

WORKPLACE ENGLISH CLASSES (WEC) - COURSE SCHEDULE - ESL FOR THE WORKPLACEClass Schedule from October 4 to December 14

All scheduled times are for Eastern Standard Time (EST) in North America.

If there is sufficient interest and enrollment from clients located in time zones that are several hours different from EST we are able to adjust the start time, or we can schedule an additional class that would serve the additional timezone.

www.workplaceenglishclasses.com www.onlineworkplaceenglish.com www.workplaceenglishlessons.com

info@eslcambridge.com

WEC is a Division of ESL Cambridge ®

COURSE and COURSE CODE	# of MEETINGS	DAY and TIME	DATES	Proficiency Requirements
Course 002.0 PREPARATION FOR THE USCIS INTERVIEW AND EXAM	10	Saturdays 9:00 a.m. to 11:00 p.m. Total of 20-Classroom Hours	Part 1: October 4, 11, 18 & 25; November 1 & 8 Part 2: November 15, 22, & 29; December 6 & 13	CEFR Level B1
Course 004.1 ENGLISH FOR BUSINESS	10	Saturdays 2:00 p.m. to 3:15 p.m. Total of 12.5-Classroom Hours	Part 1: October 4, 11, 18 & 25; November 1 & 8 Part 2: November 15, 22, & 29; December 6 & 13	CEFR Level B1
COURSE 005.0 IDIOMS FOR SUCCESS	10	Saturdays 4:00 p.m. to 5:30 p.m. Total of 15-Classroom Hours	Part 1: October 4, 11, 18 & 25; November 1 Part 2: November 8, 15, & 22; December 6 & 13	CEFR Level B2
COURSE 006.0 PREPARATION FOR THE TOEFL (Test of English as a Foreign Language)	10	Sundays 7:00 p.m. to 9:00 p.m. Total of 20-Classroom Hours	Part 1: October 5, 12, 19, & 26; November 2 Part 2: November 9, 16 & 23; December 7 & 14	CEFR Level B1

WORKPLACE ENGLISH CLASSES (WEC) - COURSE SCHEDULE - ESL FOR THE WORKPLACE:

COURSE DESCRIPTIONS:

Course 002.0

Preparation for the USCIS Interview and Civics Exam:

In this course students will learn how to fill out Form N-400, prepare for, and practice for the USCIS Interview and the Civics Exam.

This course follows a curriculum provided by the United States Citizenship and Immigration Services (USCIS).

This course will include the opportunity for all attendees to practice with the teacher for the USCIS interview.

A pdf of course materials will be emailed to all participants.

All content will be presented in English. A CEFR Level of B1 or greater is required to attend this class.

Course 004.1

English for Business:

In this course students will learn basic communication skills in English for the workplace/office:

Topics will include but are not limited to:

English for the North American workplace, small talk, & workplace cultural norms

How to talk about and describe one's own duties and skill set.

How to prepare for and make a presentation.

Depending on the knowledge and content level of the participants the time spent on each of the 3-topics listed above may be extended or shortened.

A pdf of course materials will be emailed to all registered participants.

All content will be presented in English. A CEFR Level of B1 or greater is required to attend this class.

Course 005.0

Idioms for Success!:

In this course students will learn idioms common to North American English speakers:

Content includes the proper use of idioms.

A pdf of course materials will be emailed to all participants.

All content will be presented in English. A CEFR Level of B2 or greater is required to attend this class.

Course 006.0

Preparation for the TOEFL (Test of English as a Foreign Language):

In this course students will prepare for taking the TOEFL. The TOEFL is a test that universities, government agencies, and professional agencies use to determine a student's level of proficiency in English.

Students will need to purchase a textbook: The Official Guide to the TOEFL Test 7th Ed.

All content will be presented in English. A CEFR Level of B1 or greater is required to attend this class.

REQUIREMENTS FOR ALL CLASSES:

All courses will be presented on Zoom. Minimal proficiency in Zoom is necessary to attend. There will be time allotted in the first class meeting to review and help students with the features of Zoom. To participate in all classes tablets and larger devices/computers are preferred; attendance via a mobile phone is acceptable.

CORPORATE CLIENTS: Please contact us at info@constructiontradesenglish.com for more information and the fee structure. For corporate clients we can provide industry and organizational specific content and classes. We provide an online assessment using the CEFR Assessment Tool in order to determine levels of proficiency.

INDIVIDUAL CLIENTS: All interested students should contact us directly to learn more about course requirements and fees. We provide an online assessment using the CEFR Assessment Tool in order to determine levels of proficiency.

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Sign up for our blog!

Workplace English Classes (WEC) provides in-person and online English classes and content for all industries and organizations.

We can provide content specific to your organization's and industry's needs!

🌐 With online classes we can service the globe! 🌐

For more information email us at: info@eslcambridge.com

We Offer Online Classes and Content in Two Formats:

1: ENGLISH CLASSES FOR CORPORATIONS AND ORGANIZATIONS

We offer English lessons and content for all industries and organizations. We provide all of our English language services via the many video-communication platforms.

We can also provide in-person classes.

We work with adults using time-tested teaching methodologies proven to progress a speaker's language skills. We offer all of our Workplace English Classes and Content Online. And with online classes your Team will have the opportunity to strengthen their digital-literacy skills!

We can provide your organization with company-wide classes and content that will only be accessible to the members of your Team. These classes and content include one-on-one training and coaching.

Classes can be specific to you organization and can be scheduled for any time of the day, for as many weeks as needed, and can begin any time of the year.

Content Includes:

- English Classes and Conversation
- Business English / English for Business
- Customer Service Skills
- Idioms for Success
- Preparation for the USCIS Interview and Exam
- Preparation for the TOEFL (Test for English as a Foreign Language).



2. ONLINE ENGLISH CLASSES FOR INDIVIDUAL STUDENTS

Would you like to improve your English-language skills?

We offer an online program that is open and available to all English Language Learners.

Classes include:

- English Classes and Conversation
- Business English / English for Business
- Customer Service Skills
- Idioms for Success
- Preparation for a U.S. Job Interview
- Preparation for the USCIS Interview and Exam
- Preparation for the TOFEL (Test for English as a Foreign Language)



All industries and services have their own unique vocabulary and terms. We know from experience that communication at the workplace is more than basic conversation!

This employee benefit will help all participants strengthen their communications skills not only at work but in their day-to-day lives.

If your company or organization has a need for specific content we can create and design content for English for Specific Purposes (ESP).

Please contact us for more information regarding our course and content offerings.

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