

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: ESLP 9420

Course Title: Communication Improvement, Level 3

Course Description: Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Interpret factual material and inferences associated with job-related communication.

Suggested Course Prerequisite(s): Communication Improvement, Level 4

Course Resources: Textbook; Interchange Level 3, 4th ed-Full Contact w/Self-Study DVD-ROM

Student Learning Outcomes:

1. Understanding of Standard American English grammar for use in business and industry-related settings.
2. Understand relative pronouns as subjects and objects, adverbial clauses, gerund phrases, and direct/indirect requests with models.
3. Understand past continuous, simple past and past perfect tenses.
4. Describe problems with past participles as adjectives, verbs, and nouns; need with passive infinitives and gerunds.
5. Use passive in the present continuous and present perfect tenses; prepositions of cause; infinitive clauses and phrases.
6. Refer to time in the past with adverbs and prepositions; describing future time, future continuous, and future perfect.
7. Understand time clauses.
8. Understand infinitive clauses.
9. Understand past modals for degree of certainty.

Certification Notes:

Next course recommendation: Communication Improvement, Level 4

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

- Session 1:** Introductions/Syllabus
- Session 2:** Unit 1--That's what friends are for!
- Session 3:** Unit 2--Career moves
- Session 4:** Unit 2--Career moves
- Session 5:** Unit 3--Could you do me a favor?
- Session 6:** Unit 3--Could you do me a favor?
- Session 7:** Unit 4--What a Story!
- Session 8:** Unit 4--What a Story!
- Session 9:** Unit 5--Crossing cultures
- Session 10:** Unit 5--Crossing cultures
- Session 11:** Unit 6--What's wrong with it?
- Session 12:** Unit 6--What's wrong with it?
- Session 13:** Unit 7--The world we live in
- Session 14:** Unit 7--The world we live in
- Session 15:** Unit 8--Lifelong learning
- Session 16:** Unit 8--Lifelong learning
- Session 17:** Unit 9--At your service
- Session 18:** Unit 9--At your service
- Session 19:** Unit 10--The past and the future
- Session 20:** Unit 10--The past and the future
- Session 21:** Unit 11--Life's little lessons
- Session 22:** Unit 11--Life's little lessons
- Session 23:** Unit 12--The right stuff
- Session 24:** Unit 12--The right stuff
- Session 25:** Unit 13--That's a possibility
- Session 26:** Unit 13--That's a possibility
- Session 27:** Unit 14--Behind the scenes
- Session 28:** Unit 14--Behind the scenes
- Session 29:** Unit 15--There should be a law!
- Session 30:** Unit 16--Challenges and accomplishments

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.