

## English for Business

**Course:** 4:00-6:00 p.m. M-F  
Zion's Bank Building

**Course Description:** Learn how to be more adept in the business world in common business situations using the English language in such things as personal introductions, networking conversations, reading and writing business texts, talking on the phone, giving presentations, and leading meetings.

### Learning Outcomes:

- Students will be able to successfully introduce themselves, make small talk, and avoid socially taboo subject in conversations with business professionals.
- Students will be able to skim, scan, comprehend, and write emails, reports, cover letters, and resumes using common business vocabulary.
- Students will be able to clearly and concisely give pertinent information over the phone and in elevator pitches.
- Students will be able to write a meeting agenda, follow the agenda to conduct the meeting, and use/analyze charts if applicable.
- Students will be able to organize their points and thoughts to effectively give a presentation in which they are pitching a product or idea of their own.

### Course Information:

- Each class session will start with two short 3-5 minute news presentations by two students. Each person will be responsible to find a current event and briefly talk about it in class.
- In the last five minutes of class, students will write a paragraph reflection about the current day's class period. They will answer the following questions every day. Some days they will also answer additional questions related to the day's material.
  - What was the most important thing you learned today?
  - What are you still confused about?
- Ten new vocabulary words will be introduced each Monday. They will be reviewed and practiced in class throughout the week. Students will receive a take-home quiz each Thursday to complete and bring back on Monday.
- Students will not have any written homework besides the weekly take-home quiz. Instead, homework will be to think about what questions they have for the next day's topic.

**Course outline:**

	<b>Monday</b>	<b>Tuesday - WRITING DAY</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>Week 1: Oral Communication &amp; Taboo Subjects</b>	Course Overview  Introductions  Expectation Assessment  Decide class rules	Cover Letters & Resumes  Verb Tenses  Writer's Workshop	Small Talk  Taboo Topics  Privacy  Talking About Opinions	Networking Skills  Networking Simulation
<b>Week 2: Written Communication (Reading &amp; Writing)</b>	**Bring Last Week's Vocab Quiz**  Reading for General Information  Scanning for Specific Points	Business Emails & Memos  Business Phrasal Verbs  Writer's Workshop	Reading, Understanding, & Replying to Emails  Review for Midterm	Midterm Evaluation  Elevator Pitches
<b>Week 3: Telephoning/Giving Information</b>	**Bring Last Week's Vocab Quiz**  Review Evaluation  Elevator Pitches (cont'd)  Telephone Etiquette	Project or Product Proposals  Writer's Workshop	Pronunciation Difficulties  Giving Instructions, Training, & Being Trained	Making Agendas & Conducting Meetings  How to Organize Presentation Content
<b>Week 4: Meetings &amp; Discussions</b>	**Bring Last Week's Vocab Quiz**  How to Make a Presentation Look Good  Meeting Simulation	Reading & Analyzing Charts  Creating Charts	Interview Etiquette  Interview Simulation  Presentation Work Day	Final Evaluation: Group Presentations