

Beginning Workplace Oral Communication

This six to twelve week workplace "English as a Second Language" training will focus on oral communication skills for workers with a beginning to intermediate foundation of the English language. Participants will use real situations to learn how to communicate effectively within a work environment. The training may also incorporate vocabulary and materials used on the job that relate to the topics of the training.

What You Will Learn

- Small Talk with co-workers
- Asking for Clarification
- Repeating Directions
- Calling in Sick
- Requesting time off

Who should take this course?

This workplace training will focus on serving workers with a beginning-intermediate foundation of the *English language. Interested participants should be able to answer simple questions with a 2-6 word reply. *Individuals English may be measured by asking the following question: What did you do last weekend?