



## SPANISH FOR THE WORKPLACE

The SMU *Spanish for the Workplace* program offers an intensive focus on oral proficiency as well as essential training in Latin American/Hispanic cultural norms, business customs and etiquette. In addition to the Spanish alphabet, sounds and pronunciation, greetings and common conversations, *Spanish for the Workplace* offers extensive oral practice with emphasis on workplace vocabulary. Additionally, *Spanish for the Workplace* support materials allow for significant self-study at home or at the office via audio CDs and Internet tutorials.

As the primary focus of *Spanish for the Workplace* is oral proficiency, students learn how to engage in conversations, provide and obtain information, express feelings and emotions and exchange opinions. Through this focus on interpersonal communication, students will grow in their ability to converse in a culturally appropriate manner and to compete and cooperate in a global community.

*Spanish for the Workplace* classes meet once per week over a 10-week semester. *Spanish for the Workplace* fulfills the prerequisites for other Spanish courses offered through SMU Informal Courses for Adults, and participants may move easily into a variety of beginning-level Spanish offerings. Learn more at [smu.edu/spanishfortheworkplace](http://smu.edu/spanishfortheworkplace).

*On-campus courses forming now!*  
[smu.edu/spanishfortheworkplace](http://smu.edu/spanishfortheworkplace)

For information about hosting *Spanish for the Workplace* courses at your location, please call 214-SMU-CAPE.





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