

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: You will be tested on the first day of class for the following classes: Workplace English 1, Workplace English 2A, Workplace English 2B, Workplace English 3A, and Workplace English 3B. The instructor of the class will let you know if you need to be moved to a higher or lower level of English class after the first day of class and the change will be made if possible. Support staff in manager, secretarial, and paraeducator positions are welcome to sign up for any Workplace English class. Bus operators are often able to skip Workplace English 1 and start in a level 2 course. All others should try to follow the sequence of recommended classes. If you have questions about which level English class is best for you, please email or call Marsha Melson at [Marsha A Melson@mcpsmd.org](mailto:Marsha.A.Melson@mcpsmd.org) or 301 217-5116

Workplace English 1- This class includes beginning speaking, listening, reading and writing. Each participant learns work-related vocabulary and will receive a picture dictionary relevant to his/her work area. 45 hours of instruction

Workplace English 2A - 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 2B - This class includes intermediate speaking, listening, reading, and writing. Participants write work-related letters and emails and read/discuss a drama based on real life and work issues. 45 hours of instruction. **Suggested Prerequisite: Workplace English 2A**

Workplace English 3A -- This class includes intermediate reading, writing, speaking, and listening. Participants read work-related texts, write summaries, make work-related oral presentations, and research Montgomery College classes. 45 hours of instruction. **Suggested Prerequisite: Workplace English 2B or 2**

Workplace English 3B -- This class includes intermediate reading, writing, speaking, and listening. Participants write paragraphs defending an opinion, make work-related oral presentations and read/discuss a novel based on real life and work issues. 45 hours of instruction. **Suggested Prerequisite: Workplace English 3A**

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 3B**

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 3B**

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 3A or 3B**

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 3A or 3B**

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 3A or 3B**

Workplace English: Conversation Circle (A, B, C, and D) -- These are multi-session courses that focus 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. 9 hours of instruction per course.

Contact Marsha Melson at Marsha_A_Melson@mcpsmd.org or at 301 217-5116 with questions!