



The New England School of English Harvard Square

Elective Courses at NESE

Elective Courses are choices available to those students in levels 8 or 9 and higher in both the Intensive and the Semi-Intensive programs who want to focus on TOEFL[®], Business English, or Intensive Listening. Students can combine elective courses with general academic ones to create a program that suits their needs. There is no extra charge for these courses.

NESE's Intensive TOEFL[®] Program

NESE's intensive TOEFL[®] course offers students in level 9 and higher a great deal of flexibility, allowing them to design a program ideally suited to their needs. Students can enroll in NESE's TOEFL[®] course for as little as one month or as for as many as 6 months. In addition, as NESE's TOEFL[®] course is divided into three main skill areas – grammar, reading and writing, and speaking and listening - students can concentrate on the particular sections of the TOEFL[®] exam that they most wish to improve. For example, a student who needs to improve his score dramatically, on all parts of the TOEFL[®] test, can take NESE's TOEFL[®] course from 9:00 am to 3:15 pm each day for 6 months while another student can take only Grammar for TOEFL[®] for one month. Whatever a student's goals, NESE's intensive TOEFL[®] course will help him reach them as quickly as possible.

The Institutional TOEFL[®] exam is offered every month at NESE to students in levels 6 and higher. There is no extra fee for full-time students to take this exam. Part-time students are required to pay a fee each time they take this exam.

Grammar for TOEFL[®] (9:00-10:30)

This component of NESE's intensive course focuses specifically on the grammar section of both the Institutional and CBT forms of the TOEFL[®] exam. In class, students receive an in-depth skill review of grammatical structures, learn advanced grammar forms, acquire test-taking techniques, and take many in-class, timed practice exams. This class also serves as an excellent review of advanced grammar topics. *(Completion of Level 8 or Initial Placement in Level 9 Required.)*

Listening & Speaking for TOEFL[®] (11:00-12:30)

This component of NESE's intensive course focuses specifically on the listening and speaking sections of the iBT Next Generation TOEFL[®] exam. In class, students will practice listening to dialogues and lectures and will learn the skills required to respond to both the integrated and independent speaking portions of the exam. *(Completion of Level 8 or Initial Placement in Level 9 Required.)*

Reading & Writing for TOEFL[®] (1:45-3:15)

This component of NESE's intensive course focuses specifically on the reading comprehension and the writing sections of the iBT Next Generation TOEFL[®] exam. In class, students will improve their skimming and scanning abili-



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ties, learn information recognition strategies, and acquire the writing skills necessary to complete the independent and integrated writing sections of the exam. *(Completion of Level 8 or Initial Placement in Level 9 Required.)*

NESE's Intensive Business English Program

The NESE Intensive Business English course, like the Intensive TOEFL® course, offers students a great deal of flexibility, allowing them to design a program ideally suited to their needs. The course has two components: Business Communication and Business Reading & Writing, and students can take both or just one of these classes. Additionally, there are special separate courses for professionals.

Business Communication (11:00-12:30)

This class focuses on developing a student's ability to use and understand common business/professional vocabulary as it occurs in everyday speech. Students improve listening comprehension through the use of radio programs, discussions, and short texts. Students are expected to present opinions on a variety of business topics. There will be regular drills and homework to help focus on conversational uses of business vocabulary and idioms. *(Completion of Level 7 or Initial Placement in Level 8 Required.)*

Business Communication for Professionals (11:00-12:30)

In this class, students discuss topics such as global marketing, entrepreneurship, monopolies, corporate structure, brand management, prices and commodities, corporate entertaining, and innovation in business. Students gain a greater understanding of US business culture and an ability to intelligently and clearly express views on a wide variety of business topics. *(At least 5 years work experience and completion of Level 7 or Initial placement in level 8 required. Lower level students may enter this class with permission from the Academic Director.)*

Reading and Writing for Business (1:45-3:15)

In this intensive course, students will develop, practice, and refine their business writing skills while focusing on the styles and tones of business vocabulary and business idioms. This course also specifically addresses writing business letters, resumes, memos, interoffice communication, and cover letters. Readings will include authentic business articles. *(Completion of Level 7 or Initial Placement in Level 8 Required.)*

Reading and Writing for Business for Professionals (1:45-3:15)

In this intensive course, case-studies and current domestic and international business situations are presented. Through texts, videos, and discussions, students sharpen and refine their English language and business skills in areas such as business writing, marketing, strategic planning, finance, international business, and human resource development. The Harvard Management Update, Business Week, journal articles and case studies as well as other current media are used throughout this class. *(Completion of Level 7 or Initial placement in Level 8 required AND at least 5 years work experience. Lower level students may enter this class with permission from the Academic Director.)*