

# WORKPLACE ENGLISH

*Our English language classes help you develop your English language skills by learning and practicing speaking, reading, writing, and listening. Classes are small, enabling lessons to be individually designed to meet learners' needs. Discussions focus on workplace communication and U.S. culture. Respect for all cultures is emphasized. Tutorial support is available.*

## Beginning Level

*Tuesdays & Thursdays*

*February 21 to May 3, 1 to 3 p.m.*

*115 South College*

— **Vahidi Mohd Hossain**, Instructor



## Intermediate Level English with Introductory Computer

*Mondays & Wednesdays*

*February 20 to May 2, 1 to 3 p.m.*

*109 South College*

**T**his class will integrate intermediate English and beginning computer skills. In this class, you'll continue to work on English language skills as you learn the basics of computer use. You will learn how to use MS Windows and



Word to create documents, send and receive e-mail, and explore the internet.

— **Amy Brodigan**, Instructor



## English for Dining Commons Staff

*Mondays & Wednesdays*

*February 20 to May 2, 1:30 to 3:30 p.m.*

**T**his class is geared specifically for employees of Berkshire and Hampshire Dining Commons. It integrates speaking and writing skills, with a particular focus on the language skills necessary for dietary workers.

