

FREE for ESL students, immigrants, refugees or citizens living in **Bellevue**

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

ON THE JOB COMMUNICATIONS

Students will learn to:

- Develop business communication skills
- Strategies for business writing
- 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
- **ESL level 6**
- January 3 – March 20
- **Tuesdays and Thursdays, 5:30 pm to 7:20 pm PLUS one hour per week online work required**
- **Registration:** Tuesday, January 3, 5:30 pm R101 (BC, Main Campus)
- **Instructor:** Amanda Johnson

PREPARING FOR WORK

Students will learn to:

- Write a resume, letters and application forms
- Set goals and research job information
- Practice interview skills
- Find jobs in America
- **ESL level 5 and 6**
- January 7 – March 17
- **Saturdays, 9:00 am to 12:00 pm PLUS one hour per week online work required**
- **Registration:** Saturday, January 7, 9:00 am R101 (BC, Main Campus)
- **Instructor:** Amanda Johnson



Call: 425 564 2723

Questions? prep4work@bellevuecollege.edu or visit www.bellevuecollege.edu/prepforwork