404 Business Communications (72 hour cycles)*

PREREQUISITE: None

COURSE DESCRIPTION: this course emphasizes developing oral communication skills, application of proper grammar and punctuation to letters, memos, reports, and other forms of personal and business communication.

OBJECTIVES: By the end of the course, students will be able to:

General SLOs:

· recognize and solve common sentence problems;

- develop speaking skills sufficient in business communications;

· understand how context affects meaning and to correct grammar and other writing choices;

· recognize and use correct grammar in context with an emphasis upon grammar and usage issues for ESL writers;

· understand and use correct punctuation, mechanics, and spelling in business writing; and

· use language skills to develop letters, memos, and other common forms of personal-business and business communication.

SPEAKING

B1 SLOs:

- Can reasonably fluently sustain a straightforward description of one of a variety of subjects within his/her field of interest, presenting it as a linear sequence of points. (CEFR B1)
- Can explain or define or differentiate Business Communications features and capabilities related to general functions, or related to some specific task or problem.
- Can explain why something (related to Business Communications) is a problem, discuss what to do next, compare and contrast alternatives.
- Can explain procedures used or tasks accomplished in Business Communications.
- Can make opinions and reactions understood as regards possible solutions or the question of what to do next, giving brief reasons and explanations.
- **B2 SLOs:**
- Can outline an issue or a problem clearly, speculating about causes or consequences, and weighing advantages and disadvantages of different approaches.

- Can give clear, detailed descriptions and presentations on a wide range of subjects related to his/her field of interest, expanding and supporting ideas with subsidiary points and relevant examples.
- Can use different levels of formality or multiple sociolinguistic purposes without signs of restricting what speaker wants to communicate
- **WRITING**
- **B1 SLOs:**
- Can convey information and ideas on abstract as well as concrete topics, check information and ask about or explain problems with reasonable precision.
- Can write notes asking for or conveying simple information of immediate relevance, getting across the point he/she feels to be important
- Can write short, simple essays about Business Communications or other topics of interest.
- Can summarize, report and give his/her opinion about accumulated factual information on familiar routine and non-routine matters within his field with some confidence.
- **B2 SLOs:**
- Can write an essay or report that develops an argument systematically with appropriate highlighting of significant points and relevant supporting detail.
- Can evaluate different ideas or solutions to a problem.
- Can write an essay or report which develops an argument, giving reasons in support of or against a particular point of view and explaining the advantages and disadvantages of various options.
- Can synthesize information and arguments from a number of sources.

*Instructional Methods.

· This course is designed to be repeated in multiple, continuous, simultaneous course-hour cycles toward proficiency progression of course stated outcomes & student personal proficiency goals as determined in consultation with Student Services Associates.

*Information Regarding the Maximum Number of Times a Class Can Be Repeated

Students who enroll in the ESL-Plus Course of Study move their individual levels or courses at their own rate. As long as a student is in good academic standing (as defined in our student policies), a student may be in a given level for an variable amount of time.

TUITION: $288 Certificate: Business Communications