

2011–2012

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UNIVERSITY OF TORONTO  
SCHOOL OF CONTINUING STUDIES

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# Learn more.

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Part-Time  
English Language Courses

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UNIVERSITY OF TORONTO  
SCHOOL OF CONTINUING STUDIES

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## ON THE COVER

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# Andrew Zhou

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Student, Canadian Workplace Culture and Communication

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“The case method, concepts, and discussions, combined with the quality of instructor and participants, were keys in preparing me for the challenges ahead. The course has given me the fundamental concepts and tools to succeed in a business environment.”

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Andrew Zhou, a world traveller, is a Business Financial Analyst at Johnson & Johnson.

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# University of Toronto

## School of Continuing Studies

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The University of Toronto School of Continuing Studies (SCS) offers continuing education throughout the GTA and beyond — at the downtown St. George campus, at U of T Mississauga, at U of T Scarborough and via online learning. We provide programs that empower and inspire learners to create, discover and achieve more in both their personal and professional lives. Led by instructors accomplished in their fields, our general-interest and business and professional programs are always evolving, ensuring that we respond to our learners' current and ever-changing needs.

## Continue to Learn

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Welcome to SCS, where lifelong learning is about helping our learners expand their options, create more opportunities and leverage their experience. At SCS we offer relevant and flexible learning that will suit just about all your needs and interests. And, like the rest of the University of Toronto, we are passionate about quality.

Adult learners can choose from hundreds of courses and certificate programs within our program areas: Business & Professional Studies, Arts & Science, Creative Writing, English as a Second Language, and Languages & Translation. These programming areas and certificate programs provide inspiring learning opportunities for adults with a wide range of interests and experience.

Whatever your goals, we offer you the opportunity to keep your knowledge current and your mind engaged. For more information, see our SCS Annual Course Calendar.

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### Mission

Our goal is to deliver exceptional and inspiring educational experiences that are responsive to evolving learning needs and career aspirations. Our constant aim is to provide the highest levels of quality, innovation and accessibility for our learners.

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### Instructors

Our instructors bring a passion for their topics to the classroom. All are accomplished in their fields and, more importantly, are committed to the success of the student experience.

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### You

Our learners are diverse. They range in age from 18 to 90, from those who entered the workforce right after high school to internationally educated professionals with PhD degrees. They all have one thing in common: the desire to learn more.

## FREE Personal Consultation

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If you are a non-native English speaker and would like to improve your language skills but are unsure which course is best for you, sign up for a FREE personal consultation.

Every learner is unique. When you register for a FREE consultation, one of our counsellors will work with you to determine the appropriate course or program to meet your personal, academic or professional goals. We work with you to make sure you are in the best position to meet your specific learning needs.

To arrange a consultation, please contact us by email at [learn.english@utoronto.ca](mailto:learn.english@utoronto.ca) or by phone on **416.978.5104**.

## Credential Evaluation

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### Comparative Education Service

Our Comparative Education Service (CES) provides assessments of academic qualifications earned outside of Canada for the purpose of employment or immigration. CES letters of assessment compare these qualifications to equivalent Canadian credentials, helping professionals to establish their careers.

Recognized by the Canadian Information Centre for International Credentials, CES was the first credential assessment service in Canada. As part of U of T, our letters of assessment are highly valued by employers and government agencies nationwide and satisfy the requirements for Citizenship and Immigration Canada and the NAFTA agreement for employment permits in the United States.

As part of our commitment to the professional success of every CES client and their desire for continuous learning, CES and the School of Continuing Studies have introduced the following value-added features:

- **A one-time \$150 (CAD) tuition credit** to be applied towards any Business & Professional Studies or English Language Program course offered by the University of Toronto School of Continuing Studies;
- Regular online updates about programs and services designed to meet personal and professional development goals.

Please visit our website for further details: [learn.utoronto.ca/ces.htm](http://learn.utoronto.ca/ces.htm) or contact us at **416.978.2400** and press 3 to speak with a CES representative.

## U of T Student Discount

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Currently registered U of T degree students or Post-Doctoral Fellows can receive **a discount of 25%** on all English Language Program part-time courses. For details, please contact us at **416.978.2400**.

# Part-Time English Language Courses

## English for General Purposes

Reinforce, build and strengthen your language foundations with one of these courses designed to improve your grammatical accuracy and language fluency. Feel more confident in your daily interactions.

<b>SCS 1908</b>	Listening Strategies
<b>SCS 0166</b>	Pronunciation
<b>SCS 1333</b>	Refine Your Grammar I
<b>SCS 2559</b>	Refine Your Grammar II
<b>SCS 1911</b>	Speak Up
<b>SCS 1121</b>	Speaking Accurately
<b>SCS 1337</b>	Writing Essentials I
<b>SCS 2640</b>	Writing Essentials II

## English for Academic Purposes

Learn the academic skill sets and language to ensure confident and successful interaction in an academic environment. Feel confident communicating with classmates and professors. Cultivate the knowledge and skills you need to succeed in a demanding post-secondary environment.

<b>SCS 1912</b>	Academic Writing
<b>SCS 1913</b>	Academically Speaking
<b>SCS 2402</b>	Advanced Academic Writing

## English for Professional Purposes

Effective communication skills are essential for professional success. Our English language courses are designed to meet your evolving professional needs. If you want to improve your communication skills, increase your confidence and interact more effectively, these courses may be right for you. Prepare yourself for the demands of the workplace.

<b>SCS 2531</b>	Canadian Workplace Culture and Communication
<b>SCS 1914</b>	Professional Writing
<b>SCS 1120</b>	Professionally Speaking

Please visit us at our website: [learn.english.utoronto.ca](https://learn.utoronto.ca)

# Canadian Workplace Culture and Communication

Culture shapes communication. Learn the essential communication skills you need to succeed in a diverse and highly competitive Canadian professional workplace.

Designed specifically to meet the needs of internationally educated professionals, this course teaches the essential communication skills required to survive and succeed.

You will explore the key aspects of culture and communication that international professionals need to know: how we receive, interpret and respond to messages, and how we express our knowledge, ideas and opinions. You will learn about the underlying assumptions and expectations of Canadian colleagues and clients, and examine important, non-verbal forms of communication, such as body language and facial expressions. In class, you will not only practice what to say — or not say — but discover how to say it.

## Certificates in Business English

Certificates from the School of Continuing Studies provide the tools and techniques to prepare you for future success. Invest in your career and future with continuous professional development.

### Certificate in Business English for International Professionals\*

- SCS 1121** Speaking Accurately
- SCS 1337** Writing Essentials I
- SCS 0166** Pronunciation

### Advanced Certificate in Business English for International Professionals\*

- SCS 1120** Professionally Speaking
- SCS 1914** Professional Writing
- SCS 1241** Effective Communication and Negotiation

\* Each of these certificates requires the successful completion of the three courses listed.

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## Course & Services Information

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There are a number of ways to find information about our courses and services at the School of Continuing Studies:

**Website:** [learn.utoronto.ca](http://learn.utoronto.ca)  
**Email:** [learn@utoronto.ca](mailto:learn@utoronto.ca)  
**Telephone:** 416.978.2400  
**Fax:** 416.978.6666

### Telephone Hours

September to June

Mon to Thurs: 8:30am-6:30pm  
Fri: 8:30am-5:00pm

July to Labour Day

Mon to Thurs: 8:30am-6:30pm  
Fri: 8:30am-4:30pm

To speak with a Student Services representative who can assist you, press 2.

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## Registration Eligibility

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Any adult, regardless of educational background, may register in any course or certification program offered by the School of Continuing Studies. Please keep in mind that some courses have prerequisites so please consult course descriptions for details.

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## Registration Deadlines

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We receive and process all registrations on a first-come, first-served basis. Courses often fill in advance of their starting date, so early registration is recommended.

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## How to Register

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Visit [learn.utoronto.ca](http://learn.utoronto.ca) for information and registration.

### Online

Simply choose your course and click on "Request to Register." You will be prompted to create your own personal file, and then to enter your Visa, MasterCard or American Express payment information. You will know within seconds that your payment has been authorized and your place in the course is secured.

### Telephone

Call **416.978.2400** and press 2 to speak with a Student Services representative. Payment is accepted by Visa, Mastercard, or American Express.

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## Confirmation of Registration

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### Official Receipt

When you register for a course, the School issues an official receipt. This document confirms your registration and payment of fees, and will be emailed to you at the time of registration. All course information, including the location, dates, and times of your course, is printed on this receipt.

We advise that you take the receipt with you to your first class as proof of your registration.

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## Change or Cancellation of Courses

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If courses are altered, cancelled or postponed, learners are notified. The School reserves the right to withdraw or cancel courses listed in its publications. Should a course be withdrawn or cancelled you may submit the official receipt for a full refund of fees paid. Visit our website for updated information.

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## Student Services

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SCS students have access to the U of T library system, are eligible for a discount on TTC (public transit) Adult Passes, and benefit from University of Toronto Alumni programs such as the U of T Alumni Travel Program.

For a complete listing of student services, visit our website at [learn.utoronto.ca](http://learn.utoronto.ca).

Learn more.  
Create more.  
Discover more.  
Earn more.  
Live more.  
Enjoy more.  
Achieve more.