<table>
<thead>
<tr>
<th><strong>Course Title:</strong></th>
<th>English for Professional Success: Business and Restaurant Management/ Criminal Justice, Pre-Law, History, and Political Science/ Still Exploring, Communication, Education, and Art</th>
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<tr>
<td><strong>Term/ Semester/Year:</strong></td>
<td>Spring 2010</td>
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<tr>
<td><strong>Course Catalog Number:</strong></td>
<td>EPS 5101/EPS 5104/EPS 5105</td>
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<td><strong>Instructor:</strong></td>
<td>Staff</td>
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**Course Description:**
An English for Specific Purposes class and English for Academic Purposes lab

**Prerequisites (If any):**
(Co-requisite: EPS 5111/EPS 5114/EPS 5115 lab)
For Graduate students only

**Goals and Objectives:**
Students will be able to

- Write a 5-page (graduate) academic research paper expressing clearly stated ideas that are adequately developed and supported using appropriate vocabulary and complex syntax, correct standard grammar, and the correct APA format.
- Write informal/formal business report(s) using proper business writing style (executive summary, table of contents, etc.)
- Write business e-mail/memorandum using proper business style.
- Create resume, application letter and job correspondence and participate in a mock interview as part of a job searching process.
- Work collaboratively on developing and presenting class assignments.
- Use technology when submitting written assignments and presenting reports/research.
- Read complex content area texts and demonstrate understanding of the skill through paraphrasing and answering a series of relevant text explicit, text implicit and experience-based questions.
- Read and interpret charts and other visuals.
- Take effective notes, follow directions, formulate, and pursue questions appropriately.
- Participate in classroom and on-line discussions on a variety of topics using appropriate vocabulary/register and/or adequate pronunciation.
- Demonstrate understanding of the American culture and the business/ political science/communication/ education/art and so on, sub-culture.

**Course Topics:**
Class:
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<th>Communicating in Today’s Workplace</th>
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<tr>
<td>The Writing Process: Business</td>
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<td>Communicating at Work</td>
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<td>Professionalism, Teamwork, Meetings, and Speaking Skills</td>
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<tr>
<td>Reporting Workplace Data</td>
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<td>Employment Communication</td>
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Lab:
- Writing a Paragraph and Sentence Structure
  - Structure, Unity and Coherence, Supporting details
- Writing an Essay
  - Process Essays, Cause/Effect Essays, Comparison/Contrast Essays, Argumentative Essays
- Doing APA Research
  - Paraphrase and Summary, Research and Documentation of Sources

**Text:**
