

Course Title: BUSINESS COMMUNICATION

Instructor: Karen Smith

Course Goals

The goal of this course is for advanced ESL students to improve their communication skills and become more proficient in the usage of business English in the American workplace. Content will be flexible to address topics of interest.

Course Objectives

Improve language and communication skills used in the workplace. This will include the following:

- Learn idioms and expressions popular in the American workplace and practice utilizing them in sentences.
- Increase vocabulary, improve reading, pronunciation and comprehension skills.
- Practical role playing exercises in fictional company.
- Learn English from the News (periodicals, newspapers, TV)

Textbook: Speak Business English Like an American by Amy Gillett (ISBN ISBN 978-0972530064)

Bible Study: People of Faith

Instructor: Michael Smith

Continuing the studies on Old Testament characters, we will focus on Moses.

- His youth and upbringing (confidence)
- His humanity (failures)
- His obedience and faithfulness (successes)
- His dependence on God (leadership)

We all face trials (tests) and Moses' example of dependence on God made him the leader tht we admire, still to this day!