

## ADVANCED LEVELS

### WRITING

Teaches rhetorical patterns of expository paragraphs and essays; it also reviews English sentence structure, and provides in-depth practice in manipulating simple, compound, and complex sentences to prepare students for academic writing. We take a process approach: students work through at least three drafts of each essay.

### GRAMMAR

Demonstrates grammar's practical application in academic writing and communication; guides students through editing for form and constructing a grammatically accurate and appropriate essay.

### READING

Using short stories and novels, students will sharpen their reading, speaking, vocabulary, and writing skills; students will explore the elements of fiction such as plot, theme, and style as well as making connections to the text. Reading classes include extensive discussion and vocabulary development.

### ORAL SKILLS

Helps advanced students develop critical thinking skills as they gain insight into American attitudes and values; integrates listening, reading, speaking and writing to improve their command of sophisticated vocabulary and complex structures.

### BUSINESS ENGLISH

Students will practice and perfect their oral and writing skills in order to function more comfortably in a business setting. The class will focus on the following areas: summarizing and clarifying ideas at meetings, making professional presentations, interviewing skills, telephone skills and appropriate business language as well as written communication including business letters, reports, memos, summaries, email messages, and meeting minutes.