

**SAN FRANCISCO STATE UNIVERSITY
COLLEGE OF EXTENDED LEARNING**

**English for Professional Purposes Program
Application for Multi-Skill Certificate of Completion**

Name: _____ Date: _____
 (Printed on Certificate) _____ SFSU ID#: _____
 Address: _____ Day Phone: _____
 City, State & Zip: _____
 Ending date of last course: _____ Email: _____
 Any other name you have used at SF State: _____

Requirements: Complete one or more courses with earned credit from each content area (minimum 8.1 CEUs).

Course #	Course Title	CEUs	Semester/Year Completed	Grade <small>(Office Use Only)</small>
Content Area: Oral Communication Skills				
ENG 9006	<i>Speaking Effectively: Developing Pronunciation and Conversation Strategies</i>	3.0	_____	_____
ENG 9060 and	<i>Speaking Effectively in Challenging Situations</i>	1.5	_____	_____
ENG 9061	<i>Speaking Effectively: Conversational Techniques That Work</i>	1.5	_____	_____
ENG 9021	<i>Speaking Effectively: Presentation Skills for Non-Native English Speakers</i>	3.0	_____	_____
Content Area: Writing Skills				
ENG 9003	<i>Business Writing for Non-Native English Speakers</i>	3.0	_____	_____
Content Area: Other Essential Skills				
ENG 9029	<i>Small Talk Made Easy: Understanding and Using Idiomatic Vocabulary</i>	3.0	_____	_____
ENG 9025	<i>Refining Pronunciation</i>	2.1	_____	_____
ENG 9055 and	<i>Grammar Review: Understanding Verb Tense & Other Grammar Hot Spots</i>	1.5	_____	_____
ENG 9056	<i>Grammar Review: Sentence Structure, Phrases, Clauses & More</i>	<u>1.5</u>	_____	_____
TOTAL		_____	_____	_____

APPROVED

NOT APPROVED

Program Director: **Lauren Vanett** _____
 Signature Date

Please enclose check or money order for \$50 non-refundable application fee, made payable to SF State College of Extended Learning, and mail to:

**English for Professional Purposes Program, SF State Downtown Campus
835 Market Street, 6th Floor, San Francisco, CA 94103-1901**