



MASSACHUSETTS
GENERAL HOSPITAL

FREE English for Speakers of Other Languages (ESOL) Classes for MGH Employees

The MGH Workplace Education Program has provided employees with the language skills necessary for their professional development for 18 years. Our classes are contextualized to meet the needs of employees in their job, and improve their language skills in every day life. We offer classes at 4 different levels. Classes run from September until the end of May, and employees may register at any time.

For more information please call the MGH Workplace Education office
at 617-726-2388 or email

Kristen Schlapp at Kschlapp@partners.org



Below are examples of skills employees will practice in these classes:

- Describing their current job at MGH and its responsibilities
- Leaving and taking messages on the phone
- Filling out forms, schedules, and reports
- Giving and following directions in the hospital
- Understanding United States work culture and how to be a productive team member
- Engaging in appropriate small talk with coworkers and supervisors
- Reviewing police and security procedures at MGH (including the codes)
- Understanding MGH benefits, paychecks and policies

- Navigating a computer
- Choosing the correct question form when speaking and writing
- Use the present, past and future tenses orally and in writing
- Reviewing and practicing for Joint Commission visits
- Receive special presentations on their Benefits, Safety and Security, and the Employee Assistance Program

*******PLEASE NOTE: Research Fellows, MD.s and Ph.D.s are not eligible for these classes. For more information for Research Fellows and other visiting professionals, please contact the Office for Research Career Development:**

Bulfinch 370

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