

**EFL321: English for Business Communication**

**Group 1 Class-meeting dates: Monday, Wednesday**

**Time: Mon 10:00-12:00 Venue: TBD**

**Time: Wed 10:30-12:20 Venue: AD 1105**



**Office  
Academic Building # 1**

<b>Instructors</b>	<b>Room #</b>	<b>E-mail</b>	<b>Telephone</b>
Dr. Don Reedy	155	dr.don.reedy@gmail.com	075672074



**1. Course Description:**

English terminology in business contexts; the understanding of communication process in business contexts; the awareness of business communication skills; the effective application of English for business communication.

This course will focus on vocabulary and phrases used in global business environment, as well as on grammar usage and the skills required to function in business. Students will be able to the language freely and fully in a working environment. Many different topics are covered, such as business correspondence, globalization, advertising, business meetings, telephoning, making presentations, describing statistics, diagrams, trends and graphs, negotiating, and solving business problems.

**2. Course Objectives:**

- Developing oral and written language skills in a business context
- Think creatively and communicate effectively

**3. Assessment and Evaluation:**

<b>1.</b>	<b>Attendance, Class Participation</b>	<b>10</b>
<b>2.</b>	<b>Project 1</b>	<b>30</b>
<b>3.</b>	<b>Project 2</b>	<b>30</b>
<b>4.</b>	<b>Final Exam</b>	<b>30</b>

**TOTAL**  
**NB: F < 50**

**100**

**Texts (all texts are provided in pdf form for printing):**

Cotton, Falvey, Kent. New Edition Market Leader Intermediate Business English Coursebook. Pearson Longman; 3rd edition (May 25, 2011)

**6. Weekly Study Plan (Very Flexible)**

<b>Week No.</b>	<b>Dates (Week of)</b>	<b>Learning contents</b>
1	November 11 - 17	Unit 1: Brands Present simple vs. present continuous; Taking part in meetings
2	November 18 - 24	Unit 2: Travel British vs. American English; Future tenses; Telephone English
3	November 25 – December 1	Unit 3: Organisation (Organization) Noun combinations; Socializing and networking
4	December 2 – 8 Thursday	Unit 4: Change Simple past vs. present perfect; Meetings
5	December 9 – 15 Monday	Unit 5: Money Trends; Describing amounts
6	December 16 - 22	Midterms – Project 1 due
7	December 23 - 29	Unit 6: Advertising Articles; Presentations
8	December 30 - January 5 Monday, Tuesday	Unit 7: Cultures Modals; Social English
9	January 6 - 12	Unit 8: Employment Indirect statements; Managing meetings
10	January 13 - 19	Unit 9: Trade Conditionals; Negotiating
11	January 20 - 26	Unit 10: Quality; Unit 11: Ethics Gerunds vs. Infinitives; Telephone complaints
12	January 29 - February 2	Project 2 (presentation) due
13	February	Final Exam

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