

ABE-Advanced Business English Program

Date: **Spring 2010**

TO: New Zicklin Graduate Students Who Are Required to Take ABE (Indicated on your official acceptance letter)

RE: ABE-Advanced Business English Program

Congratulations on your acceptance to Baruch's Zicklin School of Business and welcome to our ABE (Advanced Business English) program in the division of Continuing and Professional Studies at Baruch College. You have been assigned to take the ABE, English Immersion Program, so that you may have a more solid and competitive language foundation to succeed in your graduate business studies, and your career.

In this five week-long immersion program you will have five hours of classes from Monday through Saturday from 9am to 3:30pm. You can register in person, fax, e-mail or regular mail and you can pay by cash, check, money order or credit card.

On the first day, **orientation** will begin promptly at 9am. Shortly after orientation, you will take a pre-test. Lunch will then run from 12:15pm-1:30pm and afternoon classes will meet at their regularly scheduled time 1:30pm-3:30pm. Once you register you will be notified of the location for the 9am orientation.

MONDAY-FRIDAY SCHEDULE - 9-4:45PM:

- 1) Writing 9am-11:45am
 - 2) Accent Reduction 12pm-1pm
 - 3) Advanced Oral Conversation 2pm-4:45pm
- *There is a lunch break between 1pm-2pm

These three courses will not only help you build native-like communication skills but also review your grammar, increase your business vocabulary and terminology, and build your research and writing skills.

SATURDAY SCHEDULE: On Saturdays, classes will also meet from 9am-3:30pm. Here is how your day will be divided:

- 1) Grammar Workshop 9am-11am
 - 2) Contemporary Business Vocabulary 11:15am-1:15pm
 - 3) Topics in U.S. Business and Culture 2:15pm-5:15pm
- *There is a lunch break between 1:15pm-2:15pm

The Saturday courses are meant to enhance your experience in the Advanced Business English program by providing you with additional material, support and field trips to prepare you for the post-test as well as your business courses and career.

ATTENDANCE AND EVALUATION: *Due to the brevity of the program, students are allowed to miss only three hours per week.* If you do not comply with this rule, you may risk not receiving a certificate and may have to take this program again. Whether a student qualifies for a certificate is ultimately the instructors' decision. Your participation, interest in the subject matter, responsibility, attitude and attendance are crucial in determining your success in our program.

We hope this program does not only help you to improve your English skills but also serves you in acquiring a better understanding of university and every day life in this country and in New York City. Remember that we are here to help you. If you have any questions, problems, concerns, comments or suggestions please contact the ABE coordinator at Continuing and Professional Studies, at 646-312-5000. You can also send an email to caps@baruch.cuny.edu

Once again, welcome to ABE. If you have any further questions as to why you have to take this program please contact either Frances Murphy, Director of Graduate Admissions at 1-646-312-1303, or Elaine Bernstein, Graduate Business Programs at 1-646-312-3074.

I look forward to meeting and working with each one of you.

Sincerely,

Patti Juza

Director, Advanced Business English Program

NOTE: This program is also open to all international students who feel and/or have the need to polish their English written and spoken skills.

ABE-Advanced Business English Program Information

A QUICK GLANCE

Deadlines, Fees and Courses

Semester: **Spring 2010**

Advanced Business English Program Schedule: January 4, 2010 to January 25, 2010

Last day to register and pay in full: December 28, 2010

Cost of Program: \$1,850

Additional course materials fee: ~\$ 100

Mandatory Orientation Date and Time: January 4, 2010 at 9am

Schedule of Courses

Monday-to Friday

Advanced Oral Communication: 2.75 hrs.

In this class, you will describe and analyze data, graphs, charts and other relevant information. Additionally, you will give an informative presentation, employ conversation management techniques for business-related and spontaneous-speaking situations and use effective listening and note-taking strategies. You will also develop your interpersonal communication (through small talk, making/scheduling appointments, etc.) By the end of the course, you will be able to critique and evaluate your peers' work, utilize new business-related vocabulary and idioms, understand cross-cultural information (register) and develop platform skills.

Writing: 2.75 hrs.

In this course, you will summarize and paraphrase business-related texts. You will learn how to quote and integrate references using APA format. You will write at least one compare/contrast essay on a business topic as well as a 3-5-page mini-research business-related paper, using APA format. Additionally, you will learn how to utilize the library facilities (including electronic resources), understand plagiarism and apply effective strategies for avoiding plagiarism and use the writing process (including planning, writing, revising and editing).

Accent Reduction: 1 hr.

In this course, you will focus on refining your speech patterns and clarity by practicing breath control, articulation of American English stress, intonation and vowel and consonant sounds.

Saturdays

Grammar Workshop: 2 hrs.

In this course, you will review complex areas of American English grammar. Through discussion, exercises and short assignments, you will focus on grammatical competence in terms of accurate usage in writing and speaking contexts.

Contemporary Business Vocabulary: 2 hrs.

In this course, you will further develop your knowledge and usage of American English business vocabulary and idioms through exercises, dialogs and other group discussion.

Topics in U.S. Business and Culture: 3 hrs.

In this course, you will have an opportunity to learn about current trends and topics in U.S. Business and Culture through films, exercises, short writing assignments, discussions and field trips.

ABE-Advanced Business English Program Registration Form

Program Schedule: **Spring 2010** **January 4 to January 25, 2010**
 Last day to register and pay in full: **December 28, 2010**

Print Clearly

FAMILY NAME		MIDDLE INITIAL
FIRST NAME		STUDENT ID #
ADDRESS:		
CITY	STATE / PROVINCE	
CODE	COUNTRY	
PHONE (Daytime)	Phone (Evening)	
Payment: (Please check form of payment you will be using)		
<input type="checkbox"/> Check/Money Order (make payable to Baruch College)		
<input type="checkbox"/> MasterCard	or	<input type="checkbox"/> Visa
Name of cardholder:		Credit Card Number:
Expiration date:		
Signature:		

You can register in person; fax, e-mail or regular mail and you can pay by cash, check, money order or credit card.

Please Send This Form To:

Baruch College
 Division of Continuing & Professional Studies
 1 Bernard Baruch Way, Box B1-116
 New York, NY 10010

Campus Walk-In Address:

55 Lexington Avenue (at 24th Street)
 First Floor, Room 1-116
 Telephone (646) 312-5000
 Fax: (646) 312-5101

Electronic Addresses:

Email: CAPS@baruch.cuny.edu
 Website: <http://www.baruched.com/>