**Summer 2018 Courses in the Professional English Program**

**Summer Session One**

**Mastering Pronunciation II** Wednesdays, 6:45 to 8:45

**SESL1-CE9481.001** 5/23 to 6/27

Designed for students with medium accents, this course examines special techniques for articulating syllables, words, and sentences more clearly and accurately. Students work on appropriate voice projection, intonation and proper sentence rhythm and stress. Class activities include pronunciation drills, dialogues, role-plays, discussions and short speeches, with students receiving intensive individualized correction.

**Effective Business Communication I** Tuesdays, 6:45 to 8:45

**SESL1-CE9475.001** 5/22 to 6/26

This class is for international professionals who want to improve their oral communication skills in the workplace. Students learn to speak with accuracy and confidence by exploring language conventions appropriate to particular workplace situations. They also improve their ability to make correct grammatical choices. With intensive individual feedback, students give short presentations and explore how best to facilitate group discussions and become effective team players—vital skills in the business world.

**Speaking with Confidence and Fluency I** Tuesdays, 6:45 to 8:45

**SESL1-CE9478.001** 5/22 to 6/26

Designed for students who are uncomfortable speaking English in both professional and more casual settings, this course helps students speak more fluently and accurately. Students also develop their listening comprehension and improve their self-confidence. Activities include discussions, presentations, and role-plays. Students work on volume, pacing of speech, correct grammar and word choices, as well as posture and body language, all while receiving intensive individualized attention.

**Speaking with Confidence and Fluency II** Tuesdays, 6:45 to 8:45

**SESL1-CE9488.001** 5/22 to 6/26

This class prepares fluent speakers to function more comfortably in situations in which educated English is expected. Students learn how to polish their delivery skills and diction and improve their use of English structures, while addressing intonation, volume and body language. They explore confidence-building techniques as they plan formal and informal presentations, take part in discussions, and expand their knowledge of vocabulary and idioms, all while receiving intensive individualized error correction.

**Effective Business Writing I** Thursdays, 6:45 to 8:45

**SESL1-CE9479.001** 5/24 to 6:28

This course helps develop the writing skills required in today’s business world. Students learn techniques for writing effective emails, memos, proposals and reports for a variety of audiences, becoming more accurate, clear and concise. They learn to manage the principles of English grammar, punctuation and usage. Through the use of realistic business models, students learn how to express themselves clearly and persuasively, receiving intensive individual feedback.

**Writing Effectively I** Wednesdays, 6:30 to 9

**SESL1-CE9484.001** 5/23 to 6/27

This class is for students who are already proficient in English but still need help in writing effectively, accurately and comfortably. Students develop the ability to produce correct, well-developed essays on a variety of topics. Through weekly readings and writing assignments, they learn about organization, style and tone. Students also learn to identify and correct their own errors in a supportive atmosphere in which feedback is intensive and individualized.

**Writing Effectively II** Wednesdays, 6:30 to 9

**SESL1-CE9494.001** 5/23 to 6/27

This course is for international students proficient in English who need to concentrate on writing and reading for personal or professional reasons. Students learn techniques to strengthen their own writing by reading the best writers. They write weekly essays with emphasis on organization, audience, word choice and sentence structure, as well as grammar and style. With increased confidence, students learn to examine their own writing with a critical eye and a finer sense of what makes writing effective.

**Summer Session Two**

**Mastering Pronunciation II** Wednesdays, 6:45 to 8:45

**SESL1-CE9481.002** 7/11 to 8/8

See above

**Effective Business Communication I** Tuesdays, 6:45 to 8:45

**SESL1-CE9475.002** 7/3 to 8/7

See above

**Speaking with Confidence and Fluency I** Tuesdays, 6:45 to 8:45

**SESL1-CE9478.002** 7/3 to 8/7

See above

**Speaking with Confidence and Fluency II** Tuesdays, 6:45 to 8:45

**SESL1-CE9488.002** 7/3 to 8/7

See above

**Effective Business Writing I** Thursdays, 6:45 to 8:45

**SESL1-CE9479.002** 7/5 to 8/9

See above

**Writing Effectively I** Wednesdays, 6:30 to 9

**SESL1-CE9484.002**  7/11 to 8/8 (plus 1 Friday)

See above

**Writing Effectively II** Wednesdays, 6:30 to 9

**SESL1-CE9494.002** 7/11 to 8/8 (plus 1 Friday)

See above

**Fall 2018 Courses**

**Mastering Pronunciation I** Wednesdays, 6:45 to 8:45

**CESL1-CE9471** 9/5 to 12/5

Designed for students with heavy accents, this course identifies individual pronunciation trouble spots and devises strategies for achieving more natural-sounding articulation and flow. Class activities include enunciation drills, dialogues, discussion and short readings, as well as work on idioms and basic American conversational etiquette, including polite disagreement and interruption. Students receive intensive individual attention.

**Mastering Pronunciation II** Wednesdays, 6:45 to 8:45

**CESL1-CE9481** 9/5 to 12/5

See above

**Speaking with Confidence and Fluency I** Tuesdays, 6:45 to 8:55

**CESL1-CE9478.001** 9/11 to 12/4

See above

**Speaking with Confidence and Fluency II** Tuesdays, 6:45 to 8:55

**CESL1-CE9478.001** 9/11 to 12/4

See above

**Effective Business Communication I** Tuesdays,6:45 to 8:55

See above 9/11 to 12/4

**Effective Business Communication II** Tuesdays,6:45 to 8:55

**CESL1-CE9485** 9/11 to 12/4

This class is for proficient speakers of English who want to improve their oral communication skills and boost their confidence when interacting in a professional setting. With intensive individual attention, students learn to make effective presentations, facilitate group discussions, and interact professionally. Emphasis is on fluency and idiomatic control. Students also learn cultural strategies for becoming more effective leaders when interacting with Americans at work.

**Turn**

**Effective Business Writing I** Thursdays, 6:45 to 8:45

**CESL1-CE9479** 9/6 to 12/6

See above Thursdays, 6:45 to 8:45

**Effective Business Writing II** Thursdays, 6:45 to 8:45

**CESL1-CE9489** 9/6 to 12/6

This class is for international professionals who want to strengthen both their writing and their understanding of U.S. business practices and protocols. Students develop strategies and skills necessary for writing professional, clear and succinct communications. The course emphasizes key elements for effective business writing: purpose, audience, structure and language, as well as style, tone and grammar in context. Types of writing covered include emails, memos, reports and other communications used in the business world. With intensive individual feedback from the instructor, students become more natural, sophisticated and professional writers.

**Writing Effectively I** Mondays & Wednesdays, 6:45 to 8:45

**CESL1-CE9484** 9/5 to 12/5

See above

**Writing Effectively II** Mondays & Wednesdays, 6:45 to 8:45

**CESL1-CE9494** 9/5 to 12/5

See above