**BUSINESS & CAREER SKILLS**

**Communicating Professionally in Business Settings**
Dynamically engage your colleagues and customer-base with inspired content, effective visual aids, appropriate body language, and clear pronunciation. Learn strategies for leading professional meetings, speaking at conferences and seminars, and managing breakout sessions.

**Promoting Yourself for Career Success: ESL Workshop**
Through this 10-hour workshop, you will receive individualized coaching that will enable you to perfect your CV or resume, take a deep dive into interviewing strategies, and review networking skills to help you promote

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**GRAMMAR & WRITING SKILLS**

**Grammar and Editing II**
Learn to identify and correct the most common problems in writing, such as the correct usage of conjunctions, prepositions, and punctuation usage. Recognize and correct your own grammar errors and learn how to find the right answers to specific, recurring grammar questions.

**Academic Writing**
Improve accuracy in writing mechanics, all areas of grammar, and the essentials of effective writing style and organization. Lectures will instruct you on writing summaries, abstracts, technical reports, and academic papers.

**Scientific & Technical Writing for Non-native English Speakers**
The specific styles and usage conventions of various scientific fields will be covered. Focus on clarity and idea development, strength of expression, and editing to eliminate problems with grammar and usage.

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**SPEAKING & PRONUNCIATION SKILLS**

**Mastering Pronunciation & Improving Fluency**
**By the end of the class, you will have gained awareness of your problem sounds, learned how to produce those sounds accurately, and understood how to continue refining your speech while strengthening overall confidence.**

**Advanced Conversation Improvement**
With weekly conversation topics and practice, this course emphasizes improvement in conversational fluency in an active class environment.

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### Section ID | Course Name | Dates | Delivery Method | Days | Times | Refund Deadline
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182314 | Academic Writing | 7/8/24 - 9/9/24 | In-person | Monday | 5:30-8:30pm | 7/12/2024
182280 | Advanced Conversation Improvement | 7/7/24 - 8/28/24 | Live Online | Mondays & Wednesdays | 5:30-7pm | 8/2/2024
182315 | Scientific & Technical Writing for Non-native English Speakers | 7/9/24 - 9/10/24 | Live Online | Tuesdays | 5:30-8:30pm | 7/13/2024
182284 | Communicating Professionally in Business Settings | 7/8/24 - 9/11/24 | In-person | Mondays & Wednesdays | 5:30-7pm | 7/12/2024
182286 | Mastering Pronunciation & Improving Fluency | 7/10/24 - 9/11/24 | In-person | Wednesdays | 5:30-8:30pm | 7/14/2024
182313 | Promoting Yourself for Career Success: ESL Workshop | 8/5/24 - 9/9/24 | In-person | Mondays | 4:30-6:30pm | 8/9/2024
182287 | Grammar & Editing II | 7/11/24 - 9/12/24 | In-person | Thursdays | 4:30-7:30pm | 7/15/2024

**Delivery Method Descriptions:**
- **Live Online** = Class will meet online via Zoom on the days and times listed. Students must attend the weekly online class meetings. There will also be required asynchronous work for students to complete independently.
- **In-person** = Class meetings will be held at our La Jolla Extension Campus. Students must physically attend in-person class meetings. There will also be required asynchronous work for students to complete independently.

*IMPORTANT! Please note that all courses are subject to changes and cancellations. If a course delivery method is changed or if a course is cancelled, students will be notified via email in a timely manner.*