

NC 402: ESL: ENGLISH FOR EMPLOYMENT AND ACADEMICS

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Winter 2021
Credits:	0
Total Contact Hours:	54
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	108
Strongly Recommended:	This course is recommended for high-intermediate or advanced level ESL students.
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Non-Credit Course

Catalog Course Description

The English for Employment and Academics course is designed for advanced English language learners who seek to move on to credit courses and/or improve their job performance. This course prepares ESL students in speaking, listening, reading, writing, vocabulary, and study skills for career, education, and academic purposes. Students will learn and apply academic and career success skills such as critical thinking, terminology usage, writing for work/college, comprehending lectures and readings, among others. They will also cultivate their cultural awareness, teamwork, and autonomous learning strategies. Open entry/exit. 54 lecture hours.

Course Objectives

- Actively engage in discussions and conversations using career and academic-related vocabulary, idioms, and functional life skills.
- Identify and demonstrate comprehension of main ideas and relevant details from a wide variety of textual and audio passages about career and academic-related topics.
- Comprehend and utilize complex grammatical structures in written and oral forms.
- Write and edit basic paragraphs and short essays about life, career, and academic-related topics using appropriate grammar, vocabulary, spelling, transitions, mechanics, and organization.
- Perform three to five-minute presentations that include an introduction, explanation of main points, and a conclusion using common and career-related terminology.
- Communicate effectively by speaking and writing about a range of workplace and academic situations.
- Comprehend and discuss media, arts, politics, and culture.

Major Course Content

READING / LISTENING

1. Reading and listening for main ideas, details, inferences, and contextual clues.
2. Note-taking techniques

GRAMMAR

Understanding and using complex grammatical structures such as a combination of tenses in active and passive voice, phrasal verbs, gerunds and infinitives, modals in present and past, noun/adjective/adverbial clauses, reported speech, embedded questions, real and unreal conditionals, causatives, and the subjunctive mood.

SPEAKING

1. Understanding intercultural communication styles and practicing role-specific conversations in academic environments and the workplace.
2. Presenting projects using visual aids.
3. Using verbal and non-verbal communication.

WRITING

1. Summarizing career and academic-related texts.
2. Writing career and academic-related documents.

VOCABULARY

Utilizing terminology and idiomatic expressions in work and academic-related contexts.

Suggested Reading Other Than Required Textbook

Instructor supplied materials

Examples of Required Writing Assignments

1. Compose a five-paragraph essay on a career-related topic or a controversial subject of current relevance. Use correct mechanics and punctuation; make use of a variety of complex sentences, transition words, and writing elements including a basic thesis statement, topic sentences, claims, supporting details, introduction, body paragraphs, and conclusion.
2. Complete a career-related self-evaluation.

Examples of Outside Assignments

1. Listen to a recording of a faculty lecture/talk/discussion on a career or academic topic. Take accurate notes on main ideas and supporting details, and demonstrate comprehension through written summary and classroom discussion.
2. Read the career-related document provided. Find and correct errors in capitalization, punctuation, spelling, and grammar.
3. Give a three to five-minute oral presentation on a career or academic topic. When appropriate, discuss different sides of the issue and the justifications for the diverging viewpoints.
4. Conduct a job interview with classmates and those outside of class. Compile, analyze, and report the information learned.
5. Using a workplace situation provided, role-play a conversation with a supervisor.

Instruction Type(s)

Lecture, Online Education Lecture