

Harvard Bridge Program

Course Descriptions



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.

To participate in classes and tutoring, students will need:

- internet/Wi-Fi access
- a smartphone, tablet, laptop, or desktop computer
- an email account (Bridge staff can help with email access if necessary)

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▶ Career Development

Adult Diploma Program (ADP)

This program is an alternative path to a high school diploma. The Adult Diploma Pathway is designed for employees to achieve their educational and career goals. Graduates receive a Somerville Adult High School Diploma.

Program requirements to receive an Adult Diploma:

- Obtain a passing score on the 10th grade MCAS exam in Mathematics, Science, and English Language Arts.
- Complete the five required tasks for the ADP English Composition Portfolio.

The Bridge Program provides the following courses/support to guide you to achieve your Adult Diploma:

- MCAS ELA (Advanced English Language Arts) Preparation
- MCAS Math Preparation
- MCAS Biology Preparation
- ADP English Composition Portfolio

If you are interested in joining or learning more about the Adult Diploma Program, you can contact Niki Radvany at 617-384-7627 or nicole_radvany@harvard.edu.

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Course Descriptions



➤ Career Development (continued)

Business Grammar for Non-Native Speakers

This course is tailored to teach participants the grammar they need to learn most. You will learn how to convey your ideas simply and clearly in your professional writing. Emphasis is on increasing confidence and fluency through real-life communication situations. The course will cover confusing words, sentence structure, run-ons, capitalization and punctuation rules, subject/verb agreement, and the use of articles, etc. Lessons will include interactive practice exercises, quizzes, homework assignments, and grammar guides..

Communicating with Confidence

This course explores how to communicate effectively and how your communication affects others. Participants will engage in various speaking activities, including conversations, discussions, debates, asking/answering questions, and short presentations, etc. This course will cover speech structures and preparation, non-verbal communication, listening skills, tone and voice, and common conversational rules and expectations in English. This course is for advanced English speakers.

Email in the Workplace

This course is for employees who currently work in jobs where email is the main communication form and those who want to improve their workplace communication skills. Participants will learn techniques to help them shape the tone of a written message and frame and deliver information with clarity and purpose. Instruction will focus on planning and writing emails in a workplace context.

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► **Communication**

English Conversation Practice

This course is designed for participants in English levels 2-4. It will focus on speaking skills. Participants will be able to learn and use new vocabulary, practice asking and answering questions, and have conversations related to everyday situations in a friendly environment.

Pronunciation – Speak More Clearly

This course is designed for participants in English level 3 and above who want to improve their pronunciation skills and build confidence in speaking clearly. The course will focus on correctly pronouncing vowel and consonant sounds and other features of spoken language, such as word endings, rhythm, and intonation.

Pronunciation Skills 1

This course has been designed for individuals who have a strong understanding of English grammar and are comfortable reading texts designed for native English speakers. This course provides direct instruction on how to improve pronunciation to be better understood by native English speakers. The class will focus on identifying and correcting accented speech sounds and common pronunciation problems which contribute to misunderstood communication. The course will cover syllable stress, rhythm, intonation, effective use of pausing at the end of thought groups, focus words, linking, and consonant and vowel sounds. Participants will complete recordings for homework assignments and receive detailed feedback from the instructor.

Pronunciation Skills 2

This class is a follow-up to Pronunciation Skills 1, for participants who have already received instruction in vowel and consonant sounds, rhythm, and intonation. The course has been designed to offer participants the opportunity to practice and polish their speaking skills with a focus on clarity. The course will review topics such as linking, rhythm, effective pausing, and some difficult sounds. In class, students will speak in small groups on a variety of professional and social conversation topics, as well as give short presentations to the whole group. Participants will complete recording assignments, receive individual feedback from the instructor on their speech and use self-evaluation strategies to improve speech. .

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► **English for Speakers of Other Languages (ESOL)**

English Levels 1-4

Participants receive instruction in reading, writing, grammar, spelling, listening, and speaking skills. Courses are available from beginner to advanced, and all classes are highly interactive. You are expected to complete homework assigned for every course. Employees interested in taking English courses meet with Bridge Program staff before registration to complete an assessment to be placed in an appropriate English course.

English Level 3.5

Reading, Writing, and Test-Taking

Are you interested in improving your academic English reading, writing, and test-taking skills, or wish to earn your Adult Diploma? This course prepares participants to read and analyze basic fiction concepts in short stories, poetry, and speeches. Participants will also practice reading comprehension of informational texts to identify the main idea and supporting evidence. You will learn common useful test-taking skills when taking multiple-choice tests (MCAS, SafeServ, etc.) Lessons focus on developing reading and writing strategies, grammar, vocabulary building, and test-taking skills.

Advanced English

► This course is designed for participants who want to develop their academic writing skills. The focus will be on drafting a 5-paragraph essay. Various essay models will be used, including personal, descriptive, compare/contrast, and persuasive essays. Participants will read articles, essays, and/or novels and examine the themes presented. Participants will also watch TedTalk videos to explore real-life topics while developing the confidence to express themselves more clearly.

Math

Everyday Math

This introductory math course is designed for participants who want to improve their math skills and build confidence in using math in everyday life. The course will focus on math applied to subjects such as money & finances, home projects/ measurement, health and cooking. It will cover essential math vocabulary and concepts such as percentages, fractions, decimals, addition, subtraction, multiplication, and division.

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► Workplace Technology

Email Basics

While communication continues to evolve, email remains a foundation for sharing information. This course is designed to teach the basics of composing and sending emails. Participants will learn the parts of an email, proper email spacing, and how to reply to and CC others on an email.

Digital Fitness

Participants will become more comfortable using various standard online tools and apps in this course. Using the Zoom platform and incorporating many aspects of the Google Workspace, you will build your confidence and increase your skills in problem-solving, critical thinking, and creativity. Participants should have some familiarity with Zoom and Google Classroom.

Digital Fluency

This course is designed to build on the skills learned in Digital Fitness while building digital confidence. The course will be taught using the Zoom platform and how to use your Google Workspace, including Google Docs, Slides, Sheets, and Forms. Participants will create tables, work with images, insert videos, and work with transitions and charts. You will learn how to create a sophisticated “hyperdoc” and grant permissions for viewing and editing. Participants should have some working knowledge of Zoom and Google Workspace. *Prerequisite:* Digital Fitness

Digital Workplace

This course is for participants who have mastered basic computer skills and want to up-skill to the next level. This course will also focus on practical applications for software most common to the workplace. Individual projects are completed over the semester, that develop and integrate internet research skills, critical thinking, and technology. Participants will regularly work and interact with their peers.

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► Tutoring and Citizenship Preparation

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 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.

For more information, please:

- 📞 Call: 617.384.7618
- ✉ Email: ohr_bridge@harvard.edu

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

Please check your email regularly.

[Register Here](#)

