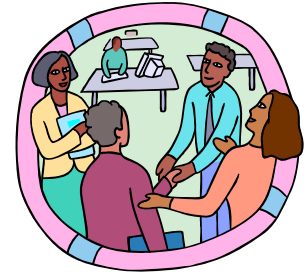


ENGLISH IN THE WORKPLACE REGISTRATION FORM

Are you a UW staff or faculty member
for whom English is a second language?

Would you like to improve your
English language skills at work?



A limited number of spaces are available in a university-wide program to promote writing/grammar and pronunciation/presentation skills among UW employees for whom English is a second language.

The goal of English in the Workplace is to help participants develop skills for job effectiveness, success and confidence; this supports the UW mission by enhancing work performance and community diversity. There is no charge to participants in this centrally-funded offering; however, participants must achieve 90% attendance and supervisory support is required.

EWP courses meet 2 times per week for 10 weeks (at a Seattle campus location to be specified in confirmation notices). Each session is 65 minutes; attendance is covered by UW Release Time policy.

To register, complete the form below and submit to UW Professional & Organizational Development (CAMPUS MAIL BOX: 354570 or FAX to: 206-543-8700); details at www.washington.edu/admin/hr/pod/ewp/.

ENGLISH IN THE WORKPLACE

Spring 2008 REGISTRATION FORM

I am registering for (check one)	Winter 2006 EWP COURSES	Section	Dates	Days	Times
<input type="checkbox"/>	Improving Literacy Skills	Sec. A	3/31 – 6/4	Mon/Wed	11:30a.m.-12:35p.m.
<input type="checkbox"/>	Improving Literacy Skills (UWMC)	Sec. B	4/3 – 6/3	Tue/Thu	4:00 – 5:05p.m.
<input type="checkbox"/>	Improving Literacy Skills	Sec. C	4/3 – 6/3	Tue/Thu	5:00 – 6:05p.m.
<input type="checkbox"/>	Improving Oral Communication	Sec. A	4/3 – 6/3	Tue/Thu	4:30 – 5:35p.m.
<input type="checkbox"/>	Pronunciation for Everyday English	Sec. A	3/31 – 6/4	Mon/Wed	11:00a.m. – 12:05p.m.
<input type="checkbox"/>	Writing for the Workplace	Sec. A	3/31 – 6/4	Mon/Wed	5:00 – 6:05p.m.
<input type="checkbox"/>	Pronunciation and Presentation Skills	Sec. A	3/31 – 6/4	Mon/Wed	11:00a.m. – 12:05p.m.

Name _____ Campus Box # _____ Work Phone* _____ UW Net ID _____

Job Title _____ Dept. _____ E-Mail* _____ UW EID _____

Your UW Employee Identification Number(EID) is accessible via Employee Self Service on MyUW, or via your unit's Payroll Coordinator

BEST WAY TO CONTACT YOU (CIRCLE ONE): PHONE / E-MAIL

DISABILITY INFORMATION To request disability accommodations, contact the UW Disability Services Office upon confirmation at: 206-543-6450 (voice), 206-543-6452 (TTD), 206-685-3885 (fax) or dso@u.washington.edu (e-mail).

SUPERVISOR'S SIGNATURE IF RELEASE TIME IS APPLICABLE
Release time is indicated by my supervisor's signature:

_____ Date _____

Print Supervisor's Name _____

Sup Phone _____ Sup E-mail _____

SEND THIS COMPLETED FORM TO **Professional & Organizational Development**

(Campus Mail Box 354570 / Fax 206-543-8700)

Keep a copy for your own records. Confirmation notices will be sent to confirmed participants.

QUESTIONS? Call 206-543-1957 or e-mail pod@u.washington.edu.