English for Specific Purposes Vocational Education II

Course Description

Provides beginning high conversational, reading, and writing skills for students seeking vocational employment.

Course Prepared by: Developmental Education Department

May 2011

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<th>Lecture</th>
<th>Hours per Week</th>
<th>Number of Weeks</th>
<th>Total Hours</th>
<th>Credits</th>
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<td>48</td>
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Purpose of Course:

Degree Requirement

Degree Elective

Certification

Developmental X

Other

Prerequisite(s)

Placement testing into vocational education or VENG 50

Total Credit Hours 3

Signature, Curriculum & Assessment Committee Chairperson

01/08/2013

Signature, Dean of Academic Affairs

1/8/13

Vice President for Academic and Student Affairs

1/8/13

Last Date reviewed or revised:
II. Course Objectives

A. Students who complete this course will:
   1. Demonstrate listening skills necessary for common workplace situations (VCARP 7)
   2. Respond appropriately in common workplace interactions (VCARP 7)
   3. Read common work related material (VCARP 5, 7)
   4. Write common work related documents (VCARP 7)

B. Student Learning Outcomes
   Upon completion of this course, the student will be able to:
   1. Use listening skills
      a. respond appropriately to emergency warnings and simple instructions
      b. demonstrate understanding in non-face-to-face speech
      c. differentiate between statements and questions based on grammatical structures and intonation
      d. recognize words that signal differences in tenses
   2. Speak effectively
      a. communicate information over the phone
      b. give simple commands, warnings, and directions
      c. participate in simple face-to-face conversations with co-workers, supervisors, and customers
      d. ask for clarification
   3. Read with understanding
      a. decode (sound out) new words common in the work place
      b. recognize common English prefixes, suffixes, root words, and compound words
      c. interpret terms and directions on simple forms
      d. scan work related documents to find specific information
   4. Write effectively
      a. simple sentences based on personal or work related information
      b. short note or message
      c. edit for capitalization, sentence punctuation, and spelling
      d. basic forms and applications
      e. key information from a recording

III. Course Content

This course prepares students to obtain common English skills as needed in a workplace environment.
   1. Social and cultural interaction
   2. Work related interchanges
   3. Following multi-step directions and asking for feedback
   4. Basic health and safety
   5. Scanning for information
   6. Basic English grammar

IV. Methods of instruction

1. Lectures
2. Group work
3. Role play
4. Discussion

V. Equipment and materials

1. Paper and pencil
2. Props to simulate the work place environment

VI. Suggested Methods of evaluation

1. Class participation
2. Homework assignments
3. Quizzes
4. Performance based assessments

Passing this course requires at least a 70% course score. Letter grades are assigned of A, B+, B, C+, C or NP according to the CMI catalogue.