



REGISTRATION

Contact the Bridge Program to schedule an appointment to register for any Bridge services. Participants will need to be available for a minimum of one hour for registration and assessment.

*Bridge Program main line:
617-496-2216*

BRIDGE PROGRAM COURSE DESCRIPTIONS

[Advanced Pronunciation](#) | [Administrative](#) | [Computer](#) | [ESOL](#) | [High School Diploma](#)

ADVANCED PRONUNCIATION

Advanced Pronunciation

This 12-week course is designed to give Advanced ESOL students direct instruction on how to improve their pronunciation to be better understood by native English speakers. It is highly individualized, and students will receive a comprehensive pre- and post-evaluation of their speech patterns.

The class meets twice a week and will focus on identifying and correcting accented speech sounds and common pronunciation problems which contribute to misunderstood communication. Participants will be recorded and videotaped to track pronunciation advancements. Class presentations will also be assigned.

Enrollment is limited to 6 students. Classes will meet for two hours twice a week. Pending enrollment, classes are held at both the Cambridge and Longwood Campuses.

Advanced Communication

This 10 week course is a follow-up to the Advanced Pronunciation Class and will offer advanced students the opportunity to polish their speaking skills with a focus on clarity. It includes a continued focus on individual pronunciation issues, practicing different methods of delivery, and improving verbal and non-verbal communication. A variety of professional and social scenarios will be used including formal and informal workplace communication. Participants will be recorded weekly and use self-evaluation and peer feedback to assess their progress. Enrollment is limited to 16 students.



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ADMINISTRATIVE

Writing for the Workplace

This course is designed for students who are ready to begin practicing business writing needed in office settings. The class includes: constructing effective e-mails, letters, memos, and reports; improving sentence structure and variety; and building business language vocabulary. Where possible, there is an emphasis on using the students' current, on-the-job writing to develop relevant grammar and writing lessons. The course goal is to enable students to be more effective writers at their workplaces and/or prepare them for jobs that require writing.

Business Writing / Computer Skills for Supervisors

This course is designed for students who are ready to begin exploring the writing and technical skills involved in office careers. The class includes constructing effective e-mails, memos, reports, spreadsheets, and correspondence. There is a focus on improving sentence structure, adding variety to enhance writing, building business language vocabulary, and practicing to proofread and edit documents. This course is for students with basic/intermediate computer skills who want to learn more about email, Microsoft Office programs, and using the internet. A mix of direct instruction and practical projects help students gain confidence using the computer. Examples of projects include creating proposals and timelines for customers, entering and formatting work schedules, and maintaining project lists. Managing files and keyboarding practice are incorporated each week.



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COMPUTER CLASSES

Introduction to Computers

This class is for students with very limited computer experience or who have never even touched a computer before. Students will be introduced to typing, email, Microsoft Office programs, and using the internet.

Intermediate Computers

This class is for students with some computer experience who want to learn more about email, Microsoft Office, and using the internet. A mix of direct instruction and individual projects will help students gain confidence using the computer on their own.

Advanced Computers

This class is for students with significant computer experience who want to work on advanced aspects of Microsoft Word, Excel, and PowerPoint. Microsoft Access is introduced. Several individual projects are completed over the course of the semester that develop and integrate internet research skills with work in the various Microsoft Office programs.



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ESOL CLASSES

English Level 1

This class is designed for learners who have little or no ability to read or write in English. Students enrolled in this class usually have had very little or no formal education in their native languages. With respect to listening and speaking, students in this class range from bare beginners with little or no oral fluency to those with very high listening and speaking skills. Letter recognition, letter formation, sound/symbol correspondence, phonics, sight word recognition, oral reading and spelling techniques are used to begin the reading and writing process. When necessary, this class also accommodates more educated academic learners who do not possess adequate listening and speaking skills to succeed in the Level 2 class.

English Level 2

The English Level 2 class is designed for beginning English learners who have mastered some decoding skills and can use phonics to sound out words. Generally learners in this class have learned the alphabet, can distinguish between upper and lower case letters, can write and say very basic personal information, and can read and understand simple sentences. Students at this level can work independently to complete both in-class and assigned homework. Oral communication followed by reading comprehension is stressed. Reading and writing activities are used to reinforce the new language skills. Students at this level are exposed to the basics of English grammar.



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English Level 3

This course prepares high beginning English learners to interact more effectively in English. Students develop more vocabulary and reading and critical thinking skills. Grammar is formally introduced, beginning with parts of speech and verb tenses. Oral communication is still a major focus at this level with students sharing more life experiences and expanding their vocabulary.

English Level 4

The Bridge English Level 4 class prepares intermediate English learners for more advanced grammar concepts and to use those concepts in written and oral expression. Readings are more complex, and curriculum is geared toward more individualized, workplace and life needs. Students are more independent in terms of their own learning, and more fluid in their expressions in English.

Reading/Writing 2

The Reading/Writing 2 class is designed for learners who are able to read simple learned sentences and personal information stories, and able to write short sentences related to a topic. Reading comprehension, phonics, spelling patterns, rules of capitalization, and basic parts of speech are taught directly at this level. Students also write journals on a variety of topics, usually based on a model or highly structured worksheet. Short stories followed by comprehension questions, class discussion, information gap and cloze exercises are used to support this level. Life skills writing tasks, e.g. writing checks and filling out forms may also be included. Instructors may place a stronger emphasis on reading or writing based on the interest and needs of the students enrolled.

Reading/Writing 3

The Reading/Writing 3 class is designed for learners who are able to read and understand paragraphs containing more complex statements, e.g. those containing coordinating and subordinating conjunctions, and who have at least a basic understanding of the parts of speech. Students at this level are able to write paragraphs, notes and informal letters in English. Standard punctuation, spelling and sentence structure are reinforced. Activities used to improve reading and writing skills at this level include reading more complex stories and practice writing formal vs. informal letters, e-mails, and short compositions. Students also develop their ability to edit their own texts through process writing. Instructors may place a stronger emphasis on reading or writing based on the interest and needs of the students enrolled.



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Reading/Writing 4

The Reading/Writing 4 class is designed for students who have mastered the skills taught in Reading/Writing 3 and wish to continue to increase their vocabulary knowledge and improve the coherence of their writing. Students write in response to more complex readings, create outlines and write multiple drafts to develop ideas and improve stories.

Speaking and Listening (Levels 1 through 4)

The Speaking & Listening courses are designed to increase students' abilities and confidence as they interact with English speakers and focus on developing listening comprehension, speaking and pronunciation abilities. Students are placed into the appropriate level class based on their knowledge of English grammar and structure as measured by other classes in our course offerings, registration assessments, and standardized test results.

Speaking and Listening 1 is designed for students whose knowledge of grammar is at English Level 2 or 3 but who would benefit from more intensive instruction aimed at improving their confidence, as well as ability to understand requests, ask for clarification, answer questions and give directions.

Speaking and Listening 2 is designed for students whose knowledge of grammar is at English Level 3 or 4. Students at this level work on developing their vocabulary and ability to speak on a topic for increasingly longer periods of time. Strategies to improve pronunciation are taught directly.

Speaking and Listening 3 is designed for students whose knowledge of grammar is equivalent to a student enrolled at IEL Level A or B. Students learn and practice more complex strategies to improve their pronunciation and listening skills.

Speaking and Listening 4 is similar to the level 3 class, but is designed for students whose knowledge of grammar is equivalent to a student enrolled at IEL Level B or C.



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HIGH SCHOOL DIPLOMA

MCAS English Language Arts (ELA) Preparation

This course is designed for Adult Diploma candidates to successfully pass the Massachusetts Comprehensive Assessment System (MCAS) Grade 10 English Language Arts exam. Students must demonstrate that they have reached the standards on English language arts and mathematics in order to receive a high school diploma. Course work prepares students to be able to read and analyze basic literary concepts. Examples of readings include short stories, poetry, novel excerpts, and speeches. Students are required to read a novel and be able to respond to a provided writing prompt using a five paragraph composition format. Lessons focus on developing reading and writing strategies. Students must complete multiple choice and open response items, as well as a five paragraph essay.

MCAS Biology Preparation

This course is designed for Adult Diploma candidates to successfully pass the Massachusetts Comprehensive Assessment System (MCAS) Grade 10 Biology exam. Students must demonstrate that they have reached the standards on the Biology strand of the Science and Technology curriculum framework in order to receive a high school diploma. Coursework prepares students to be tested in the following six content areas:

- The Chemistry of Life
- Cell biology
- Genetics
- Anatomy and Physiology
- Evolution and Biodiversity
- Ecology

Lessons focus on developing a range of skills, habits of mind and subject matter knowledge. Students must complete multiple choices, as well as open response items.



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MCAS Math Preparation

This course is designed for Adult Diploma candidates to successfully pass the Massachusetts Comprehensive Assessment System (MCAS) Grade 10 mathematics exam. Students must demonstrate that they have reached the standards on the English language arts and mathematics in order to receive a high school diploma. Coursework prepares students to be tested in the following content areas:

- Number Sense and Operations
- Patterns, Relations, and Algebra
- Geometry
- Measurement
- Data Analysis, Statistics, and Probability

Lessons focus on developing mathematical problem solving and communication skills necessary for the exam. Students must complete multiple choice items, as well as short answer and open response items.

ADP Task Preparation

This course guides students through the six required tasks for the Adult Diploma Program (ADP). A task is a project related to the skills needed to function and progress in daily living situations. Reading a map, understanding a lease, writing a resume, and measuring the area of a room are examples of task requirements. Each completed task is evaluated by the teacher/assessor and students must demonstrate a working understanding of the finished task. Sixty-four generalized life skill competencies are grouped into the following task areas: Community Awareness, Personal and Family Health, Occupational Preparation, Personal and Social Awareness, Consumer Awareness, and an Individual Skill Area. With an instructor's guidance, students work individually and in small groups to research, study, and collect information necessary to complete the tasks.