

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 before 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.

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



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FOR MORE INFORMATION:

 **617 384 7618**

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

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English Conversation Practice

This course is designed for participants in English levels 2-4. It will focus on speaking skills.

Participants will 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

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.

Communicating with Confidence

This course allows advanced English speakers to practice their communication skills and become more confident public speakers. Participants will engage in speaking activities like conversations, debates, and short presentations while focusing on speech structures, non-verbal cues, and active listening techniques. You will also practice using tone, changing your speaking volume and rate, and navigating common conversational norms in English to become a confident communicator.

Pronunciation Skills 1

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.

Pronunciation Skills 2

Refine your speaking skills in this course designed to build on Pronunciation Skills 1. Participants will hone clarity through targeted practice in linking, rhythm, effective pausing, and mastering challenging sounds. Engage in small group discussions covering professional and social topics, such as small talk and leading meetings, and deliver short presentations to the class. Receive personalized feedback on recorded assignments and develop self-evaluation techniques to enhance speech clarity.

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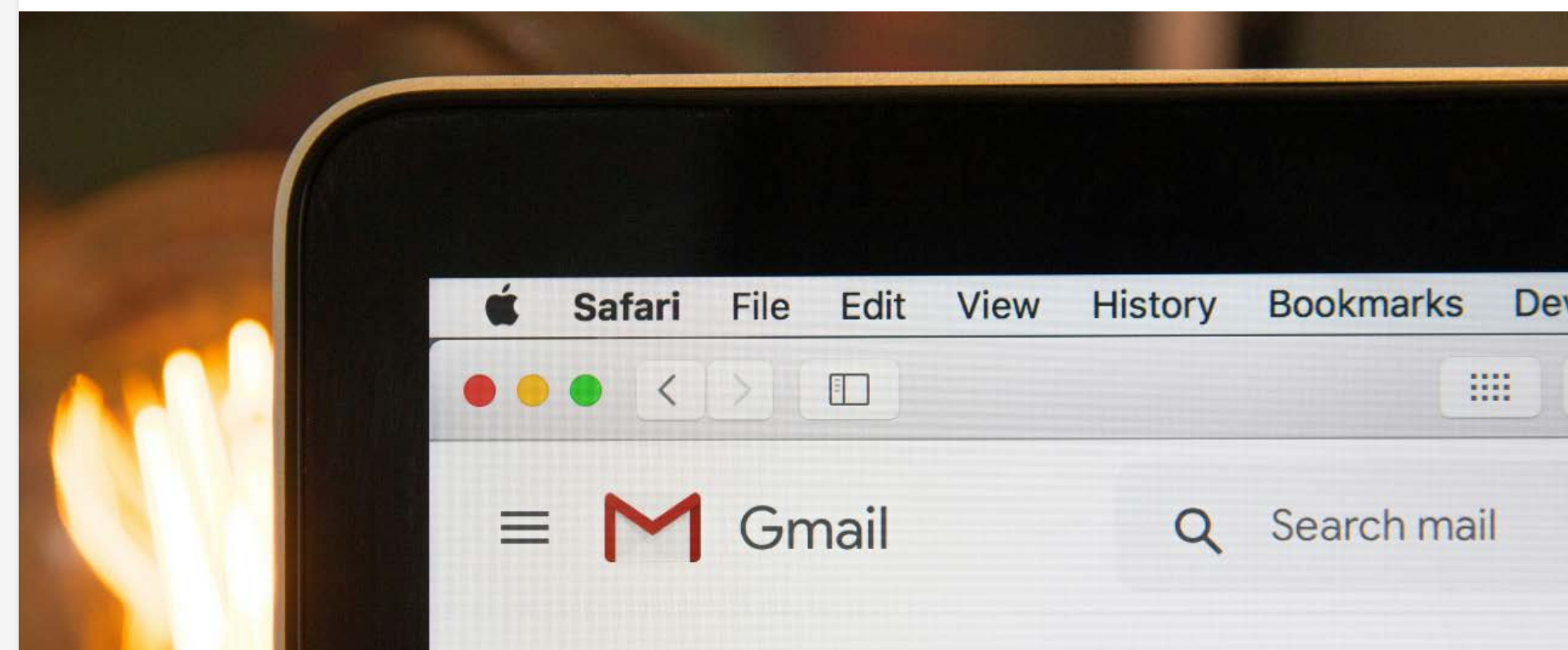
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Crafting Effective Emails

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.



Business Grammar

Join our Business Grammar course, designed specifically for non-native speakers and focused on improving your writing and grammar proficiency. Get hands-on with interactive exercises, quizzes, and assignments to reinforce learning.

We'll cover essential topics, including common word usage errors, article usage, effective sentence structure, eliminating run-on sentences, mastering punctuation rules, and ensuring subject-verb agreement. Discover the essential grammar principles that will improve the clarity of your professional communication.



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@ Email Basics

Even though communication keeps changing, email is still essential for sharing information. In this course, you will learn how to write and send emails. We will teach you what parts make up an email, how to organize an email correctly, and how to reply to emails and include others using CC.

This class will help you get better at using email, an essential skill for everyday communication.

📺 Digital Fitness

This course is perfect for those familiar with essential online tools and wanting to learn more about using Google Workspace. You'll learn how to better organize and manage your files with Google Drive, create documents with Google Docs, make spreadsheets with Google Sheets, and build presentations with Google Slides.

This course will help you become more confident in using these tools for school or work by teaching you step-by-step in a simple and easy-to-understand way.

👉 Digital Workplace

Building on skills from the Digital Fitness class, this intermediate course boosts computer proficiency with a focus on Google Docs, Sheets, and Slides. Gain skills in advanced formatting and collaborative editing in Docs, complex formulas and data visualization in Sheets, and sophisticated presentation techniques in Slides, including transitions and multimedia integration.

This training equips you to effectively apply these tools in professional settings.

🌐 Digital Fluency

Building on prior courses, this advanced program enhances digital proficiency with Google Workspace. Learn to create “hyperdocs”—interactive documents with text, links, and multimedia for collaboration. Master document permissions for teamwork and project management. Engage in projects involving internet research and critical thinking.

This course prepares you for tasks in professional or academic settings, ensuring a deep understanding of various digital tools and 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 English Level 5

This course helps learners progress from writing paragraphs to composing complete essays, focusing on the 5-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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CLICK TO REGISTER

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SCAN TO REGISTER



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

Please check your email regularly.

