

English for Business Communication (Level 2)

Online Course via Moodle LMS

Course Information

English for Business Communication (level 2) is a content-based English course that aims to develop learners' English language skills and expand their knowledge of various aspects of professional communication with an emphasis on the use of these skills as a manager. The course is suitable for individuals who are at **high-intermediate proficiency level in English** and want to expand their professional vocabulary as well as overcome their inhibitions of verbal interaction in professional situations or in an academic context.

The course is designed to hone learners' speaking skills in English, expand professional vocabulary, and improve listening comprehension. Trainer-led online sessions focus on developing learners' speaking fluency and use of newly learned vocabulary.

Enriched OER content (text, audio/video) informs learners of the purpose of professional 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: Business Communication in Reality	Surprising Facts	Parts of a Composition: Outlining Content
Unit 2: Traditional Communication Methods	Current Affairs	Parts of a Composition: Topic Sentence
UNIT 3: Internal Communication	Expressing Confidence	Parts of a Composition: Thesis Statement
UNIT 4: Effective Email Communication	Correcting Oneself	Parts of a Composition: Sequence of Paragraphs
UNIT 5: Email Chains and Listserv	Putting the Record Straight	Revision
UNIT 6: Multimedia Platforms	Misconceptions	Present Perfect and Present Perfect Continuous

UNIT 7: External Communication	Taking Things for Granted	Past Perfect and Past Perfect Continuous
UNIT 8: Using the Right Communication Channel	Taking Things into Consideration	Modal Verbs in the Passive
UNIT 9: Using Data for Impact	Arguments and Counterarguments	Linking Verbs
UNIT 10: Internal Data	Making Exceptions	Revision
UNIT 11: Public Speaking	What I really mean is...	Embedded Statements and Questions
UNIT 12: Body Language and Gestures	To Cut a Long Story Short...	Indirect Questions and Question Tags
UNIT 13: Audience Engagement	Comparing and Contrasting	Discourse Markers/Transitional Adverbs
UNIT 14: Overcoming Fears and Anxiety	Summarizing and Informing	Adverbial Clauses
UNIT 15: Communicating Through Technology	Sequencing and Ordering	Revision
UNIT 16: Scheduling a Meeting	Inferring and Hypothesizing	Modals Verbs in the Passive
UNIT 17: Challenges of Scheduling Remote Meetings	Analyzing and Classifying	Passive + To-Infinitive or Active participle
UNIT 18: Stages of a Telephone Call	Evaluating	The Passive To-Infinitive and Gerund
UNIT 19: Participating in a Conference Call	Cause and Effect	Active Forms with a Passive Meaning
UNIT 20: Social Media	Evaluating	Revision
UNIT 21: Building Your Brand	Justifying and Persuading	Infinitive Clauses: The To-Infinitive as Subject and Complement
UNIT 22: Professional Criticism	Making Generalizations	Verb + To Infinitive or Gerund
UNIT 23: Responding to Criticism	Indecision	Verb + Object +To-Infinitive
UNIT 24: Collaboration Across Teams	Taking Questions	Adjective + To-Infinitive
UNIT 25: Intercultural Communication	Popular Misconceptions	Punctuation