

**ESL Fall Semester 2024**

**Advanced Communication**

**Instructor: Charles A de Andrade**

**Course Goals:** To aid students in understanding the English used in communication. To examine current topics encountered by students in their week, and to examine different idioms common in the workplace and learn some of the language and tools used within the business world.

**Book(s) Used As Background: Speak Better Business English and Make More Money**

**Amy Gillett**

**[Speak Better Business English and Make More Money \(Book & Audio CD\): Amy Gillett, Evgenii Kran: 9780981775449: Amazon.com: Books](#)** ( We will use the Kindle Edition but you may want to buy the paper back version to take notes in!) Please note the Kindle version is slightly different than the paperback version.

**2<sup>nd</sup> Book To Be Used Later In The Semester (Do Not Purchase until we need the material if we finish the first book early )**

**American Idioms & Slang Made Easy: A Guide For English Language Learners (Volume 1: The Body)**

**[American Idioms & Slang Made Easy: A Guide For English Language Learners: Pina, J.A.: 9798505371114: Amazon.com: Books](#)** ( We will use the Kindle Edition but do not buy until needed later in the Semester.)

**Course Goals:** To aid students in understanding the English used in communication. To examine current topics encountered by students in their week, and, to examine different idioms common in the workplace and learn some of the language and tools used within the business world.

**Course Objectives:** To improve the students understanding of language and thought process. To answer questions related to business terms and language, to answer questions about current events.

**Class Time Structure:**

9:30 AM – 9:45 AM – Current event discussion – Every week one student will be assigned the task of bringing a topic to the class for review by the class for the next week. The topic can be anything the student heard on the radio or saw on the television or read in a newspaper or heard in discussions. The goal will be to understand what the event was about and understanding what the English used around the event meant.

9:45 AM – 10:45 AM – Reading in text book and learning about idioms used.

10:45 AM – 11:00 AM – Questions and Answers, Takeaways form this week’s class

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11:00 AM – 11:10 AM – Preparation for Second Half of Class – Bible Study – (Break)

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11:10 AM – 12:00 PM – Bible Study

**Bible Study: The Book Of Luke : Picking Up With Luke Chapter 16**

Christianity is a faith based on historical facts. Luke's gospel is written with a precision of a history teller, one who has recorded many different facts about what Jesus and others said and did. Continue on in our study as we read and discuss the various events and words spoken by Jesus and others. Come see that the historical facts are the underpinning of the greatest of all events....Jesus dying on the cross and then stepping back into life in the resurrection. That historical fact is the lynchpin of the Christian's faith. Come discuss the English language used to communicate the experience of the history of Jesus's life, death, and resurrection.

**The Instructor:** Charles de Andrade: Currently serve as CFO for VIMaec, Life Map, and Points To Reality – three Software Companies based in Atlanta Georgia. I have owned a restaurant business, and currently also own Bee Natural Products, marketing products made by beekeepers and am a published author with nine books, and founder and managing director of Scribblers Christian Writers Group. I sit on the board of Northampton Press, a small Christian publisher specializing in Puritan works.