

Workplace Oral Communication: Training in the Workplace for Limited English Proficient Workers

English as a Second Language

Workplace English as a Second Language training focuses on oral communication skills for workers with a beginning to intermediate foundation of the English language. Participants 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 Attend

As 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. An individual's level of English may be measured by asking the following question: What did you do last weekend?