

Business English IV Syllabus

Instructor: Tacy Ellis **Conference:** 3:12 PM **Email:** tacy.ellis@woodsonisd.net **Grade:** 12 • **Credit:** 1.0 • **TEKS:** §110.44 (English IV)

Course Overview

Business English IV emphasizes **workplace communication**, professional writing, and advanced research aligned with postsecondary and career readiness. Students refine **reading, writing, speaking, and listening skills** through real-world applications, including résumés, reports, presentations, and technical writing.

Objectives (Aligned with TEKS)

- Apply grammar and conventions in professional writing.
 - Write résumés, cover letters, business correspondence, and formal reports.
 - Analyze workplace documents and persuasive strategies.
 - Conduct research and present findings in professional formats.
 - Practice effective oral communication through interviews, speeches, and presentations.
 - Strengthen critical thinking through analysis of technical and informational texts.
 - Further strengthen critical thinking through reading and analyzing texts.
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Course Structure

Unit	Focus
1	Professional Communication Skills
2	Business Writing & Correspondence
3	Technical Documents & Reports
4	Workplace & Career Readiness Writing
5	Persuasive & Informational Presentations
6	Research Project & Portfolio

Assessment & Policies

- **Writing:** Résumés, letters, technical reports, essays
- **Portfolio:** ABC book will be constructed, as well as small portfolios.

- **Speaking/Listening:** Presentations, interviews, debates
- **Reading:** Analysis of professional/technical texts
- **Research:** Career and workplace projects with documentation
- **Late Work:** Accepted up to 3 days with penalty
- **Plagiarism:** Prohibited; proper citation required
- **Parent Communication:** Maintained regularly
- **Grievances:** Follow district policy (SB 12)