

## Syllabus

### English for Business Communication

**Goal:**

This course is designed for the students of business English and will develop the communication skills they need to succeed in business and will enlarge your knowledge of the business world. Students studying this course will become more fluent and confident in using the language of business and should increase their career prospects.

**Objectives:**

In this course students will learn :

- to discuss and exchange ideas about a variety of business topics offered in the textbook so that they will build up your confidence in using English and will improve their fluency.
- to increase your business vocabulary
- to read authentic articles on a variety of topics from the Financial Times and other newspapers and books on business and develop your reading skills and learn essential business vocabulary
- to develop listening skills such as listening for information and note-taking
- to develop essential business communication skills such as managing phone calls, taking part in meetings, making arrangements on the phone, presenting, managing meetings, negotiating, problem solving, and using English in social situations
- to develop writing skills for business letters

**Textbook:** Business Explorer 3—Cambridge

**Reference:** Longman Business English Dictionary or other good dictionaries.

**Teaching Method:** lecture, group discussion, role play, presentation, communication activities

**Schedule:** One unit per week ( see units in the textbook)

PS. This may be changed when necessary.

**Grading:** Mid-term:25% Final: 25% Attendance, participation and assignment: 50%

Office: N 301-3

Office Hours: Mon 11:00 am ---1:00pm    5:00 pm—6:30 pm

Tue 10:00 am ---1:00 pm    Thu 12:00 pm ---1:30 pm