

Community Courses at Collierville Application

When would you like to begin?

___ Fall (September - November)

___ Spring (February – April)

___ Summer (TBD)

What courses would you like to take?

___ Writing for Specific Purposes (Tue, Thu AM)

___ Communication Skills (Tue, Thu AM)

Please print neatly or type the following information:

Family Name _____ First Name _____

Local Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Email _____

Date of Birth: (month) _____ / (day) _____ / (year) _____ Sex: Male _____ Female _____

Home Country _____ First Language _____

Highest Level of Education Completed: High School _____ University Undergraduate _____ University Graduate _____ Other _____

Primary Contact

(By including this information, you are giving IEI permission to communicate with the person(s) listed regarding all issues surrounding your IEI experience, including, but not limited to, account, academic, immigration, conduct, health, and safety information.)

Name _____ Relationship to you (parent, etc.) _____

Telephone Number _____ Email _____

Address _____

Are you an Au Pair? Yes ___ Au Pair Organization Contact Information _____

Do we have permission to talk to a representative from this organization about you and your classes? Yes ___ No ___

Certification Statement

I hereby certify that the above information is correct and that I will abide by the regulations for students in the Intensive English for Internationals program at The University of Memphis.

Applicant Signature _____ Date _____

Parent Signature _____ Date _____

(Parent signature is required if student is less than 18 years of age.)

Instructions for Community Courses at Collierville Students

Information for applicants already in Memphis - NOT for F1 (student) visa applicants

The following materials must be submitted to the IEI office when applying:

- Completed, signed Community Courses at Collierville Application Form
- Application fee (**\$25**)

All fees must be paid by the final day of registration posted on the IEI web site. Applications may be submitted in person, by email, by fax or by mail. Payment may be made by check, money order, credit card or cash. Checks or money orders may be mailed, but please do not mail cash. **Do not send credit card information directly to the IEI office.** If you wish to pay by credit card, come in person to the IEI office or contact us for instructions.

Please be aware that classes will be cancelled the Friday before the first class if there have not been enough students to register. You will be informed by phone or by email if this happens.

The IEI Office

The IEI office is located on the bottom floor of Patterson Hall in room 125. Patterson Hall is on the southwest corner of the UM campus near the intersection of Patterson St. and Walker Ave.

530 Patterson Street
Memphis, TN 38152

The Collierville Center

215 W Poplar Avenue
Collierville, TN 38017

Parking

The Collierville Center does not require a UM parking tag.

Certificates

Students with regular participation (attending at least 75% of the classes) will receive a certificate at the end of the session. IEI Community Course are non-credit.

Tuition Fees (10-week session)

Writing for Specific Purposes	\$340 Fall 2015 introductory price \$155 (50% off) 3 class hours/week
Communication Skills for Internationals	\$340 Fall 2015 introductory price \$155 (50% off) 3 class hours/week

Community Courses at Collierville

Writing for Specific Purposes

9:30 am – 11:00 am, Tuesdays and Thursdays

~~\$340~~ \$155 Fall 2015 Introductory Price (50% off)

The general aim of this English for Specific Purposes (ESP) course is to help students to develop as writers within the business or academic community by raising awareness of, practicing and reflecting upon the conventions of written texts in English. During the course, students will:

- Improve critical reading skills, enabling students to think and write more clearly and incisively
- Identify the structural features of specific writing genres, relevant to business, academic or other individual purposes
- Refine writing processes through generating ideas, drafting, peer evaluation and individual writing consultations
- Learn to take into consideration the expectations of one's readership with regard to writing discourse
- Effectively use the work of others in writing, including use of sources and citation methods
- Expand and improve the students' ability to work independently by exploring new strategies for learning

Communication Skills for Internationals

11:15 am – 12:45 pm, Tuesdays and Thursdays

~~\$340~~ \$155 Fall 2015 Introductory Price (50% off)

The general aim of this English for Specific Purposes (ESP) course is to help learners achieve individual professional communicative goals. During the course, students will be exposed to:

- The nature, purpose and characteristics of professional conversation
- Phonological forms to use in speech
- Developing conversation skills with a sense of stress, intonation and meaning
- Starting, maintaining and finishing conversations
- Standard conversational exchange
- Spoken language idioms, as well as business/academic metaphor
- Effective listening and attention to others
- Gestures and body language
- Do's and Don'ts in professional conversation
- Telephonic conversation
- Functions of English in conversation: introductions, greetings, clarifications, explanations, interruptions, opinions,
- Agreement and disagreement, complaints, apologies
- Participating in informal discussions and situations
- Using information to make some decision, i.e., making arrangements with colleagues
- Reproducing information in some form (question/answer, summarizing, oral reporting, etc.)