

## **ENGLISH >> SYLLABUS & CLASS GUIDANCE**

**CODE : LCEC203**

**TITLE : EFFECTIVE COMMUNICATION FOR BUSINESS ENGLISH**

**VERSION : 2.0**

### **DESCRIPTION AND GOAL:**

Effective Communication for Business English is for business people who need to, or will soon need to, use English in their work. It may also be used by adult students who will be entering the world of business at the end of their course of studies.

The aim of the course:

- To teach and practise the English language especially in Business English
- To develop communication skills necessary for business career
- To increase participants' knowledge in the business working environment.

### **DURATION:**

8 Sessions @ 2 hours

(7 Sessions & 1 final)

### **SOFTWARE:**

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### **HARDWARE:**

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### **PREREQUISITE:**

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### **RELATED JOBS:**

General Industry

### **RECOMMENDATION FOR NEXT COURSE:**

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### **REFERENCE:**

- Behavior in Organizations by Jerald Greenberg, Robert A. Baron. Prentice Hall. Eighth Edition
- Business Objectives by Vicki Hollett. Oxford University Press
- Business Objectives Work book by Vicki Hollett and Michael Duckworth. Oxford University Press
- Business Opportunities by Vicki Hollett. Oxford University Press
- Business Opportunities Workbook by Vicki Hollett and Michael Duckworth. Oxford University Press
- Business Reports in English by Jeremy Comfort, Rod Revell, Chris Stott. Cambridge University Press. Eighth Edition

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- Business Writing and Procedures by Philip S. Atkinson, Helen Reynolds. American Book Company. New York
- Commercial Correspondence for Students of English as a Second Language by Charles Love, Joseph Tinervia. Second Edition
- Diktat English for Secretaries
- English for the Secretary by Yvonne Hoban. McGraw Hill Publishing Company
- Mastering Secretarial Procedures by Margareth Nicholson. Macmillan Master Series. First Edition
- Organizational Behavior by Stephen P. Robbins. Prentice Hall. Tenth Edition
- Understanding and Using English Grammar by Betty Schramper Azar. Prentice Hall Regents. Second Edition
- [www.edwardtufte.com/bboard/q-and-a-fetch-msg](http://www.edwardtufte.com/bboard/q-and-a-fetch-msg)
- [www.matscieng.sunysb.edu/presentation](http://www.matscieng.sunysb.edu/presentation)
- [www.monstertrak.monster.com/resources/careerguide/article-visit.html](http://www.monstertrak.monster.com/resources/careerguide/article-visit.html)
- [Web1.msue.msu.edu/intext/global/tips.html](http://Web1.msue.msu.edu/intext/global/tips.html)
- [http://en.wikipedia.org/wiki/Product\\_\(business\)](http://en.wikipedia.org/wiki/Product_(business))
- [http://en.wikipedia.org/wiki/Services#List\\_of\\_economic\\_services](http://en.wikipedia.org/wiki/Services#List_of_economic_services)
- [www.deskdemon.com/pages/uk/information/skills/mappoint](http://www.deskdemon.com/pages/uk/information/skills/mappoint)
- [www.secretarialsite.com/making-appointments.htm](http://www.secretarialsite.com/making-appointments.htm)
- [www.english-at-home/speaking/making-appointments](http://www.english-at-home/speaking/making-appointments)

**OUTLINE AND EXERCISE:**

**SESI 1 – Introduction + Telephoning**

**SESI 2 – Grammar 1**

**SESI 3 – Grammar 2**

**SESI 4 – Presentation 1**

**SESI 5 – Presentation 2 + Business Letter**

**SESI 6 – Business Trip + Making Reporting**

**SESI 7 – Review**

**SESI 8 – Final Exam**