**Academic Competence in the U.S. University I**
This 5-day workshop will orient students to the university system in the United States. Topics include source criticism, typical question types on exams, protocols for interacting with professors during office hours, and more.

**Advanced Academic Writing (2 units)**
Prepare for the writing tasks that are required in an American University. This course focuses on structure and organization of academic prose, the principles of rhetorical development, and grammar and style.

**Academic Writing (3 units)**
Improve accuracy in writing mechanics, all areas of grammar, and the essentials of effective writing style and organization. Lectures will focus on writing summaries, abstracts, technical reports, and academic papers.

**Effective Oral Presentation**
The specific styles and usage conventions of all the following topics: noun complements, relative clauses, adverbial clauses, adjective clauses, interactive structures, subjective structures, and "it" shifts.

**ESL: BUSINESS ENGLISH SKILLS**

### Advanced Business Presentation Skills
Students will learn the skills necessary to prepare and deliver business presentations and business meetings, focusing on selection of appropriate speech content, visual aids, body language, and pronunciation.

### Advanced Business Reading & Discussion
Examine oral and written content in the business world. Use current news from television, radio, newspapers, magazine and on-line articles to improve critical thinking skills, use business vocabulary, and improve fluency.

### Advanced Business Writing
By studying excerpts of well-written letters, students will build knowledge of business writing in the U.S., including letters, reports, resumes, and job application letters. Grammar and appropriate business style will be covered.

### Advanced Case Studies in Business
Case studies offer students the opportunity to practice and improve on their decision-making skills through the exploration of complex and realistic business situations. In this class students will examine, analyze, and discuss contemporary business case studies to improve critical thinking skills, learn and use business vocabulary, and improve fluency.

### Business Writing for Non-Native English Speakers
This class will introduce students to the correct rules of business writing including business language, style, format, tone, presentation, graphics. On-line examples will be used to build writing skills and professional abilities.

### Scientific and Technical Writing
The specific styles and usage conventions of all scientific and technical fields will be covered. Focus on clarity and ideas development, strength of expression, and editing to eliminate problems with grammar and usage.

### Topics in Advanced English Structure
This course will focus on certain complex structures in written academic English, including two of the following topics: nouns, complements, relative clauses, adverbial clauses, subjective clauses, subjective structures, and “it” shifts.

### ESL CONVERSATION & DISCUSSION

#### Conversation Improvement
Identify key strategies and techniques to help improve spoken English through practice, dialogues, and situational role-playing. Build your conversational confidence while further developing your speaking/listening skills.

#### Advanced Conversation Improvement
With daily conversation topics and constant practice, the course emphasizes improvement in overall conversational fluency in an active class environment.

#### Advanced Conversation (2 & 3 units available)
This course will improve conversational skills by covering interesting and different topics. In weeks 2-7, students will be discussing topics in small groups with native English speakers (Conversation Leaders) under the guidance of the teacher.

#### ESL: ENGLISH AS A SECOND LANGUAGE
**American Idioms and Slang for Fluency I**
Students will learn American idioms and slang, in individual interaction with and personal guidance from an expert instructor. Activities will include voice recordings of students’ production of idioms, sentence writing, and other activities.

#### Advanced Idioms & Slang (2 units)
Increase vocabulary while improving your listening and speaking abilities. Learn BO idiomatic and slang expressions, as used in popular music, comic, and advertisements.

#### Pronunciation and Fluency (3 units)
By the end of the class, students will have awareness of their problem sounds, learned how to produce those sounds accurately, and understood how to continue refreshing their speech while strengthening overall confidence.

#### Advanced Fluency & Pronunciation (2 units)
Learn important areas of pronunciation such as practice on sounds, sound combinations, intonation, and more.

#### Advanced Pronunciation and Fluency
This course is designed for ESL speakers who are familiar with the English sound system and their own pronunciation problems. Expand your skills in correctly applying English sounds, stress, intonation, and linking.

### ESL: MEDICAL ENGLISH

#### Medical English (1 unit)
Learn vocabulary associated with respiratory, musculoskeletal, and endocrine systems.

#### Medical English (II) (0 units)
Learn vocabulary associated with the skin, lymphatic/hematic, and urinary systems.