

Syllabus
English for Careers – San Diego Continuing Education (SDCE) 8974
Spring Semester – 2016

Instructor: Stephanie Thomas

Room: 301

Days: Monday – Thursday

Time: 12:00 p.m. – 2:00 p.m.

Class Phone Number – (619) 348-5502

Class Website: eslwithsteph.weebly.com

Class Objectives:

- research careers, analyze the job market, and define career goals
- develop strong conversation skills for the workplace and your personal life
- learn to express opinions, make requests, and voice concerns in formal and informal situations
- plan and implement a job search strategy (create a network, locate internet sites and community resources)
- fill out a job application, write a resume and cover letter, and practice a follow-up phone call
- role play simulated work situations
- study common idioms, phrasal verbs, and other grammar
- use state-of-the-art computer programs to learn the language specific to your career
- write work-related memos, emails, letters, and reports
- develop presentation and conferencing skills
- participate in work-related phone calls and class discussions

Software:

- Burlington English (access code will be given to registered students in class)
- Microsoft Office
- Various Presentation and Note Taking Apps

Performance Evaluation:

- Monthly Evaluations based on attendance, participation, organizational skills, and test results
- Weekly Spelling and Vocabulary Tests
- Burlington English Exercises

Please:

- ✓ put cell phones on vibrate
- ✓ attend regularly
- ✓ tell the instructor or call or text the class phone line if you must miss class
- ✓ practice English as much as possible

Visit our class website:



English for Careers Notebook Instructions:

An organized binder is necessary to find success in any class. Please bring your binder, a pen, a pencil, and a highlighter to class every day. The organizational skills and the degree of responsibility you show by bringing these materials to class each day will be assessed in your monthly evaluations.

To organize your binders, you will need a 3-ring binder, five dividers, and five labels. A pencil case is also a good idea.

STEP 1 - Write the following on each label or divider tab:

Class Resources

Handouts

Class Notes

Tests, Quizzes, Evaluations

Monthly Dictations

STEP 2 - Attach each label to a piece of card stock or insert each divider tab into a divider.

STEP 3 - Place your dividers in your notebook in this order:

Class Resources

Handouts

Class Notes

Tests, Quizzes, Evaluations

Monthly Dictations

STEP 4 - Bring your binder to class every day.

STEP 5 - Place all of the materials from class into the correct section each day. If you are not certain where to place a handout, ask your teacher.

STEP 6 – Enjoy the pride you feel having a neat, organized notebook.

