

SIGN UP NOW FOR WINTER QUARTER!

FREE for ESL students living in **Bellevue**

Registration:

Thursday, December 10th, 6:00 pm
(R101, BC Main Campus)



ON THE JOB COMMUNICATIONS

- ESL level 5 and 6
- **Dates:** January 5th to March 23rd
- **When:** Tuesdays and Thursdays
5:30 to 7:20 pm
- **Plus:** One hour per week online work required
- **Instructor:** Amanda Johnson

Students will learn to:

- Develop business communication skills
- Strategies for business writing (effective emails, letters, memos)
- Understand the American culture and business environment
- Solve every day problems in the workplace
- Participate at company meetings, make presentations and work as a team

PREPARING FOR WORK

- ESL level 5 and 6
- **Dates:** January 9th to March 20th
- **When:** Saturdays, 9:00am to 12:00 noon
- **Plus:** One hour assignment per week required
- **Instructor:** Amanda Johnson

Students will learn to:

- Write a resume, letters and application forms
- Set goals and research job information
- Practice interview skills
- Find jobs in America

Requirements:

- ✓ Non-native English speakers living in Bellevue
- ✓ Immigrants, refugees or citizens interested in working now



Questions? Call (425) 564-2341 (front desk) or visit www.bellevuecollege.edu/prepforwork