

Welcome

Communication: Speaking

Communication: Writing

Computers

ESOL

Specialty Programs

Registration

Bridge Program

The Bridge Program is an adult education and training program that provides the courses, services, and resources you need to excel in your current role and meet your goals—no matter your learning level.

Employees interested in taking courses meet with Bridge Program staff after registration to complete an assessment to be placed in an appropriate course.

Classes meet on campus or online, usually once or twice per week, before, during, and after work hours. Our semester-long offerings run from September to mid-December and February to mid-May. employees should register at least a month ahead of time to allow time for assessment and placement” - in case they don’t pay attention to the registration deadline in the email.

Courses

All classes are highly interactive; instruction helps participants gain practical communication skills to use in the workplace and everyday life. You can select from a wide array of courses—from Computer Skills and Business Writing to Pronunciation and English for Speakers of Other Languages (ESOL). Specialty programs—such as U.S. Citizenship preparation and one-on-one tutoring—are also available.

To support your learning journey, we will utilize Google Classroom as an interactive platform for managing course materials, assignments, and discussions. Google Classroom allows for a structured and accessible way to submit work, receive feedback, and engage with peers, enhancing the collaborative learning experience.

Participants are expected to complete the homework assigned to every class to reinforce what they have learned.



Jennifer Goulart



Niki Radvany



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For more information:

 617 384 7618

[Email: ohr_bridge@harvard.edu](mailto:ohr_bridge@harvard.edu)

Please note that this phone number can receive phone calls and voicemails only. This number cannot receive text messages

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/p/ Pronunciation and Communication Skills

English Conversation Practice

This course is designed for participants in English levels 3-5. It will focus on speaking skills. Participants will learn and use new vocabulary, practice asking and answering questions, learn strategies for improving pronunciation, and have conversations related to everyday situations in a friendly environment.



Communicating with Confidence

Step into any conversation with clarity and confidence! This engaging, interactive class is for everyone, whether you're a non-native or native English speaker, an emerging leader, quiet contributor, anxious, or seasoned presenter. Join us to share your ideas with confidence and connect authentically in any situation. You will build real-world speaking skills through interactive conversations, engaging group discussions, and impromptu speeches. Enjoy live practice and instant feedback as you master the art of conversation, manage nerves, think on your feet, and speak with personality.

Pronunciation Skills

Enhance your English pronunciation with Pronunciation Skills 1, tailored for individuals proficient in English grammar and reading. Learn to refine pronunciation to increase comprehension by native speakers. This course targets common pronunciation challenges, addressing syllable stress, rhythm, intonation, effective pausing, linking, and vowel and consonant sounds. Homework includes recording assignments with personalized feedback from the instructor.

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Crafting Effective Emails

Improve workplace communication with this course designed for email-focused professionals and those eager to enhance their skills. Through interactive sessions, participants will acquire actionable techniques to shape the tone of their written messages and deliver information with clarity and purpose.

They will also receive personalized guidance and feedback, empowering them to express their ideas clearly and persuasively in professional settings. Join us and transform your written communication skills to thrive in today's fast-paced professional environment.



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Digital Fitness

This course is for learners comfortable with basic online tools who want practical skills in email, Google Workspace, Microsoft Office, Zoom, and generative AI tools like ChatGPT. You'll learn to write, send, and organize professional emails, including understanding the parts of an email, clear formatting, effective replies, and using CC.

You'll also organize and manage files with Google Drive; create documents in Google Docs and Microsoft Word; build spreadsheets in Google Sheets and Microsoft Excel; and design presentations in Google Slides and Microsoft PowerPoint. In addition, you'll practice using Zoom for online meetings and explore how ChatGPT and other GenAI tools can help you brainstorm, draft, and support your work and learning. Step by step, in simple, easy-to-understand language, this class builds your confidence using these tools for everyday communication, school, or work.

Digital Workplace

Building on Digital Fitness and prior courses, this advanced program boosts your digital proficiency with a dual focus on Google Workspace and Microsoft Office, plus Zoom and generative AI tools like ChatGPT. Deepen your expertise in Google Docs and Microsoft Word through advanced formatting, collaborative editing, and creating “hyperdocs”—interactive documents with text, links, and multimedia for teamwork and project management. Strengthen your skills in Google Sheets and Microsoft Excel using complex formulas and data visualization, and refine your presentation techniques in Google Slides and PowerPoint, including transitions and multimedia integration.

You will also practice using Zoom for effective virtual meetings and learn to use ChatGPT and other GenAI tools to research, draft, summarize, and refine content. In addition, you'll master document permissions for collaboration and complete projects involving internet research and critical thinking. This course prepares you to confidently apply these tools in professional or academic settings, building a deep, practical understanding of modern digital applications.

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1 English Levels 1-4

This ESOL course series starts with basic English for beginners and moves up to intermediate levels. At first, students practice basic conversational skills and learn beginning reading and writing skills, including phonics and simple grammar.

As they advance, the focus shifts to building vocabulary, understanding more complex sentences, and writing tasks like journal entries, basic emails and paragraphs. Higher levels teach advanced grammar and more detailed writing skills. All ESOL courses are designed to help students improve both their spoken and written English for everyday life and work.



2 Advanced English

This course helps learners progress from writing paragraphs to composing complete essays, focusing on the 3-paragraph essay structure. It starts with enhancing paragraph clarity, coherence, and transitions, then progresses to integrating paragraphs into various essay types, like personal and descriptive.

Students will analyze texts and discuss themes and writing techniques, improving grammar and fluency. Guided practice and feedback aim to boost confidence and competence in academic writing.



3 Academic English

This advanced course focuses on mastering the 5-paragraph essay structure and exploring various essay types, including expository, compare-and-contrast, and persuasive.

Through analysis of diverse reading materials like articles, essays, and novels, students will deepen their understanding of themes and writing styles. The course also emphasizes crucial grammar aspects such as punctuation, verb tenses, and sentence structure to enhance clear and impactful academic writing.



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Tutoring

In addition to classroom learning, Bridge participants may request one-on-one tutorial sessions ranging from literacy to academic instruction. We have specific tutors devoted to helping learners who cannot attend regularly scheduled courses or who need extra help.

Tutors are available on campus before and after work hours. Tutoring subjects include English writing, reading, pronunciation, conversation, math, business writing, computer basics, etc.

To request a tutor, or if you are interested in becoming a volunteer tutor, contact:

Niki Radvany at 617-384-7627 or
nicole_radvany@harvard.edu



Citizenship Preparation

We match employees interested in becoming U.S. citizens with tutors in collaboration with Harvard Kennedy School's Institute of Politics. Lessons use texts and discussion to teach the knowledge of United States history, government, and civil principles to becoming a U.S. citizen.

Tutors are provided with training to understand the test requirements and process and best practices for ESL adult learners. Tutors are available on campus (in-person) or remotely (via computer) before or after work hours.

For more information or to request a citizenship tutor, contact

Tamara Suttle at 617-384-7618 or
tamara_suttle@harvard.edu

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Scan to Register



Click To Register

REGISTER

The Bridge Program staff will be in touch by email to schedule an assessment and confirm your registration.

Please check your email regularly.