

# ESL Newsletter

This class is designed for ESL students who have taken or are taking an intermediate-level class and wish to sharpen their communication skills through the production of a class/campus newsletter.

**Prerequisite: Students must register and take the CASAS Appraisal test.**

By the conclusion of this class, students will be able to:

## **Listening and Speaking**

- Understand learned phrases and short new phrases containing familiar vocabulary spoken slowly, with some repetition.
- Communicate basic survival needs with some help.
- Participate in conversation in limited social situations and use new phrases.
- Rely on description and concrete terms.
- Demonstrate control of more complex grammar, although it may be inconsistent.

## **Basic Reading and Writing**

- Read text on familiar subjects that have a simple and clear underlying structure (e.g., clear main idea, chronological order).
- Use context to determine meaning and interpret actions required in specific written directions.
- Write simple paragraphs with main idea and supporting details on familiar topics (e.g., daily activities, personal issues) by recombining learned vocabulary and structures.
- Self- and peer-edit for spelling and punctuation errors.

## **Functional and Workplace Skills**

- Meet basic survival and social needs, follow some simple oral and written instruction, and demonstrate some ability to communicate on the telephone on familiar subjects.
- Write messages and notes related to basic needs.
- Complete basic medical forms and job applications.
- Handle jobs that involve basic oral instructions and written communication in tasks that can be clarified orally.
- Work with or learn basic computer software, such as word processing, and follow simple instructions for using technology.

## **Newsletter**

In addition, students will produce, as a part of the class, a newsletter. At the conclusion of the course, students will be able to:

- Understand the different kinds of media in the United States
- Understand vocabulary associated with the media, specifically with news writing and producing a newsletter
- Write articles with the basic elements of good news writing
- Use interview skills to gain information needed for articles
- Understand audience, voice, and tone
- Use software, such as Publisher, to design and publish a newsletter