



## **Course Name: Business English**

Module CA-2: Computerized Accounting

## **Course Description:**

This course teaches students how to identify, read, write and edit business correspondence such as memos, letters, and emails. Students will learn common business idioms, numeracy language and vocabulary to help them succeed in the workplace

## **Course Length: 21 Hours**

## **Text Books:**

Materials developed by the instructor

Business Vocabulary In Use by Bill Mascull, Cambridge University Press

Communicating In Business English by Sweeney, Cambridge University Press

## **Method of Evaluation**

- Assignments 50%
- Participation 15%
- Exam 35%
- You must achieve 65% on the final exam

## **Course Objectives: Knowledge**

Competent business correspondence:

1. To familiarize students with various forms of business correspondence
2. To learn to write clear, concise and effective business correspondence
3. To introduce how to make suggestions, agree and disagree, and negotiate in the workplace

Competent communication skills:

1. To help students understand and use business language, vocabulary and idioms
2. To learn, review and practice English details of writing style with a focus on capitalization, irregular plurals, subject-verb agreement, apostrophes and inclusive language at CLB 4/5 level
3. To practice appropriate telephone skills for the workplace

## Course Objectives: Skills

Able to write notes, phone messages, e-mail and letters

1. Can read an authentic note, e-mail message or letter; answer seven to 10 questions about the text.
2. Convey personal messages in an informal or formal personal short letter or a note to express invitations, thanks, regrets, cancellations and apologies.
3. Can write short letters and notes on a familiar topic
4. Can write down everyday phone messages

Able to draft correspondence, write a paragraph relating events in sequence

1. Convey a personal message in a formal short letter or note, or through e-mail, expressing or responding to invitations, quick updates, feelings
2. Convey business messages as written notes
3. Write a paragraph to relate/narrate a sequence of events; to describe a person, object, scene, picture, procedure or routine; or to explain reasons

## Curriculum Outline

<b>Week 1</b> 6 hours	Introduction, e-mails and letter formats Parts of Speech
<b>Week 2</b> 6 hours	Number, Statistics, Measurement Using E-mail
<b>Week 3</b> 6 hours	Telephone Skills Perfecting your Writing Skills
<b>Week 4</b> 3 hours	Final Exam

## Instructor Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_