FREE for ESL students, immigrants, refugees or citizens living in Bellevue

✓ Non-native English speakers living in Bellevue
✓ Immigrants, refugees or citizens interested in working now

PREPARING FOR WORK (Level 5/6)

Students increase skills in:
• Finding jobs in the U.S.
• Writing resumes/letters/applications
• Setting goals/taking action
• Researching about jobs
• Interviewing for jobs

Sept 22 – Dec 10
Tues / Thurs 5:30pm – 7:20pm
Register on the first day of class
R101 (BC, Main Campus)
Instructor: Amanda Johnson

More Information
www.bellevuecollege.edu/preparingforwork
Email: prep4work@bellevuecollege.edu
Call: (425) 564-2723

ON THE JOB COMMUNICATIONS (Level 6)

Students increase skills in:
• Business communications
• Business writing: emails and letters
• Understanding the American culture
• Participating at work and speaking up
• Making suggestions and presentations

Sept 26 – Dec 5
Saturdays, 9:00am – 12:50pm plus one hour online each week
Register on the first day of class
R101 (BC, Main Campus)
Instructor: Amanda Johnson

WORKING IN ENGLISH (Level 4/5)

Students increase skills in:
• Listening to directions & requests
• Writing messages/completing forms
• Speaking with people at work
• Reading work forms & documents

Sept 26 – Dec 5
Saturdays, 9:00am – 12:50pm
Register on the first day of class
R103 B&C (BC, Main Campus)
Instructor: Jayashree Pulacode