

English for Business

Kirk Wilson

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8.15am - 1.30pm

15 Sept

13 Oct

22 Sept

03 Nov

29 Sept

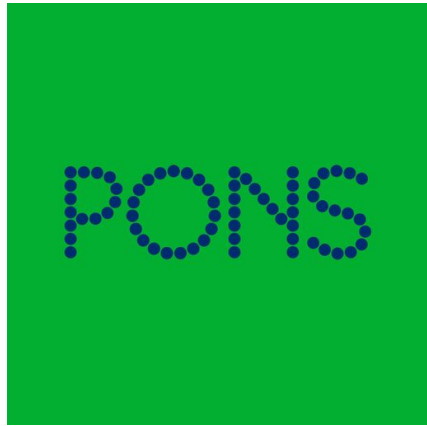
10 Nov

8.15am - 9.45am

10am - 11.30am

12pm - 1.30pm

Assessment	%	Length	Date
Presentation Topic	-	3-5 sentences	29 Sept
Complaint Letter	25%	250-300 words	29 Sept
SWOT Analysis	25%	250-300 words	03 Nov
Presentation	50%	10 mins	10 Nov



- 1. Introduce yourself and why you are here**
- 2. Your experience with English**
- 3. What you think about English?**
- 4. What you like doing in your free time**
- 5. Something fun you did in summer**

A0	B1	C1	Native
A1	B2	C2	
A2			

A0	B1	C1	Native
A1	B2	C2	
A2			

Reading

Writing

Speaking

Listening

Vocabulary

Grammar

Reading

Writing

Speaking

Listening

Vocabulary

Grammar

Communication

How can you learn English?

- With your partner discuss ways to improve your English outside of the classroom.**
- Come up with at least 10**

Video Games
O.S. Language
Tinder partner
Duolingo
Websites

Podcasts
Subtitles
Music
Class exercises
Travel

English for Business Assessment Information

Module Description

Sprache:

Englisch

Lernziele:

The students can:

- understand the main ideas of complex texts on business topics, including technical discussions in their field of business.
- communicate in typical business situations, explain viewpoints on a fairly wide range of business topics and summarize facts, orally and in writing.
- produce clear, detailed text on business topics.
- write standard business letters.

Module contents and level corresponding to level B2 of the Common European Framework of Reference for Languages - CEFR.

Inhalt:

- comprehension: understanding and writing business texts
- communication: discussing general and specific business topics, explaining viewpoints, weighing up the pros and cons of various options, giving instructions and advice etc.,
- listening and watching: understanding prepared and authentic audio texts, business news, videos on specific business topics etc.,
- commercial correspondence: writing business letters, (enquiries, offers, orders, complaints),
- company presentation
- grammar exercises according to level B2 of CEFR
- vocabulary exercises to expand and reinforce the language of business and economics

By the end of the course you will have learned...

- Business Vocabulary
- Business Writing
- B2 Level Grammar

Business Writing (with AI)

- Letters/Emails**
- Complaints**
- Offers**

- **English language cultural awareness**
- **Intercultural Communication**
- **Small talk**

Presentation

10 minutes

50% of your grade

Presentations:

- By yourself for 10 minutes + Q&A**
- Present any business topic that has been in the news**
- One-page handout**

Presentations:

- Upload your topic to Moodle by 29 Sept**
- No topic can be the same**
- First in first served**

Marking Guide for Presentations

VOCABULARY (20)

- 0-9: Inaccurate, insufficient for level; incomprehensible
- 10-11: Inadequate for level, errors sometimes preclude comprehension, key words not prepared
- 12-14: Errors are frequent but generally do not preclude comprehension; or limited vocabulary – even if accurate
- 15-17: Resourceful; errors do not obscure meaning, demonstrates preparation
- 18-20: Broad range, appropriate for context, resourceful; demonstrates preparation

CONTENT (20)

- 0-9: Little information conveyed, disconnected or disorganized ideas, and/or fails to engage with partner(s)
- 10-11: Lacks logical sequencing; little substance, says less than required
- 12-14: Topic covered but minimally, and/or limited connection of ideas
- 15-17: Topic covered; limited development of ideas; most information relevant to topic, creative
- 18-20: Informative; original & well-developed ideas; demonstrates creativity; and/or detailed coverage of topic

GRAMMAR / STRUCTURE (20)

- 0-9: Generally inaccurate, with exception of set phrases; largely incomprehensible
- 10-11: Meaning frequently unclear due to frequent errors; extremely limited range of grammatical structures
- 12-14: Mistakes sometimes affect meaning, though adequate; and/or limited range of grammatical structures
- 15-17: Meaning generally clear despite mistakes; good range of structures
- 18-20: Wide range of structures, mostly accurate

PRONUNCIATION / FLUENCY / DELIVERY (20)

- 0-9: Halting, fragmented, unnatural pauses make it difficult to follow, pronunciation frequently unintelligible
- 10-11: Listener must make a concerted effort to understand; halting speech; lack of sufficient preparation
- 12-14: Discourse flows; mispronunciations are comprehensible; shows preparation
- 15-17: Clearly making an effort to pronounce accurately; occasional mispronunciations; few unnatural pauses
- 18-20: Language flows well, no unnatural pauses; few mispronunciations

HANDOUT / OUTLINE (10)

- 0: No handout or outline
- 1-5: Uninformative handout, key information missing and/or no questions included, or presenters' names omitted
- 6-8: Handout includes presentation title, all names of presenters, as well as some key information
- 9-10: Important vocabulary listed and defined (preferably in English), key information included

STRUCTURE OF PRESENTATION (10)

- 0: No introduction; no signposting; completely unable to present without notes; poor presentation
- 1-5: Incomplete structure, no logical sequence; uses notes frequently; fair presentation
- 6-8: Full structure; uses notes occasionally; occasional signposting; good presentation
- 9-10: Speaks freely; uses signposting often; excellent overall presentation; demonstrates preparation

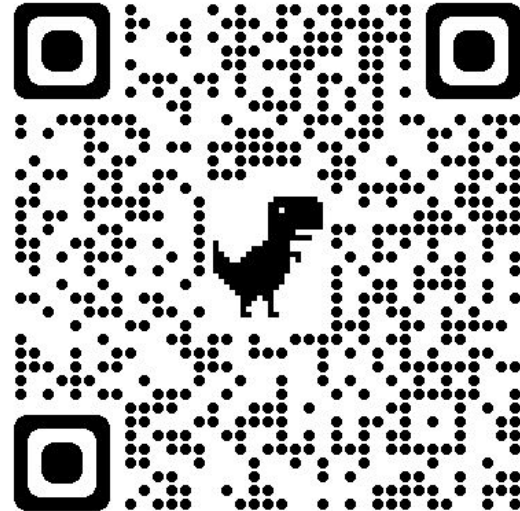
TOTAL (100) to be scaled accordingly.

Presentations Marking Guide B2 Level

Component	Points
Vocabulary	20
Content	20
Grammar	20
Pronunciation	20
Structure/Organisation	10
One-page Handout	10
Total	100

[quia.com/quiz/8275941.html](https://www.quia.com/quiz/8275941.html)

45 minutes



**When you have finished the
test you can go for lunch.**

We'll start again at

Plan a 3 day visit

- In pairs imagine your family/a friend/someone from your work is coming to visit you here in Flensburg/Schleswig-Holstein.
- Plan a 3 day trip of activities/sightseeing
- Think about what you can do/see/eat and where you will stay etc.

You have 45 minutes to prepare then you will present your itinerary to the class.

Feel free to use audiovisual aids.