



## Overview

In today's global economy, companies often bring foreign nationals to the United States and send U.S. workers overseas for temporary assignments.

These workers are often experts in their field who can share their technical expertise, qualifications, and experience. Unfortunately, much of this value can be lost if they are unable to communicate effectively with their work colleagues, teams, or clients. Workplace English programs help employees with language barriers to maximize their contribution in the workplace through improved communications.

## Program Description

The Workplace English program is built on the premise that language learners become more motivated if their learning experience correlates to immediate life application. In this program the English learning activities are centered on the employees' specific job functions. Focus is given in building workplace vocabulary, conversational practice is centered on relevant industry topics, and the mix of literacy skills practiced is tailored to the skills most necessary for the environment in the employee's current workplace.

## Courses include:

### Grammar and Conversation for Foreign Speakers

In this course, students are introduced to complex grammatical concepts. Grammar is taught as a means towards improving students' spoken English; however, some writing is done at this level. The course is helpful for those students who want to improve their English for personal or professional reasons.

### Grammar and Composition for Foreign Speakers

This is an intermediate course designed to help the students acquire a greater facility in written English. This course is designed for the student who already possesses adequate conversation skills. This course also emphasizes grammar, vocabulary, sentence construction, and paragraph writing.

### Advanced Conversation for Foreign Speakers

This is an advanced course for high to intermediate non-native English speakers. Students discuss events and cultural topics in English. Pronunciation, vocabulary development, accent reduction and group discussion skills are stressed.

### Advanced Technical Composition for Foreign Speakers

This course studies situational analysis, data analysis, and presentation of technical and industrial project development through letters and reports. Students practice audience identification, product and process documentation, safety reporting, governmental compliance and proposal writing.

## Benefits to your company

- Increase productivity with employees who can communicate more effectively
- Increase employee satisfaction due to the organization's commitment to their individual growth
- Maximize employee performance with improved communications - less time wasted with misunderstandings and ineffective communications.

## HCC Corporate College

*Relevant, on-site, workforce training to advance Houston's business community.*

For more information:

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