

College of Micronesia-FSM
P. O. Box 159
Kolonias, Pohnpei FM 96941
Course Outline Cover Page

Technical English
Course Title

ESL 050
Department and Number

Course Description:

This course is designed to upgrade the English skills of students to a basic level appropriate for employment in the relevant trade area.

Course Prepared by: Language/Literature Division State: Pohnpei-national

Hours per Week	No. of Week	Total Hours	Semester Credits
Lecture <u>3</u>	x <u>16</u>	= <u>48/16</u>	= <u>3</u>
Laboratory _____	x _____	= _____	= _____
Workshop _____	x _____	= _____	= _____
Total Semester Credits =			<u>3</u>

Purpose of Course: Degree Requirement _____
Degree Elective _____
Certificate/Vocational _____
Remedial _____
Other _____

Prerequisite Course(s):

None

Signature, Chairperson, Curriculum Committee

6/15 /99

Date Approved by Committee

6/21/99

Date Approved by President

GENERAL OBJECTIVE

This course is designed to upgrade the English Skills of students to a level appropriate for employment in the relevant trade area.

SPECIFIC OBJECTIVES

1. Demonstrate an understanding of the particular problems of communication in the workplace.
2. Be able to describe different modes of communication relevant to the workplace.
3. Demonstrate an understanding of what tends to hinder good communication in the workplace, with an emphasis on the giving and receiving of instructions.
4. Be able to handle telephone calls with courtesy and a high level of efficiency.
5. Demonstrate an understanding of common industry signage.
6. Be able to use and understand basic terms/words appropriate to the relevant trade area.

COURSE CONTENT

A. Effective Site Communication

1. Workplace Environment
2. The Communication Process
3. Effective Communication
4. Active Listening
5. Barriers to Communication
6. Non-verbal Communication
7. Giving and Receiving Instructions
8. Telephone Skills
9. Writing faxes and E-mails

COMMON INDUSTRY SIGNAGE

1. Regulatory
2. Hazard
3. Emergency Information Signs
4. Fire Signs

INDUSTRY TERMINOLOGY

1. Basic terms used in the building or other relevant industry
2. Industry Personnel

REQUIRED TEXTBOOKS: To be arranged.

REQUIRED MATERIALS: No special requirements.

REFERENCE MATERIALS:

Building and Construction-Workplace Communication NBC 1001

EVALUATION:

To pass the student must achieve a D or above level result. The student may be evaluated in a variety of ways including: homework, class work, work in small groups, projects, quizzes, a midterm test and a comprehensive final test. Grades will be assigned according to the following scale:

<u>cumulative Percentage</u>	<u>Corresponding Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

ATTENDANCE POLICY:

As presented in the COM-FSM catalog.