

Workplace English

Class and Program Descriptions

*All of the classes listed below are for MCPS supporting services staff who are
non-native English speakers!*

Testing Placement for English levels: If you have questions about which level English class is best for you, please email Marsha Melson at [Marsha A Melson@mcpsmd.org](mailto:Marsha.A.Melson@mcpsmd.org).

Workplace English 1 - This class is designed for non-native English speakers with beginner level proficiency skills in any/all of the 4 ESOL domains: listening, speaking, reading, and writing. Participants work on vocabulary, grammar, functional communication, and life skills activities. Participants also learn work-related vocabulary. 45 hours of instructions.

Workplace English 2 - This class includes high-beginning to low-intermediate speaking, listening, reading, and writing. Participants work on employee evaluation, writing a resume, and interviewing for a promotion. 45 hours of instruction. **Suggested Prerequisite: Workplace English 1**

Workplace English 3 - This class includes intermediate reading, writing, speaking, and listening. Participants read work-related texts, write summaries, write paragraphs defending an opinion, make work-related comments and have conversations about real life situations, and read/discuss texts and articles on real life and work issues. 45 hours of instruction. **Suggested prerequisite: Workplace English 2**

Working English: Communicating Effectively with Students-- This class combines reading articles about effective communication skills with students, discussion of the articles, and then writing and performing role-play conversations between students and staff. It will include grammar and vocabulary relevant to the topic. **Suggested Prerequisite: Workplace English 3**

Workplace English Pronunciation-- This class focuses on word endings, stress in words, rhythm, intonation, and consonant and vowel practice. Participants will do work-related oral presentations and give a speech. 45 hours of instruction. **Suggested Prerequisite: Workplace English 3**

Workplace English: Writing for Promotion A-- This course focuses on developing English grammar and vocabulary skills to write effective emails for requesting service and information, responding to service and information requests and ordering. It will focus on tasks necessary in supervisor roles for Department of Transportation, Food and Nutrition Services, and Building Services. 15 hours of instruction. **Suggested Prerequisite: Workplace English 3**

Workplace English: Writing for Promotion B-- This course focuses on developing English grammar and vocabulary skills to write a cover letter and a resume, use *MCPS Careers*, and to interview for a promotion within MCPS. 15 hours of instruction. **Suggested Prerequisite: Workplace English 3**

Workplace English: Writing for Promotion C-- This course focuses on developing English grammar and vocabulary skills to write effective emails to co-workers under your supervision and MCPS supervisors,

SSPGS evaluation paragraphs, and a letter of reference. It will focus on tasks necessary in supervisory roles for Department of Transportation, Food and Nutrition Services, and Building Services. 15 hours of instruction. **Suggested Prerequisite: Workplace English 3**

Workplace English: Conversation Circle -- This course focuses on giving participants opportunities to orally communicate and to work on pronunciation in a relaxed atmosphere. Mixed levels of English. Topics shift in different sections of this group. 45 hours of instruction.

Contact Marsha Melson at Marsha_A_Melson@mcpsmd.org with questions!