



Affiliated with the Department of English

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# English Language Institute

UWest's English Language Institute (ELI) provides students with direct language instruction and support necessary to improve English proficiency for personal, professional, and academic purposes.

The Institute's faculty hold advanced degrees in such fields as English, TESOL, linguistics, and cultural studies. Many also teach courses in general education and English, giving them insight into the academic needs of students who plan to pursue a degree at UWest or another American university.

The Institute houses an array of programs tailored to meet the diverse needs of its students, including English as a Second Language, Intensive English Summer Program, English for Specific Purposes, Program of American Cultural Exchange, and Academic English Bridge.

## English as a Second Language (ESL)

ESL courses are offered across levels and skill areas to develop fluency through a comprehensive curriculum grounded in the language domains of speaking, listening, grammar, reading, conversation, pronunciation, and writing. English for Academic Purposes (EAP) is integrated into the ESL curriculum to improve English skills necessary for collegiate success across core subject areas.

Emphasis is placed on the following language domains: writing, reading, grammar, vocabulary, listening comprehension, fluency development, and oral intelligibility. Academic skills addressed include test- and note-taking skills, academic vocabulary usage, critical reading and writing, comprehending academic lectures, research and library skills, and formal composition forms and development, including research papers.

## Intensive English Summer Program (IEP)

Students enrolling in IEP experience an immersive English program focused on developing general English skills for everyday communication. Over the six-week summer session, IEP employs an integrated skills approach set within a language immersion context.

## English for Specific Purposes (ESP)

ESP curriculum focuses on helping students improve their English proficiency for personal, professional, and academic purposes. The program was created to serve working professionals and others in the community with language instruction and support in targeted areas such as everyday business, personal interaction, corporate success, and more. Courses are offered in six-week modules and meet evenings and weekends to suit busy schedules.

## Program of American Cultural Exchange (PACE)

PACE offers customized group programs tailored to a variety of age and educational levels, professions, and interests. Participants live on campus and when not attending class are exploring the many and varied attractions and cultural sites located in and around Los Angeles. In addition to small interactive classes, students enjoy excursions and fieldtrips to enhance English learning and experience American culture.

## Customized English Programs (CEP)

CEPs offer groups the opportunity to work with the Institute's faculty to design short-term language programs lasting 2 to 4 weeks. These immersive educational programs can be customized to meet language needs in areas such as academic English, general English, English for specific purposes, test preparation, and enrichment. CEP is designed for groups of 6 or more students aged 18 and up.

## Academic English Bridge (Affiliated with the Department of English)

Academic English Bridge (Bridge) curriculum prepares students who have gained a solid foundation in English to transition to collegiate-level studies. Students master the writing, reading, and oral communication skills required for success in the college classroom while honing their critical and analytical thinking and basic research skills. While Bridge courses in the 100 series and above are credit-bearing college-level classes, applicability towards a degree is contingent on degree program requirements.

# English Placement Testing

All instruction at UWest is in English, and proficiency in English is essential for academic success. Applicants to degree programs whose prior education was completed in a country where English is not the official language must provide evidence of English language proficiency.

Applicants entering directly into the ESL program and those admitted conditionally to a degree program due to IB, TOEFL, or IELTS scores below the minimum required for full admission are required to complete UWest's English Placement Test (EPT) to determine placement and status. Details regarding IB, TOEFL, and IELTS score requirements and waivers are provided in the International Admissions section of this catalog.

The EPT is offered on campus during UDays/New Student Orientation, which takes place the week before the first day of classes each term, and on regularly scheduled testing days during the months prior to UDays. Students who request testing at any other time must pay a \$100 EPT test fee. Testing by request is offered on a space available basis.

**ESL Applicants:** the EPT score determines placement at the appropriate level of ESL instruction.

**Conditional Admits:** If the IB, IELTS, or TOEFL score indicates that the EPT is required, applicants may be admitted conditionally. Their final admission status is based upon their EPT score.

*Possible Admission Status, based upon EPT outcome*

1. Fully admitted to degree program; enrolled in degree courses.
2. Admitted to degree program; academic bridge coursework required prior to or concurrent with enrollment in degree courses.
3. Not admitted to degree program.
  - Applicants who fall into category 3 may fulfill the English language proficiency requirement by enrolling in and successfully completing UWest's ESL certificate program through Academic Bridge Level 100. These students are encouraged to re-apply to the degree program when they enter their final term in ESL (Academic Bridge Level 100). Admission will be based on current admissions criteria for that program.

All applicants admitted to a bachelor's degree program are required to complete UWest's undergraduate placement tests in writing and math prior to scheduling classes. If both the EPT and Writing Placement Test (WPT) are required, the WPT is waived and the EPT used in its place.

## About the Exam

Section	Time	Description
Writing	30 minutes	Students write a short essay answering a question or prompt. A typical short essay will include an introduction, thesis statement, body that supports the thesis, and a conclusion.
Paper Test	45 minutes	100 multiple choice questions in the following areas
Listening Comprehension	20 questions	Assesses understanding of spoken English. Students listen to and answer 20 multiple choice questions.
Grammar	30 questions	Assesses grammar knowledge. Students read short conversations and answer 30 multiple choice questions
Vocabulary	30 questions	Assesses vocabulary knowledge. Students read sentences and answer 30 multiple choice questions.
Reading Comprehension	20 questions	Assesses reading skills. Students read short passages and answer 20 multiple choice questions.
Oral Interview	5-10 minutes	Students are interviewed individually and asked three questions about a specific topic. Students have one minute to answer each question.

## EPT Scores & Placement

The following scores are used to determine placement. Initially, the EPT score is the sole placement determinant. In subsequent terms, while the EPT score remains a factor in a student's progression, it is not the only factor. EPT scores must be supported by improved language proficiency as demonstrated by strong academic performance. Students must maintain a minimum GPA of 2.7 (B-) for all ESL and Bridge coursework to advance through the ESL/Bridge sequence.

EPT Score	1-12	13-26	27-40	41-54	55-68	69-74	75-79	Undergraduate 80 or higher	Graduate 80 – 85	Graduate 86 or higher
	Placement	ESL 020 Beginning	ESL 030 Intermediate	ESL 040 High Intermediate	ESL 050 Advanced	ESL 060 Upper Advanced	Bridge 090	Undergraduate: Bridge 100 Concurrent with Degree Courses  Graduate: Bridge 100	Undergraduate: Degree Courses  Graduate: Bridge 400 Concurrent with Degree Courses	Graduate: Degree courses

## ESL Program Advancement

To advance through each level in the ESL program, students must earn a term grade point average of 2.7 (B-) and pass all courses in the sequence. With the ELI Director's approval students may retake the English Placement Test (EPT) during regularly scheduled testing. Upon review of the results and performance in class the director may advance a student more than one level. However, it should be noted that students may be moved to a lower level based on the results of the retest.

Upon completion of the final level of ESL (Level 060), students advance to Bridge coursework. Bridge coursework is optional for students enrolled solely in the ESL program but is mandatory for any student who plans to enter a degree program at UWest upon completion of the ESL program. Bridge courses may also be assigned to incoming degree students based on UWest and prior assessment.

Students granted conditional admission to a degree program due to English proficiency and whose EPT score places them in ESL or Bridge are not eligible to advance to academic courses without successfully completing appropriate ESL and Bridge coursework.

Students who wish to advance to a degree program upon completion of the ESL program may apply to the program of interest while enrolled in Bridge 100. The admission review will include a review of performance in ESL and Bridge courses and may require further testing. Admission to a degree program is not guaranteed based solely on the completion of English language instruction at UWest.

Full-time enrollment for students placed in ESL courses is 20 hours per week. Full-time enrollment for students enrolled in Bridge coursework is 12 units.

## ESL Certificate of Completion

Full-time students enrolled in the ESL Certificate program will receive a certificate each semester upon the successful completion of all courses with an average grade of B- (2.7) or better. A grade of F in any class will not allow a student to progress or to receive a certificate. Each certificate acknowledges completion of one semester of ESL courses at the specified level. ESL courses are neither degree-applicable nor do they count as academic credit

## Attendance

Class attendance is a critical factor for student success. Students have the responsibility to demonstrate commitment to their education, respect for their instructors and classmates, and, if applicable, compliance with F-1 visa requirements by attending each class session in its entirety, arriving punctually, reporting to class fully prepared, and participating in class discussions.

The ESL program is an intensive language learning program. Ninety percent (90 %) attendance is required to earn a passing grade in any course. Students who miss 10 hours of any one course without the instructor's advance approval are dismissed from that class, and students who miss all classes for two consecutive weeks without permission may be withdrawn from the university. Note: UWest is required to terminate the Form I-20 of any F-1 student dropping below full-time enrollment due to an attendance dismissal.

Students enrolled in ESL and Bridge may be placed on academic warning or probation if they do not meet this attendance policy.

## Academic Warning, Probation & Dismissal

ESL students are required to achieve a term GPA of 2.7 or higher each term in order to advance to the next ESL level and to continue their progression through the ESL program. Their academic progress is reviewed at the close of each semester.

Students who do not meet the minimum required term GPA of 2.7 for one semester will be placed on Academic Warning and must repeat the same level during the next term.

At the close of the semester, students on warning are reviewed.

- | Those who have earned a term GPA of 2.7 or higher are returned to good standing and are eligible to advance to the next level of ESL.
- | Those who have not earned a term GPA of 2.7 are placed on Academic Probation.

Students placed on Academic Probation must meet with their advisor to develop an Academic Plan to develop a plan to help them improve their grades so that they may qualify to advance to the next ESL level.

At the close of the semester, students on probation are reviewed.

- | Those who have met the requirements of their Academic Plan and earned a minimum term GPA of 2.7 are returned to good standing and are eligible to advance to the next ESL level.
- | Those who have not earned a term GPA of 2.7 are not eligible to advance to the next ESL level and may be dismissed from the ESL program.

# Course Descriptions

## English as a Second Language (Non-Credit)

### Level 010 Introductory ESL

Entry-level ESL. No prerequisites.

ESL 010

#### Introduction to Written Communication

Instruction in basic written English. Practice using grammar, usage, punctuation, spelling, and sentence structure. Reviews usage, parts of speech, basic sentence structure, questions, short answers, negations, and functions of simple verb tenses.

ESL 014

#### Introduction to Speaking & Listening

Basic oral and listening comprehension skills through natural communication activities and authentic English presented in themes and dialogs.

ESL 011

#### Introduction to Reading Comprehension

Fundamental vocabulary and reading skills. Students learn how to read and understand short selections and practice the sounds and spelling of English.

### Level 020 Beginning ESL

Prerequisite: Level 010 with minimum grade of B- or qualifying score on EPT

ESL 020

#### Beginning Written Communication

Sentence and basic paragraph development. Acquisition of form, meaning, and usage of basic structures. Focus on basics, such as sentence patterns, questions and answers, pluralization, verb tenses, and parts of speech including pronouns and prepositions.

ESL 024

#### Beginning Speaking & Listening Skills

Builds communication skills through practice. Listening activities are thematically organized and provide practice in understanding and responding to spoken English. Students experience authentic discourse and natural communication activities.

ESL 021

#### Beginning Reading Comprehension

Basic reading and vocabulary skills in American English. Students learn to read and understand short selections, and practice the sounds and spelling of English.

## Level 030 Intermediate ESL

Prerequisite: Level 020 with minimum grade of B- or qualifying score on EPT

ESL 030

### Intermediate Written Communicaton

Collegiate writing from paragraph development to basic essays. Contextual approach to English grammar and sentence analysis, including syntactic structures, verb forms and tenses, types of nouns, the use of articles and determiners, gerunds, and infinitives.

ESL 034

### Intermediate Speaking & Listening Skills

Oral communication through high-interest listening activities, pronunciation and intonation practice, and theme-based conversation that incorporates relevant aspects of American culture and customs. Introduces basic oral presentations.

ESL 031

### Intermediate Reading Comprehension

Introduces reading skills necessary to succeed in college classes. Focus is on high-interest reading selections with pre- and post-reading activities.

## Level 040 High-Intermediate ESL

Prerequisite: Level 030 with minimum grade of B- or qualifying score on EPT

ESL 040

### High Intermediate Written Communicaton

Academic and creative essay writing. Emphasis on editing and revision techniques for organization, structure, and style. Full verbal morphology, perfect tenses, modals, active and passive voice, conditional, causative forms, and subordinate clauses.

ESL 044

### High Intermediate Speaking & Listening Skills

Improves language competence and pronunciation through natural communication activities and authentic English input. Students engage in oral presentations and interview situations.

ESL 041

### High Intermediate Reading Comprehension

Develops higher-level reading vocabulary and critical thinking skills necessary to become competent, independent, and actively involved readers. Includes critical reading exercises to allow students to approach texts with improved confidence.

## Level 050 Advanced ESL

Prerequisite: Level 040 with minimum grade of B- or qualifying score on EPT

ESL 050

### Advanced Written Communicaton

Preparation for college-level writing. Focus on organization and development for acquisition of more sophisticated syntactic structures and vocabulary. Develops grammatical accuracy and editing skills. Covers advanced grammatical concepts.

ESL 054

### Advanced Speaking & Listening Skills

Improves listening and speaking ability for academic purposes through advanced listening and speaking exercises. Emphasis is placed on researched oral presentation, debates, and formulating critical questions and participating in classroom discussions.

ESL 051

### Advanced Reading Comprehension

Improves academic reading skills for collegiate success using texts such as magazine articles, short stores, and newspaper reports. Includes oral presentations and discussion, pre-and post-reading writing tasks, and paced readings to increase reading speed.

## Level 060 Upper Advanced ESL

Prerequisite: Level 050 with minimum grade of B- or qualifying score on EPT

ESL 060

### Upper Advanced Written Communicaton

Develops collegiate composition skills through research-based writing. Application of MLA citation rules to various forms of academic text. Improves understanding and use of structure, coherence, rhetorical conventions, and discourse grammar skills.

ESL 064

### Upper Advanced Speaking & Listening Skills

Focuses on academic speaking and listening to improve communicative competence. Emphasis is on developing oral and aural fluency and accuracy through preparation of reports, speeches, etc. and by engaging in college-level critical and analytical discussions.

ESL 061

### Upper Advanced Reading Comprehension

Develops college-level reading comprehension and vocabulary. Includes authentic texts such as essays, research papers, and literature. Practices reading fluency through analytical and critical reading for writing purposes.

## ESL Electives

ESL 035

### American English Pronunciation

Sounds, stress, intonation, and rhythm. Students improve their awareness of English pronunciation and learn how to monitor themselves. Coursework includes individual assessment, interactive exercises, songs and poetry, and recording assignments. Instructor Approval

ESL 036

### American Cultural Issues

Fundamental reading, vocabulary, listening, and speaking skills in an interactive environment. Includes cultural activities that incorporate film presentations and field trips to better understand American language and culture.  
none

ESL 037

### Basic English Communication

A low-intermediate multi-skills course designed to improve the English language fluency across language needs, with emphasis on oral and written communication skills. none

ESL 038

### Everyday Idioms & Slang

Idioms, expressions, slang and word combinations in order to communicate more fluently and naturally in many everyday situations. none

ESL 045

### Conversation for English Language Learners

Advanced oral communication skills to improve spoken fluency in academic, professional, and social settings.  
Level 30 with minimum grade of B- or instructor approval

ESL 046

### American Culture: Los Angeles

A multi-skills level course that blends language learning with Los Angeles history and cultural heritage. none

ESL 047

### TOEFL Preparation

Prepares students for the internet-based TOEFL, as well as for success in an academic setting. Integrated skills approach to reading, writing, speaking, and listening. Includes academic vocabulary skills and academic culture.  
Level 30 with minimum grade of B- or instructor approval

ESL 057

### Storytelling

Develops reading comprehension, vocabulary, creative reading, and creative written expression. Students are introduced to the diversity of fiction, poetry, and drama in English, and produce their own creative work. none

ESL 067

### English Skills for College Success

A multi-skills level course that develops language and academic skills necessary for a successful transition into American university.

# Academic English Bridge Course Descriptions

ED 01

## Communication

Provides advanced English language learners the opportunity to develop and practice conversation/communication skills with native speakers in every day and academic settings. As assigned by chair

## 90 Academic English Series

Minimum grade of B- for all 090-level courses required to advance.

ENGL 090A

### Academic Writing

Prepares students for college-level composition. Focus includes writing from paragraph to essay, developing and organizing ideas, building unified and coherent compositions, and incorporating MLA citations and references. ESL Level 60 or placement test

ENGL 090B

### Academic Speech

Develops academic speaking skills. Students build skills required for success in the classroom, such as public speaking, fluency, intelligibility, and lecture and broadcast evaluation. ESL Level 60 or placement test

ENGL 090C

### Academic Grammar

Develops advanced discourse grammar skills necessary for success in college-level classes. Focus is on advanced grammatical concepts for academic writing. ESL Level 60 or placement test

ENGL 090D

### Academic Reading

Preparation for college-level reading. Focus includes critical and analytical reading skills for academic texts, information literacy skills for college writing, and academic vocabulary. ESL Level 60 or placement test

## 100 Academic English Series

100-level courses focus on specific academic English language competencies necessary for success at the undergraduate level. Courses may be applied to undergraduate elective requirements when applicable to program. The minimum passing grade for all 100 series courses is B-.

ENGL 100A

### College Writing

Essay writing for academic purposes. Students apply the writing process to organize and develop thesis-driven essays. Students practice effective expository writing incorporating outside sources and learn to develop arguments through multiple drafts. ENGL090A w/B- or higher or placement test

ENGL 100B

### College Speech

Speaking and listening requirements to prepare students for the American college classroom. Emphasizes public communication and presentation skills in a variety of academic settings. ENGL090B w/B- or higher or placement test

ENGL 100C

### English Skills for Business Majors

Emphasizes interpersonal communication, presentations, and reading and writing skills specific to the American business environment. placement test

ENGL 100D

### College Reading

Preparation for college-level reading. Focuses on developing critical and analytical reading skills for vocabulary development, comprehension, and information literacy. ENGL090D w/B- or higher or placement test

ENGL 100G

### College Grammar

Develops advanced discourse grammar skills necessary for success in university course work. Focus is on functional grammatical concepts for academic writing and research. ENGL090C w/B- or higher or placement test

## 400 Academic English Series

400-level courses focus on specific competencies necessary for success at the graduate level. The minimum passing grade for all 400 series course is B-.

ENGL 400E

### Academic Skill Building for Graduate Students

Preparation for graduate-level study in the US. Focuses on graduate-level reading, writing, research, information literacy, and citation skills placement test

## Intensive English Summer Program (IEP)

Students enrolling in UWest's Intensive English Summer Program experience an immersive English program focused on developing general English skills for everyday communication. Over the six-week summer session, IEP employs an integrated skills approach set within a language immersion context. Students enroll in the integrated language skills course and one topical ESL course selected to support IEP content. Students attend class for 20 hours each week for six weeks.

### IEP 030 Integrated Language Skills

Prerequisite(s): none

Multilevel integrated skills approach fosters natural English language acquisition. Facilitates use of English in context through themes such as American culture. Promotes discussion and conversation to build fluency for daily communication.

## English for Specific Purposes (ESP)

English for Specific Purposes provides working professionals and busy students with specific language instruction and support through a series of scheduled six-week modules with courses conveniently scheduled on evenings and weekends. The curriculum is designed to help students improve their English proficiency for personal, professional, and academic purposes.

Students may select courses focusing on special topics in spoken English, such as conversation skills, professional English, pronunciation and accent reduction, workplace communication, as well as a number of courses addressing the needs of small business owners. Courses prepare students to participate fully in the community and the workplace. The program also serves exchange students, undergraduates, and graduate students seeking to improve their written and spoken language proficiency.

This program is offered in 36-hour modules of intensive instruction. Each course meets three hours per session twice a week for six weeks. The program includes courses at the basic, intermediate, and advanced levels. Level tests are held one week prior to the start of the module so that students may select courses at the level that meets their needs.

### American Conversation Practice

ESP 020 Basic English Communication Practice  
ESP 021 Conversation Practice for Advanced Speakers  
ESP 022 In-Depth Discussion Practice  
ESP 023 Focus on Pronunciation & Accent Reduction  
ESP 024 Conversation for Everyday Use  
ESP 025 American Customs & Etiquette

### ESP for Business

ESP 040 Language for Business Negotiation  
ESP 041 Language Skills for Customer Service  
ESP 042 Language Skills for Service Industries

### English Skills for Business Professionals

ESP 051 English for Corporate Communication  
ESP 052 Executive Reading, Vocabulary, & Idioms  
ESP 053 Writing Skills for the Workplace  
ESP 054 Conversation for the Workplace  
ESP 055 English Skills for Small Business Owners

### Test Preparation & Enrichment Courses

ESP 070 Everyday Vocabulary  
ESP 071 Computer Literacy for English Language Learners  
ESP 072 Writing to Improve Communication Skills  
ESP 075 TOEFL Preparation  
ESP 076 TOEIC Preparation

## Evening English for Specific Purposes (ESP) Course Descriptions

### American Conversation Practice

ESP 020

#### Basic English Communication Practice

Basic Level

Basic communication needs of basic-level English language learners. Curriculum focuses in areas such as pronunciation, vocabulary, reading, writing, listening, and speaking.

ESP 023

#### Focus on Pronunciation & Accent Reduction

Open to All Levels

Improves pronunciation and accent skills for intelligibility; specific focus on consonant and vowel phonetic awareness, rhythm and intonation, and spelling-pronunciation relationships.

ESP 021

#### Conversation Practice for Advanced Speakers

High-Intermediate to Advanced Level

Builds fluency through discussion and conversation on contemporary issues.

ESP 024

#### Conversation for Everyday Use

Intermediate to Advanced Level

Practices familiar and practical daily topics to improve fluency and casual conversation skills.

ESP 022

#### In-Depth Discussion Practice

High-Intermediate Level

In-depth discussion of current issues and topics to improve discussion strategies and management while developing fluency and content knowledge.

ESP 025

#### American Customs & Etiquette

Open to All Levels

Introduces typical American customs and etiquette. Eases acculturation into daily life through an understanding of commonly accepted manners and acceptable social interaction

### ESP for Business

ESP 040

#### Language for Business Negotiation

Intermediate to Advanced Level

Builds negotiation skills to improve business relations, professionalism, and effective communication in the workplace.

ESP 042

#### Language Skills for Service Industries

Intermediate to Advanced Level

Practical language skills for professional customer service, employee interaction, and merchant relations in service industries such as restaurants and hotels.

ESP 041

#### Language Skills for Customer Service

Intermediate to Advanced Level

Develops customer service skills to enhance customer and employee relations.

## English Skills for Business Professionals

ESP 051

### English for Corporate Communication

Intermediate to Advanced Level

Develops communication skills in business English for use in the corporate environment.

ESP 052

### Executive Reading, Vocabulary, & Idioms

Intermediate to Advanced Level

Develops business speaking and reading ability for more professional communication and conversation.

ESP 053

### Writing Skills for the Workplace

Open to All Levels

Develops workplace writing skills for improved communication, clarity, and professionalism.

ESP 054

### Conversation for the Workplace

Intermediate to Advanced Level

Practices workplace speaking skills to build fluency, confidence, and accuracy.

ESP 055

### English Skills for Small Business Owners

High-Intermediate to Advanced Level

Builds a foundation of professional spoken and written skills to improve communication with employees and increase productivity and efficiency in the workplace.

## Test Preparation & Enrichment Courses

ESP 070

### Everyday Vocabulary

Open to All Levels

Builds vocabulary for everyday use. Students develop their knowledge about and ability to use idioms, slang, and other common English terms.

ESP 071

### Computer Literacy for English Language Learners

Open to All Levels

Develops English and basic computer skills with activities and tasks that involve using computer technology.

ESP 072

### Writing to Improve Communication Skills

Open to All Levels

Written communication organizational strategies to improve overall English communication.

ESP 075

### TOEFL Preparation

Open to All Levels

Test taking skills for each section of the Test of English as a Foreign Language (TOEFL): reading, listening, speaking, and writing.

ESP 076

### TOEIC Preparation

Open to All Levels

Test taking skills for each section of the Test of English for International Communication (TOEIC): reading, listening, speaking, and writing.