

From the Director	1
Career Development	2
Student Writings	4
Campus Resources	6
Study Techniques	7
Announcements	8

"If you are planning for a year, sow rice; if you are planning for a decade, plant trees; if you are planning for a lifetime, educate people."

- Chinese Proverb



From the Director...

Welcome to the spring term of ESL!

You have joined a program that is well known for the high quality of teaching and learning English to immigrants. I like to use the term *teaching and learning* because it means that education is a two-way process. In other words, the instructor and the learner are working together to achieve important student learning goals.

When I was an ESL teacher (many, many years ago) I used to ask my students on the first day of class: *Why are you taking ESL?* The answer was almost always the same: *To learn English.* Then I had to ask a few more "why" questions because I knew that learning English grammar and vocabulary was only a part of the reason. Teaching English was the main purpose of the ESL class; however, it was not the main goal of the ESL students who were taking the class. There was a deeper and more important reason why they came to ESL which had to do with college, career, and family support.

Last year, a student in the VESL program referred to Mt. SAC's ESL program as giving her "English plus." I asked her to explain. She said that when she started in Level 2, she only wanted to speak and write better in English. Over time (and Levels), she improved her reading speed, learned how to use the computer better, and attended several ESL Career Conferences. One special skill for her was learning how present her class projects with PowerPoint slides. This ability helped her to get a job promotion. In fact, she won a quality award and gave a presentation to the warehouse supervisors and co-workers. Reflecting on her small and big accomplishments at Mt. SAC, she realized that she could do so much more in life ... although it would take some time. After meeting with an ESL counselor, she decided to set long-term career goal of becoming a social worker. Meanwhile, she is helping others in her community by volunteering through her church.

So, again I ask you: Why are you taking ESL? Perhaps it is to get a college degree, or to find a job or get a job promotion where you work, and probably to support your family in one way or another. Whatever goals you have in mind, I hope that we can help you to achieve them. We can do it—
together!

- Dr. Liza Becker

7 Ways Your Resume Dates You

The turbulent economy has forced many people to go back into the job market for the first time in years. If there is a thick layer of dust on your resume it might be beneficial to learn the new rules of resume writing and presentation before you start submitting applications. Even the most qualified applicant might not get called in for an interview if his resume creates the impression that he is out of touch with the current business environment. Do not assume that an impressive cover letter can serve as a substitute for a poorly written resume.

1. References Upon Request

There is no need to waste valuable resume space on this outdated section. Employers assume that you will provide references if asked. Instead, keep a separate page with the names and contact information of your references ready to supply to the employer once you have advanced in the interview process.

2. One Resume Fits All

While it is smart to keep a master resume on file, you need to customize it to fit each job for which you apply. Job-seekers who take the time to tailor their resume to the employer's needs will stand out from the pack. Eliminate the details that don't apply to the position and emphasize the ones that make you look the most qualified. It might take a little extra time to apply using this technique, but it will be worth it when your interview offers increase.

3. Objective Statement

The professional summary or profile has replaced the objective statement. Employers are focused on what candidates can do for them, not what the business can do for the candidate. You will sell yourself better with a concise bulleted list of the qualifications and accomplishments that make you a match for the position.

4. Single-Page Resume

One of the most touted resume rules is that the document must be one page. Many people will go to extremes to follow this command, resulting in tiny, unreadable font sizes just to avoid having a resume that extends onto the second page.

Unless you are a newcomer to the job market, it is entirely possible that you'll need more than a page to adequately showcase your skills and qualifications. If you have enough job experience that fits the position, it is acceptable to extend your resume length to two pages. Keep your resume succinct and relevant, but don't go under a 10-pt. font size.

5. Lack of Social Networking

Websites such as Facebook and Twitter might be considered distractions in the workplace, but they can be an asset on a resume. Employers want to know that applicants are up-to-date with current technology and communication trends. Links to a professional online portfolio, blog or LinkedIn page should be included in your resume header. There is a good chance that employers will do an internet search to find out more about potential employees, so make sure that all of your social networking profiles project a professional image.

6. Too Much Information

It is not necessary to give your life story on a resume. In fact, providing an employer with too much information can be detrimental to your chances of employment. Delete information about where and when you graduated high school. Ditch irrelevant jobs from 15 years ago. Although it was standard practice in some industries years ago, it is now inappropriate to include personal details in a resume such as information about your hobbies, religion, age and family status. Not only does it look unprofessional, but that information could be used to discriminate against you.

An employer will ask if they want to know why you left previous positions, so don't mention it on your resume. The rule of thumb is to pare down your resume to only include things that show why you are the perfect fit for the specific position for which you are applying.

7. Outdated Terminology and Skills

Skills in obsolete computer software and systems should be removed from your resume. Technical experience is critical in nearly every industry and employers often use technology keywords to find resumes in electronic databases. Listing basic computer skills such as word processing and using an internet browser is not recommended because employers will assume that you have those proficiencies. The job description is the best guide to determine the terminology and technology skills that should show up on your resume.

The Bottom Line

In a fast-paced and competitive job market, the parameters for writing a resume continue to change. Resumes that do not reflect knowledge of the current needs in the workplace and the new rules of how to present yourself to an employer will likely end up in the trash.

To read more about this topic, go to <http://financiallyfit.yahoo.com>.



My Office Life

I've enjoyed my office life since I started working there. I've worked at this office for half a year. Although it has not been long time, I'm attracted by its cosines, cooperation between employ-ee, and trustworthiness.

When you come into this office, you'll fell it's very comfortable and organized. It's not vey big. It has two rooms and a large storage. First room is for our work. There are five desks, three desks close to windows, and two desks close to wall that face to window. Two maps were stuck on the wall. At the corner put a pot of flower. Through another door; you'll come into the second room. There are a electrograph, a copycat, and a sharpener. At the right corner, there is a small counter and four high chairs. We can drink coffee, have snack during break time. Behind the two rooms, there is a large storage that is about two thousand square feet. There are seven rows of selves, more than one thousand items was organized neatly. If you want to find one item just enter the name into computer, and then you're going to know its situation. All the things are clean and neat.

Employees are very cooperative and work well in teams. We are five people. Alice is an accountant. She is an American. She likes speaking humors story with us during break time. Jean and Tom are seller. Jean is from Germany. She is afforded selling our items to Eu-rop. Tom is from China. He is afforded selling our items to Asia. Frank is our boss who always takes busi-ness traveling. My job is as a secretary; I'm afforded keep and copy all documents. Alice speaks we are a world's team. We are hard-working. Everyone is not la-zy. We do the best way on work. Right now, all worlds economical are declining, but we increased our income last year.



We are trustworthiness also. Our boss Frank very believes us I think there are several rea-sons. First, we are responsible. We've never been late or gone early. Second, we are dependa-ble and resourceful. Once time, Frank made a business traveling. A new said sort of our items' price was decreasing while Frank was flying to Germany. We couldn't ask him the new, but we had a shipment to Asia needed sure. If we do that, we'll get harsh losses on economical. Though our discussing, we had decided that we stopped exporting to Asia this time. As soon as Frank arrived, we told him our decision. He admired and praised us because it saved our company. Don't you think we are independent and trusted team?

For these reasons, I'm going to keep hard working with my good friends because I love them. I would like to work with the pleasant and helpful team.

Ping (Amy) Qu

Level 4

MEXICO

Mexico is an interesting and beautiful country to visit. Many tourists like to visit Mexico because there are gorgeous beaches, the food is fantastic and delicious, and has many historical places to see.

If people visit my country they know how beautiful is my country especially the beaches. Everybody can enjoy walking on the sand and sunbathe. The people can enjoy to swim in the beaches because the water is warm and clean.

My country also has delicious dishes like Tamales, Mole and Pozole. These are the traditional dishes in Mexico. I heard that for the last few years my country has been having a lot of tourists who go there especially for the food.

Apart from the beaches and great food, Mexico has many historical places such as museums and Cathedrals. In those museums you can see some of the paintings of Frida Kahlo, Diego Rivera and there is another museum which is called Faces of Mexico National Anthropology. About the Cathedrals the most famous ones we have are the Basilica of our Lady of Guadalupe and Metropolitan Cathedral that all the catholic people have been visiting for years.

Mexico has a lot of friendly tourist who come again and again because of the Mexican people who are very friendly, they keep coming for the interesting places to visit, fantastic food to enjoy and beautiful beaches to relax and have fun.

Nubia R

Level 4



My College



My college is the best In Southern California. It's large, organized and offers a lot of programs for careers.

I admit it is huge. It is one of the largest that I know and it has many buildings.

The college is also kept clean in all the areas because the custodians organize every single day all the classrooms and they keep them tidy inside and outside of the buildings, thee also do a good job.

The college offers more than twenty programs, one of them is ESL, computer lab, nursing, mechanic, teaching and much more.

Above all, I can't actually say how great is this college, because this is the only one I've ever attended and I'm still not done yet. But from my own experience at Mt. SAC. So far, I think it is pretty, large, clean and one has many classes to choose from, and also the freedom and what time one wants to start school.

Guido Cruz

Level 4

CAMPUS RESOURCES

Mt. San Antonio College Learning Assistance Center

FREE USE OF COMPUTERS!

Do you need to complete a homework assignment but don't have a computer? Do you need some place to type and print out your work? Don't have a computer at home and don't have the time to sit in the computer lab? If you answered YES to any of these questions—the Learning Lab can help. It is located on the **first floor** in **Building 6** and is open to all students currently enrolled at Mt. San Antonio College with a valid Student I.D.

Stop by to see what the center has to offer you. Services range from being able to check your campus e-mail to receiving tutoring services in becoming a better student. You may check out a portable computer which can be taken home to complete homework assignments.

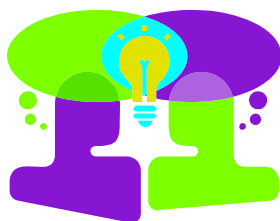


Students can use the Computers for class related work such as:

- E-mail
- Internet
- Multimedia projects
- Research
- Word Processing
- Other

TUTORIAL PROGRAMS!

- Grammar
- Reading
- Study Skills
- SAT Preparation



PORTABLE WRITING COMPUTER!

- Can be checked out for use at home
- Write your papers
- Use for note taking/field work

PRINTING!

Students must purchase printing cards from the vending machines to print necessary work.

VIDEOS!

View videos on speed reading, study skills, note-taking, memory and more.

Learning Lab Hours:

Monday-Thursday 7:30 am — 10 pm

Friday 7:30 am — 4 pm

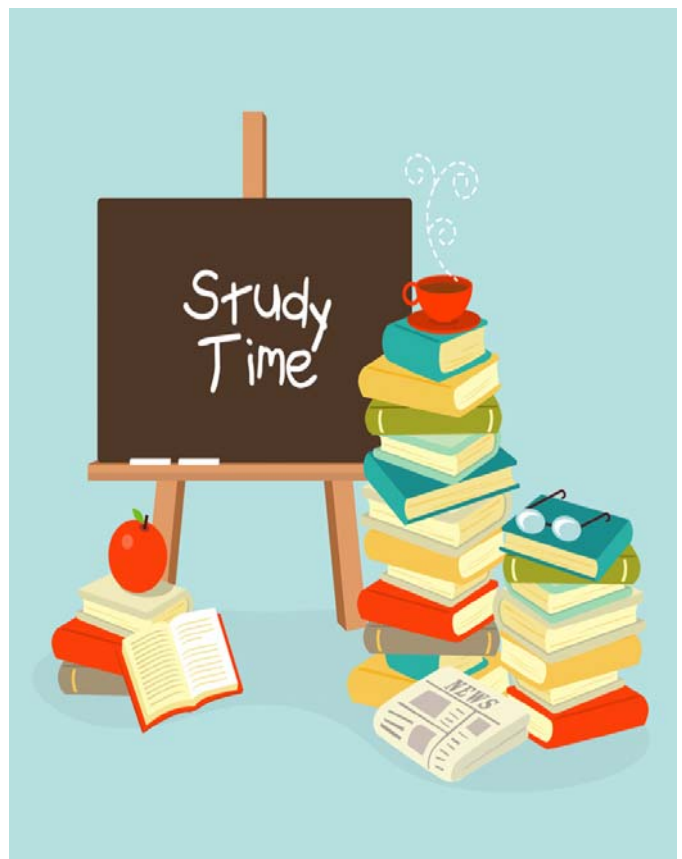
Saturday 10 am — 2 pm

*(please note that hours may vary so you might want to call ahead of time)

For Information Call:

(909) 594-5611 ext. 5666

(909) 274-5666



Setting Goals

A **goal** is something you want to achieve. A **short-term goal** is something you want to achieve soon. Examples of short-term goals are finishing your homework and doing well on tomorrow's test. A **long-term goal** is something you want to achieve at some later date. Examples of long-term goals are writing a paper and passing a class.



To set appropriate goals, you must know what is important for you to accomplish. Then you must set specific and clearly stated goals. If you do not have clearly stated goals, your effort will lack direction and focus. Write your goals to have a record of them.

THE THREE W'S OF GOALS

Each goal you set should state **WHAT** you will do and **WHEN** you will accomplish it. Implied in each goal you set is your **WILL** (determination) to do it. For example, a goal for a research paper might be stated as follows: *I will (your determination) finish gathering information for my research paper (what you will do) by November 20 (when you will accomplish it).*

CHARACTERISTICS OF APPROPRIATE GOALS

Your goals should be:

1. **Within your skills and abilities.** Knowing your strengths and weaknesses will help you set goals you can accomplish.



2. **Realistic.** Setting a goal to learn the spelling of three new words a day is realistic. Trying to learn the spelling of fifty new words a day is not realistic.

3. **Flexible.** Sometimes things will not go the way you anticipate and you may need to change your goal. Stay flexible so when you realize a change is necessary you will be ready to make the change.

4. **Measurable.** It is important to be able to measure your progress toward a goal. It is especially important to recognize when you have accomplished your goal and need to go no further. Failure to measure your progress toward a goal and recognize its accomplishment will result in effort that is misdirected and wasted.

5. **Within your control.** Other than when working as part of a group, accomplishment of your goal should not depend on other students. You can control what you do, but you have little or no control over what others do. You may do what you have to do, but if others don't, you will not accomplish your goal.



Many times your **parents, teachers, and counselors** will set goals for you. Be accepting when they do. These are people who know what is important for you and are very concerned with your success. They can also help you accomplish the goals they set.

SET GOALS IN SCHOOL THAT PROVIDE YOU WITH DIRECTION AND LEAD TO SUCCESS.

For more tips on study skills & learning resources, go to: www.how-to-study.com

ANNOUNCEMENTS

11th Annual ESL Career Conference Wednesday, April 27th 2011

This dynamic and energetic conference informs matriculating ESL students about Mt. SAC programs and services. There will be speakers (Mt. SAC faculty and staff) who will be presenting on degree and certificate options, college services, information about career and job skills, and general college success. There will also be presenters that will give information regarding personal experiences in certain careers.

MORNING AND EVENING SESSIONS

2010-2011 ESL SCHOLARSHIP

Are you in ESL Level 4, 5, 6 or VESL? Are you planning to go to credit classes in Fall 2011? Do you have \$500 for your tuition and textbooks? Stop by the ESL Registration Counter for details about the ESL Scholarship!
ESL Scholarship Application due March 11, 2011

Do you want to practice learning English outside your classroom? Then why not stop by the **Language Learning Center** also known as the LLC, in the Learning Technology Building (On the second floor of Bldg. 6).

The **Language Learning Center** has a large variety of language learning software, videos, DVD's and recordings to improve listening, speaking, and pronunciation skills.

To find out more you can also visit the website and see the number of audio, video, internet and software resources available for the different levels by clicking in the Resource Link and selecting the LLC Materials/ESL. www.llc.mtsac.edu

To use the **Language Learning Center**, you must register at the ESL Registration Counter in Building 66 and you will also need to have your Mt. SAC Student ID Card.

Hope to see you there!



FEBRUARY 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28					

MARCH 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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APRIL 2011

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MAY 2011

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15	16	17	18	19	20	21
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29	30	31				

LEGEND

Feb. 28 - Spring Semester Begins	<input type="radio"/>
Mar. 11 - ESL Scholarship due	<input type="radio"/>
Mar. 31 - Holiday (campus closed)	<input type="checkbox"/>
May 25 - ESL Career Conference	<input type="radio"/>
May 30 - Holiday (campus closed)	<input type="checkbox"/>
Note: Special Days = <input type="radio"/> Campus Closed = <input type="checkbox"/>	