



SKILLS FOR SUCCESS  
Spring & Summer 2026

# Focus on Pronunciation: Level 2

CSEA Capital Region 4

**Requirement:** One day per week for six weeks. Attendance is required all days 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 is a continuation of Focus on Pronunciation: Level 1. Participants are encouraged – but not required – to complete Level 1 prior to Level 2. This course will help you expand your pronunciation and verbal communication skills, regardless of your first language. You'll practice speaking clearly and accurately in everyday situations, explore the rhythm of the English Language, and develop a plan to improve your personal pronunciation.

By the end of the class, you will be able to:

- Listen for differences when pronouncing words.
- Explore how rhythm and intonation (pattern of high and low notes) add meaning to speech.
- Identify correct emphasis (stress) for common words.
- Develop a plan to improve your personal pronunciation.

## Course Details

Capital District DDSO  
500 Balltown Road, Bldg. 3, Rm. 5, Schenectady, 12304

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

February 25, March 4, 11, 18, 25, & April 1, 2026

Alternate Snow Date: April 8, 2026

**SLMS Class Code: P\_OE\_R4\_6389**

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



**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 TITLE**

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

**Focus on Pronunciation:  
Level 1**

**Each class is 7.5 hours.**

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

**February 25, March 4, 11, 18, 25, & April 1, 2026**

**SLMS Class Code: P\_OE\_R4\_6389**

**TWO WAYS TO ENROLL:**

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