

ESL (English as a Second Language) Writing Course – OKINAWA
 (SAID: 53900)
Conducted in English

DATE/TIME:	10 – 12 September 2013 (0830-1600)
COST:	\$487.50 per person based upon 18 attendees. Actual cost to be prorated and based upon actual number of attendees. For each additional participant after 25, the cost per person is \$351.
NOMINATION DEADLINE:	30 July 2013
DESCRIPTION:	ESL classes improve your ability to write in English and increase your chances for success. This English as a Second Language (ESL) 3-day workshop is designed specifically for business and office professionals who are non-native English speakers. In our three-day ESL class, you'll improve your ability to write in English and enhance your reading and verbal comprehension as well. Writing clearly and correctly in the language of business is critical to your success. Learning English as a second language is an important step. OUTLINE: Day 1: ENGLISH GRAMMAR FOR ESL STUDENTS Day 2: ENGLISH VOCABULARY FOR ESL STUDENTS Day 3: BUSINESS WRITING FOR ESL PROFESSIONALS
TARGET AUDIENCE:	Non-native English speaking business and office professionals who would like to improve their fundamental business writing and communication skills.
ENROLLMENT:	Minimum: 18, Maximum: 35.
VENDOR:	Kapiolani Community College
LOCATION:	Classroom 1, Building 8210, Gate #3 Kadena AFB, Okinawa
POC:	RWD, HRO, Commander Navy Region Japan at 243-7328
NOMINATION PROCEDURES:	You must have supervisory authority first. To confirm your seat, you MUST submit a completed SF-182 form to RWD NLT 30 July 2013 . To reserve a seat prior to nomination deadline, email rwd-student-services@fe.navy.mil or call DSN 243-7328. If SF-182 form is not received by (30 July 2013) , your reservation will be cancelled.
PAYMENT METHODS:	DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary purchase card information to the vendor. Please put the statement " Payment by government purchase card, " in Section B, Block 19, of the SF182. <u>For security reasons, do not put card information on the SF182.</u> The payment issues should be discussed with the vendor directly. PAYMENT WILL BE PROCESSED PRIOR TO CLASS COMMENCING.
NOTE:	<ul style="list-style-type: none"> • Cancellations after the nomination deadline date are liable for payment. • For SF-182, Training Type Code is 1 and Sub Type Code is 13. • No PII information should be provided (SSN, Date of birth, etc). • Only legal names should be provided on SF-182 forms (no nick names). • RWD will process student completions in DCPDS.