

## **Beyond the Basics      Summer 2017      Course Schedule**

### **Beyond the Basics: Pronunciation for Non-Native English Speakers Part 1**

Section # 177700	Beltline Education Center		
June 6 – July 25	Tuesday	6:30 p.m. to 9:30 p.m.	Cost: \$110
No class on 7/4/17			

Section # 177701	Western Wake Campus		
June 7 – July 26	Wednesday	6:30 p.m. to 9:30 p.m.	Cost: \$110
No class on 7/5/17			

### **Beyond the Basics: Pronunciation for Non-Native English Speakers Part 2**

This class is not offered in the summer due to the brevity of our summer semester!  
We will offer this course again during the fall term.

### **Beyond the Basics: Advanced Grammar for Non-Native English Speakers**

Section # 177697	Western Wake Campus		
May 15 – July 17	Monday	6:30 p.m. to 9:30 p.m.	Cost: \$77
No class on 5/29/17, 7/3/17			

Section # 177702	Beltline Education Center		
June 29 – August 17	Thursday	6:30 p.m. to 9:30 p.m.	Cost: \$77

### **Beyond the Basics: Advanced Conversation and Fluency**

Section # 174871	Athens Drive High School		
June 7 – July 26	Wednesday	6:30 p.m. to 9:30 p.m.	Cost: \$95

Section # 178505	Beltline Education Center		
June 19 – August 14	Monday	6:30 p.m. to 9:30 p.m.	Cost: \$77
No class on 7/3/17			

### **Beyond the Basics: Business Writing for Non-Native English Speakers**

Section # 177829	Beltline Education Center		
July 11 – August 29	Tuesday	6:30 p.m. to 9:30 p.m.	Cost: \$77

Section # 178034	Western Wake Campus		
July 25 – Sept. 12	Tuesday	6:30 p.m. to 9:30 p.m.	Cost: \$77

### **Beyond the Basics: Verbal Communication for Business**

Section # 178028	Beltline Education Center		
July 13 – August 31	Thursday	6:30 p.m. to 9:30 p.m.	Cost: \$77

**The summer/fall TOEFL prep class schedule will come out at the end of April!**

**Beyond the Basics: Better Scores in TOEFL iBT – Speaking**

Section # 171726 Feb. 6 – Feb. 27	Western Wake Campus Monday	7:00 p.m. to 9:00 p.m.	Cost: \$71
Section # 171736 May 12 – June 2	Beltline Education Center Friday	3:00 p.m. to 5:00 p.m.	Cost: \$71

**Beyond the Basics: Better Scores in TOEFL – Reading**

Section # 171727 Feb. 10 – March 3	Beltline Education Center Friday	3:00 p.m. to 5:00 p.m.	Cost: \$71
Section # 171735 May 1 – May 22	Western Wake Campus Monday	7:00 p.m. to 9:00 p.m.	Cost: \$71

**Beyond the Basics: Better Scores on the TOEFL iBT – Writing**

Section # 171729 March 6 – March 27	Western Wake Campus Monday	7:00 p.m. to 9:00 p.m.	Cost: \$71
Section # 171734 April 7 – May 5	Beltline Education Center Friday	3:00 p.m. to 5:00 p.m.	Cost: \$71

**Beyond the Basics: Better Scores on the TOEFL iBT – Listening**

Section # 171904 March 10 – March 31	Beltline Education Center Friday	3:00 p.m. to 5:00 p.m.	Cost: \$71
Section # 171733 April 3 – April 24	Western Wake Campus Monday	7:00 p.m. to 9:00 p.m.	Cost: \$71

**Beyond the Basics: TOEFL iBT Supplementary Lab Class**

Section # 171731 March 25 – May 13	Beltline Education Center Saturday	9:00 a.m. to 12:00 p.m.	Cost: \$143
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**Beyond the Basics: Vocabulary and Grammar for the TOEFL iBT**

Section # 171728 March 2 – April 20	Northern Wake Campus Thursday	6:30 p.m. to 8:30 p.m.	Cost: \$132
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## **Course Descriptions**

### **Beyond the Basics: Pronunciation for Non-Native English Speakers – Part 1 and Part 2**

What's holding you back from getting that job? It's your pronunciation! Acquire the technical know-how for pronouncing English correctly and managing a foreign accent. Receive valuable practice and correction.

Please purchase the following textbook and bring to class: *Clear Speech: Pronunciation and Listening Comprehension in North American English*, 4<sup>th</sup> Edition, ISBN: 1107682959.

It is not necessary to take Part 1 before taking Part 2.

### **Beyond the Basics: Business Writing for Non-Native English Speakers**

Wondering about the best way to write that important email? Concerned that your English writing is causing you to be held back in your career? This course covers the essentials of written communication in the business world. Emphasis on grammar, formal and informal language, and American culture as it applies to business writing.

Please purchase the following textbook and bring to class: *In Focus: Strategies for Business Writers*, ISBN: 978-0472030743.

### **Beyond the Basics: Advanced Conversation and Fluency**

Learn to speak with ease in English on a variety of topics and express yourself more precisely in all types of conversation. Improve your spoken English with a variety of fun and purposeful activities and receive valuable correction. Emphasis on fluency building and vocabulary.

### **Beyond the Basics: Advanced Grammar for Non-Native English Speakers**

Save yourself the frustration of misunderstanding and the hassle of wasted time - improve your knowledge of English grammar. This course focuses on understanding and using advanced grammatical structures in context. Students develop an understanding of their own grammatical problems and how to edit their own writing for correctness.

### **Beyond the Basics: Verbal Communication for Business**

How often have you stumbled over a conversation with your boss, struggled for clarity when negotiating with a customer or felt stuck trying to get your ideas across to coworkers? Good verbal communication skills are a must for success at work! This course is designed to help you improve your spoken communication in a business context. Learn how to conduct or participate in meetings, have effective telephone conversations, summarize and paraphrase information. Discover the best strategies for communicating in challenging situations. Practical and engaging practice activities will enable you to acquire the verbal communication skills you need to achieve your career goals.

### **Beyond the Basics: TOEFL iBT Supplementary Lab Class**

This is the perfect addition to your preparation for the TOEFL iBT! This lab class is focused on student needs – the structure you need to stay on task, and the flexibility to focus on what’s important to you. You’ll meet in a computer lab, with an experienced instructor to assist you with specific TOEFL iBT questions and tasks. A mini-lesson will be given each week on a variety of TOEFL iBT topics, but the main emphasis is on developing your test-taking skills with the guidance and support of an instructor. This class is intended to supplement your current preparation or provide a review for veteran test-takers.

### **Beyond the Basics: Vocabulary and Grammar for the TOEFL iBT**

According to ets.org, “the TOEFL iBT test measures your ability to use and understand English at the University level.” This course will help you to build academic vocabulary and grammar skills in order to improve scores on the TOEFL iBT. In each class you will learn and use new vocabulary through reading, writing, listening, and speaking activities. You will also practice English grammar concepts that will help improve your understanding and production skills.

### **Beyond the Basics: Better Scores in TOEFL iBT – Speaking**

Do you need to improve your score on the speaking portion of the TOEFL iBT? You're not alone! Join an interactive, dynamic learning environment focused on helping you score higher on the TOEFL iBT. This course is designed to build academic language skills and boost confidence with proven test-taking strategies. Students will receive hands-on experience with a simulated TOEFL iBT. Both pre and post-diagnostic tests will be given.

### **Beyond the Basics: Better Scores in TOEFL – Reading**

Do you need to improve your score on the reading portion of the TOEFL iBT? You're not alone! Join an interactive, dynamic learning environment focused on helping you score higher on the TOEFL iBT. This course is designed to build academic language skills and boost confidence with proven test-taking strategies. Students will get hands-on experience with a simulated TOEFL iBT. Both pre and post-diagnostic tests will be given.

### **Beyond the Basics: Better Scores on the TOEFL iBT – Writing**

Do you need to improve your score on the writing portion of the TOEFL iBT? You're not alone! Join an interactive, dynamic learning environment focused on helping you score higher on the TOEFL iBT. This course is designed to build academic language skills and boost confidence with proven test-taking strategies. Students will get hands-on experience with a simulated TOEFL iBT. Both pre and post-diagnostic tests will be given.

### **Beyond the Basics: Better Scores on the TOEFL iBT – Listening**

Do you need to improve your score on the listening portion of the TOEFL iBT? You're not alone! Join an interactive, dynamic learning environment focused on helping you score higher on the TOEFL iBT. This course is designed to build academic language skills and boost confidence with proven test-taking strategies. Students will get hands-on experience with a simulated TOEFL iBT. Both pre and post-diagnostic tests will be given.

## **How to Register for Beyond the Basics Courses**

### Option #1

1. Go to Northern Wake Campus located at 6600 Louisburg Road, Raleigh.
2. Register for the class in Building C, Workforce Continuing Education.
3. Pay for the class at the Cashier's Desk in Building A.
4. Please note that the cashier is open from 9:00 a.m. to 5:00 p.m. and is closed during lunch.
5. You may pay at this location with cash, check, money order, debit or credit card.
6. You may register and pay in the evening with a check or money order.

### Option #2

1. Go to Western Wake Campus, 3434 Kildaire Farm Road, Cary.
2. Register for the class at the Receptionist's Desk on the first floor.
3. Pay for the class at the Cashier's Desk also on the first floor.
4. Please note that the cashier is open from 9:00 a.m. to 4:00 p.m. and is closed during lunch.
5. You may pay at this location with cash, check, money order, debit or credit card.
6. You may register and pay in the evening with a check or money order.

### Option #3

1. Go online to [workforce.waketech.edu](http://workforce.waketech.edu).
2. Type the course number into the search box.
3. Find the course that you want to take and click on the box to the left of the name of the course.
4. Scroll down and click on "Proceed to Check Out."
5. Complete the online registration form.
6. Please note that students without a Social Security Number will need to contact the Department of Records and Registration in order to have their online registration processed. The number is 919-334-1631.
7. All students must indicate USA as their citizenship for online registration. This is a requirement in our computer system and is not reported to any government agency.
8. For this option, you may use only debit or credit card.

### Option #4

1. Go to the Beltline Education Center, 3200 Bush Street, Raleigh between the hours of 9:00 a.m. and 5:00 p.m.
2. You may only pay with a check or money order at this location.