

English for Business Communication (Level 1)

Online Course via Moodle LMS

Course Information

English for Business Communication (level 1) is a content-based English course that aims to develop learners' English language speaking and writing skills as well as to enhance their knowledge about the essentials of business communication in English. The course is suitable for individuals who are at **intermediate proficiency level in English** and want to achieve a higher level of accuracy in their oral/written English as well as to expand their professional vocabulary.

This course pays equal attention to developing learners' reading strategies and writing skills, English grammar and vocabulary. Trainer-led group sessions focus on learners' speaking accuracy and fluency. Enriched OER content (text, audio/video) introduces learners to the subtleties of professional business communication and prepares them for success in the multicultural workplace or undergraduate/graduate business programs in English.

To learn about the course registration options and special conditions, contact us: info@englishrealm.ca

Course Outline

Thematic Focus	Language Focus	Grammar Focus
UNIT 1: Communicating in Business	Surprising News	Writing Process - Drafting, Organizing and Editing
UNIT 2: The Business Audience	The Hidden Truth	Topic Sentence
UNIT 3: The Social Communication Model	An Unpleasant Thought	Discourse Makers and Transition Words
UNIT 4: Writing in Business	Changing the Subject	Revision
UNIT 5: Personal and Professional Communication	How Something Affects You	Past Habitual with 'Used to +Infinitive'
UNIT 6: Methods of Communication	Plans and Counterplans	Commonly Confused Collocations (do/make, say/tell, bring/take, etc.)

UNIT 7: Verbal Communication	Look on the Bright Side	Phrasal Verbs and Idioms (get/put/take/have, etc.)
UNIT 8: Nonverbal Communication	Expressing One's Feelings and Opinion	Revision
UNIT 9: Ethics in Business Communication	Making Suggestions	Compound Verbs – Prepositional and Phrasal Verbs
UNIT 10: Principles of Ethical Decision Making	Indecisiveness	Collocations
UNIT 11: Connecting with Colleagues	Making Suggestions	Prepositional Phrases
UNIT 12: Connecting with Customers	Asking for Information	Revision
UNIT 13: Writing in Business	Managing a Conversation	Present Perfect
UNIT 14: Downward, Upward and Horizontal Communication		Past Perfect
UNIT 15: Positive, Negative, and Persuasive Messages	Offering a Suggestion	Tag Questions with Perfect Tenses
UNIT 16: Word Choice and Tone	Breaking In/Interrupting	Revision
UNIT 17: Language as an Obstacle	Expecting Explanation	Present Continuous
UNIT 18: Bias Free Writing	Expressing One's Reservation	Past Continuous
UNIT 19: Planning Business Messages	Illustrating One's Point	Tag Questions with Continuous Tenses
UNIT 20: Positive Message Framework	Communicating Problems	Revision
UNIT 21: Writing Business Messages	Agreeing/Disagreeing	Conditionals - Present Real/Unreal
UNIT 22: Negative Words and Tone	Giving Reasons	Conditionals – Past Real/Unreal
UNIT 23: Writing a Positive Message	Showing Interest	Revision
UNIT 24: Writing a Negative Message	Emphasizing a Point	Gerund – Verbs Followed by Infinitive/Gerund
UNIT 25: Writing a Persuasive Message	Closing One's Point of View	Adverbial Clause