

## **Two ways to help your employees speak your language (or help you learn to speak theirs)**

Dear Business Leader:

Over 10% of Franklin County residents speak a primary language other than English. The number of foreign-born residents is increasing in Delaware, Union, and Madison Counties as well. Chances are, you have some employees—and some customers—that have a hard time communicating with you.

### **First way to help: Language Training for Individuals**

Columbus State's language courses for individuals are offered at convenient times during evenings and weekends. By encouraging your employees to take language classes at Columbus State, you can improve communication within your organization and give them valuable opportunities to enhance their skills. By enrolling in our Basic English program, your employees will gain valuable skills in written and spoken English as well as American life and culture.

### **Second way to help: Language Training for Your Company**

Columbus State Community College offers customized training targeted to the needs of your industry. English as a Second Language (ESL) courses can help employees to communicate and open the door to future career advancement. Your English-speaking supervisors and workers can learn the basics of Spanish, Somali, or Japanese in only a few hours a week.

### **Sign up today!**

Sign up today for language classes starting in March using the enclosed registration form. Or if you have 6 or more people that you need to train, just complete our inquiry form (on the back of the brochure) and drop it in the enclosed postage-paid envelope to find out if customized, private-session training will be more effective for your needs. Either way, Columbus State Community College can help your people with the language skills they need.

Sincerely yours,

Tara L. Narcross, Ph.D.  
Coordinator, Language Institute

**P.S.** We'd appreciate it if you would distribute copies of the enclosed brochure to your employees and post it on employee bulletin boards. If you need additional copies, just check the appropriate box on the enclosed response form and we will be happy to send you more.