

English for Managers (Level 1)

Online Course via Moodle LMS

Course Information

English for Managers (level 1) is a content-based English course that aims to develop learners' English language skills and to enhance their knowledge about fundamental management principles and practices.

The course is suitable for individuals who have **pre-intermediate to intermediate proficiency in English** and want to enhance their knowledge of basics of English grammar and professional vocabulary.

This course pays equal attention to developing learners' reading and listening skills, English grammar and vocabulary. Trainer-led group sessions focus on learners' speaking accuracy in English and enriching their language learning experience.

Enriched OER content (text, audio/video) orients learners to the shifting business landscape 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: Management as People	Surprising News	Reflexive Pronouns
UNIT 2: Management as Process	The Hidden Truth	Future Tenses – Will/Be going to + Verb
UNIT 3: The Primary Function of Management: Planning	An Unpleasant Thought	Tag Questions with Simple Tenses
UNIT 4: Organizing, Leading and Controlling Functions of Management	Changing the Subject	Present Perfect
UNIT 5: Vertical Management: Top Level Managers	How Something Affects You	Past Perfect
Unit 6: Middle and First Line Managers	Plans and Counterplans	Revision

Unit 7: Leadership and Interpersonal Roles	Look on the Bright Side	Modal Verbs
UNIT 8: What Makes a Good Manager?	Expressing One's Feelings and Opinion	Collocations
UNIT 9: Forces Shaping Management	Making Suggestions	Phrasal Verbs
UNIT 10: Systems Approach to Management	Indecisiveness	Prepositional Phrases
UNIT 11: Operations Management	Making Suggestions	Verbs Followed by Infinitive/Gerund
UNIT 12: Information Management	Asking for Information	Revision
UNIT 13: Contingency Management	Managing a Conversation	Comparative and Superlative Degrees of Adjectives
UNIT 14: Vision, Mission and Values		Adverbs
UNIT 15: Pros and Cons of Planning	Offering a Suggestion	Expressions – I would rather...; You had better...; Would you mind...?
UNIT 16: Long-term and Short-term Plans	Breaking In/Interrupting	Passive Voice
UNIT 17: Policies, Procedures, and Regulations	Expecting Explanation	Conditional Mood
UNIT 18: The Role of Budgets in the Planning Process	Expressing One's Reservation	Revision
UNIT 19: Management by Objectives and SMART Goals	Illustrating One's Point	Subjunctive Mood
UNIT 20: Strategic Management and Competitive Advantage	Communicating Problems	Reported Speech
UNIT 21: Strategic Management and Value Proposition	Agreeing/Disagreeing	Writing Process - Drafting, Organizing and Editing
UNIT 22: The Processes and Techniques in Decision Making	Giving Reasons	Topic Sentence
UNIT 23: Common Frameworks for Evaluating the Business Environment	Showing Interest	Discourse Makers and Transition Words
UNIT 24: Competitive Analysis	Emphasizing a Point	Punctuation
UNIT 25: How Environment Affects Strategy	Closing One's Point of View	Revision