from San Francisco State University.

Grace Wood (formerly Ann Hill) completed her B.A. in Business and French at Michigan State University. After traveling throughout Europe and the Middle East, she completed her M.A. in TESL at SF State. She taught in Morocco and at Cornell University and currently teaches at an art college in San Francisco. Grace has 20 years of teaching experience and especially loves teaching pronunciation.

The Multi-Skill Certificate of Completion for Non-Native English Speakers

English for Professional Purposes offers a multi-skill certificate. Upon completion, participants will have gained exposure to and practice in three significant language skill content areas as relevant to their professional and personal development as communicators in English. These content areas include oral communication, writing, and the participant's choice of pronunciation or grammar.

Certificate Admission Requirements

Participants must have an intermediate to advanced level of English to participate in the certificate program. No beginning level courses are offered. For student advising, call (415) 817-4247.

Certificate Program Course Requirements

To meet the minimum certificate requirements, participants must complete 81-90 hours of instruction (8.1-9 CEUs) by taking one or, in some cases, two courses from each language skill area: Oral Communication Skills, Writing Skills, and Other Essential Skills.

Students may take no more than two years (or six semesters) to complete the certificate. An application for the certificate of completion and a \$50 non-refundable certificate application fee are due approximately four weeks before the participant completes the program. Participants may download the certificate application form from www.cel.sfsu.edu/esl. Call (415) 817-4247 to request an application at that time.

International Students

The program is not eligible to provide the I-20 form for the purpose of receiving the F-1 student visa. For information about SF State Extended Learning programs that can provide the I-20 form, please visit www.cel.sfsu.edu/international. Please contact the SF State Office of International Programs (OIP) at www.sfsu.edu/~oip for any and all visa questions.

“Speaking Effectively: Developing Pronunciation and Conversation Strategies

has helped me feel more confident in interacting with native speakers and advanced my skills in dealing with everyday life situations that are different than I was accustomed to in my home country.

Videos, role-playing and humor create a positive learning atmosphere in the class, and the instructor's abilities to explain, listen and analyze are remarkable.

I am glad I took this course and suggest every ESL speaker look into it, too.”

~ Nina M., Program Assistant, Oakland, Business Development Corp.