



SKILLS FOR SUCCESS  
Fall 2024

# English for Speakers of Other Languages 2

CSEA Capital Region 4



Requirement: Full day, in-person  
commitment for each class with your  
supervisor's approval.

*This course is free and open to  
CSEA-represented NYS employees. Other  
CSEA-represented employees may  
enroll as space permits.*

This course builds on ESOL 1; participants are encouraged but not required to complete ESOL 1 prior to enrolling in ESOL 2. The goal of this course is for participants to continue practicing reading, writing, speaking, and listening in the English language with a focus on their roles as employees, community members, family members, and citizens. U.S. culture and customs will also be discussed. The course consists of six all-day classes that meet one day per week (six hours per class). Participants should have a basic understanding of the English language.

By the end of the course, participants will be able to:

- Demonstrate expanded on-the-job vocabulary.
- Communicate needs and describe events at work and in the community.
- Apply reading and writing strategies at home and work.
- Locate internet resources to continuously build English language skills.

## Course Details

**Harriman State Office Campus - Albany**

**Wednesdays | 9:00 a.m. - 4:30 p.m.**

**September 18, 25; October 2, 9, 16 & 23, 2024**

**Alternate snow date: October 30, 2024**

**SLMS Class Code: P\_OE\_R4\_5940**

Enroll through the Statewide Learning  
Management System (SLMS) or use our  
application form on the back.



For more information, contact:

Sara LaFountain-Bagrow • (518) 473-0053 • [learning@nyscseapartnership.org](mailto:learning@nyscseapartnership.org)

**EMPLOYEE APPLICATION FORM**

Please print or type

**Employee Name (Please print clearly):**

**New York State Government Employees:** Please provide your employee identification number (NYS EMPLID is 9 characters long, begins with "N," and can be found on your paystub, located to the left of "Pay Rate")

**NYS EMPLID:** N \_\_\_\_\_

**Local Government, School Districts, State Authorities, or Private Sector CSEA-represented Employees:** Please provide your CSEA ID (the CSEA ID is 10 characters long and can be found on your CSEA membership ID card)

**CSEA ID:** \_\_\_\_\_

**Job Title:**

**Agency:**

**Email Address (work):**

**Email Address (personal):**

**Negotiating Unit for NYS Government Employees (check one):**    02/ASU    03/OSU    04/ISU    47/DMNA  
– OR –

**CSEA-represented Employees in Local Government, School Districts, State Authorities, or Private Sector (check NS):**

NS = Non-state CSEA-represented

**Best Phone Number to Reach You:**

**Can we text this number?**

**Yes**

**No**

**Please note:** If you are attending classes on your official pass day, you are not required to obtain your supervisor's approval. Classes are held on my official pass day. Therefore, no supervisory approval is required.

**Reasonable Accommodation:**    Yes, I require a reasonable accommodation to participate in this course. Please contact me for further information.

**SUPERVISOR'S APPROVAL**

I agree to grant the above employee the release time, without charge to leave credits, to attend the entire course.

**NOTE:** All Adult Education Basics courses are held in a multi-skill level classroom environment. It may benefit participants to take a course more than once or take additional courses. The Partnership will notify participants when they test out of a course.

Supervisor's Name and Job Title

Supervisor's Signature

Supervisor's Email

Supervisor's Phone Number

Date

**COURSE INFORMATION**

**COURSE TITLES**

**COURSE DATES (Participants must commit to attend all classes)**

**English for Speakers  
of Other Languages 2**

Each class is 7.5 hours.

**Wednesdays | 9:00 a.m. - 4:30 p.m.**

**September 18, 25; October 2, 9, 16 & 23, 2024**

**Alternate snow date: October 30, 2024**

**SLMS Class Code: P\_OE\_R4\_5940**

**TWO WAYS TO ENROLL:**

1. Enroll through the [Statewide Learning Management System \(SLMS\)](#) OR
2. Enroll with this application. Fax: (518) 473-0056 OR Email: [learning@nyscseapartnership.org](mailto:learning@nyscseapartnership.org)