

## English Language Resources

### Sauder School of Business - Canaccord Learning Commons Programs

- **Writing Improvement Program (WIP)**

The Writing Improvement Program (WIP) provides one on one coaching from a professional business writer. Bring a paper or business document you are working on and business writing professionals will coach through what aspects of your work can be improved and what you can do to improve your overall writing. Sign up on [COOL](#), or drop in to CLC219, Monday-Thursday from 1:00pm-4:00pm

- **Advanced Grammar Workshops**

Eight (8) advanced grammar workshop sessions will be offered beginning September 22 at the following two times:

Tuesday 4:30pm-6:00pm and 6:00pm-7:30pm, HA296

Wednesday 4:30pm-6:00pm, HA339

Sign up on [COOL](#) or drop in. For more information, email Professor Barb Duzy ([barb.duzy@sauder.ubc.ca](mailto:barb.duzy@sauder.ubc.ca)).

- **Academic Success Coaching**

The Canaccord Learning Commons provides coaching on academic challenges such as managing your time, studying better or dealing with stress. Sign up for coaching appointments on [COOL](#), or drop-in.

- **Presentation Coaching**

Get help polishing your presentations from the COMM 395 TAs. Coaches are available to help with content, organization, slides, delivery and more. To book an appointment, [view coach bios](#) and send your booking request to [presentationscoaching@sauder.ubc.ca](mailto:presentationscoaching@sauder.ubc.ca).

More information on CLC programs: <https://mybcom.sauder.ubc.ca/plan-success/get-better-grades>

### Additional Resources on the UBC Campus

- **Academic English - Academic English Support Program (free for all UBC students)** Reading, writing, note-taking or pronunciation skills holding you back? Participate in the [Academic English Support \(AES\) Program](#).

More information and application process: <https://cstudies.ubc.ca/student-information/services/academic-english-support/whats-involved>

- **Conversational English**

Looking to simply practice your English language skills? Participate in the Tandem Language Program running between January-April and September-December. The program matches two people who are

interested in learning/improving their skills in the native language of their partner. As part of the program, you will meet with your partner for 1.5 hours once a week for 11 weeks. Participation in the Tandem Language Program is free and registration opens twice a year. View the [Tandem Language Program FAQs](#) for more information.

- **Full Time English Language Studies at the English Language Institute (ELI)**

The ELI offers 8-16 week intensive English programs with start dates throughout the year. The ELI also offers 3-4 week English for the Global Citizen programs throughout the year and English for Business Communications program in June/July. For more information, visit the ELI website: <http://eli.ubc.ca/>.

### Textbooks

- **Business Writing Essentials (custom edition)**

General guide to effective business writing presenting hundreds of authentic examples, good coverage of formatting and layout. Available for purchase at the UBC Bookstore. Alternate title at David Lam Library reserve collection: [Custom Text for Business Writing at Sauder School of Business](#).

- **Advanced Language Practice: With Key [paperback] by Michael Vince**

Extensive grammar practice with answers. Available at [www.amazon.ca](http://www.amazon.ca) and [on reserve at the David Lam Library](#).

### On-line Resources

- **Sharpening Your Writing Skills by Duncan Kent**

Sharpening Your Writing Skills is an excellent workbook on business writing with exercises and answers, online or as a downloadable PDF.

<http://www.techcommunicators.com/publications/sharp.html>

- **Purdue Online Writing Lab (OWL)**

Well-known resource especially for APA research citations as well as a wide range of grammar and writing topics.

<http://owl.english.purdue.edu/>

- **David Appleyard English**

A comprehensive and easy-to-use website covering numerous grammar topics.

<http://www.davidappleyard.com/english/articles.htm>

- **Pronunciation**

Hear and practice pronunciation by searching for words in the Merriam Webster dictionary.

<http://www.merriam-webster.com/>