

Business Communication for Non-Native Speakers

ESOL-0392-XXX (XXX), COMX-3092-XXX (XXXXX)

Instructor:

Class Times:

Office Hours:

Office:

Phone:

Email:

Prerequisite: Prerequisites: ESOL Assessment you must have a passing grade of C or higher in Reading and Vocabulary 2 (ESOL 0312) or higher on the ESOL assessment test or a passing grade of C or higher in Writing 2 (ESOL 0372) or higher on the ESOL assessment test.

Required Materials:

All materials will be provided by the instructor or available online.

Course Description/ Course Rational: Business Communications for Non-Native Speakers is a communications course for non-native speakers of English. Using a "hands-on" approach, students work through various business topics such as conducting meetings, creating press releases, writing emails and texts, reading business articles, writing resumes, interviewing and showcasing new products. This course presents business grammar and vocabulary to non-native speakers and requires students to apply this knowledge to reading, writing, and speaking the language of business English. Repeatable for up to six credit hours.

Course Objectives/Outcomes:

Business Communications for Non-Native Speakers focuses on reading, writing, speaking, and interpersonal communication. These objectives specify that business students, at the conclusion of the course, should be able to:

Upon successful completion of the course, students will be able to

- Incorporate the use of appropriate business terminology in written communication, particularly email and texts
- Identify and correct grammar errors in written communication
- Incorporate business appropriate phrases for expressing opinions, agreement, disagreement and clarification requests in written and spoken communication
- Recognize idioms and phrasal verbs used in professional communication
- Identify topics appropriate to social and professional business interactions
- Apply appropriate cultural strategies for business meetings and interactions
- Lead a business presentation and discussion

- Read and react to a business article
- Compose opinion and comprehension questions for a business article
- Summarize a business article
- Prepare a professional PowerPoint presentation overviewing current business or company interest
- Produce and present a 1-2 minute elevator pitch
- Construct a concise and professional resume
- Create a multi-paragraph cover letter for mail or electronic use
- Design a LinkedIn profile

Grading:

GRADES: A=100%-90% B=80%-89% C=70%-79% D=60-69% F=below 65%

Participation/Homework.....20%
 Email projects.....10%
 Elevator pitch..... 5%
 Resume and cover letter.....15%
 Presentations.....15%
 Small quizzes.....20%
 Reading projects15%

Instructional Methodology: lecture, pair and small group discussion

In order to become develop language skills, it is necessary to:

- Read daily
- Listen and speak English whenever possible
- Prepare homework and participate in class
- Complete all outside work/practice
- Complete assignments when they are due as indicated on the syllabus.

Instructional Methodology: This course will be online, with synchronous (online video) class time. I will email you the link for joining the class before the class begins. I will also post the link on Blackboard Announcements.

If you are new to distance education to review the [ACC Distance Education General Information](https://online.austincc.edu/faq/) available at <https://online.austincc.edu/faq/>

Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.

REQUIREMENTS & RESPONSIBILITIES

Homework, Writing Assignments, Quizzes, and Exams: All quizzes and assignments will be given online. Please check Blackboard for instructions.

Deadlines: Due dates for assignments and tests are posted on the syllabus and on Blackboard.

Participation/Class Work: We will work on building a cooperative learning environment and community in which you will support each other in learning to write in English. Individual, pair, and group work will be an important part of this course, even online! Thus, how well you work in a group and in pairs, as well as how well you do individually will be part of your participation grade. Moreover, you will be expected to treat and listen to each other with respect and high expectations. Also, for the group to work well, it's important that you be on Blackboard class sessions on time and be well-prepared with any assignments due and make your best efforts to be well-rested and well-nourished.

Attendance/Class Participation

Class participation and homework are essential to progressing in any communication class. Each class day attendance is graded and includes your preparation and communication with the whole class. *Even in an online class, there are times you must be "in class" (live sessions). Please consider this "attendance and participation"*

Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

Withdrawal Policy: It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the **Final Withdrawal Date, which for this session is XXXXXXXX**. The student is also strongly encouraged to retain their copy of the withdrawal form for their records. Students who enroll for the third or subsequent time in a course taken since Fall, 2002, may be charged a higher tuition rate, for that course. State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Incompletes: An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

COLLEGE POLICIES: [Download College Policies & Student Support Services Handout \(PDF\)](#)

Calendar: (subject to change)

Each week will include one student-led business reading project as well as business idioms and phrasal verbs each class

Week	Writing Topic	Business Skill Topic	Pronunciation Topic	Grammar Topic
1		Networking	evaluation	evaluation
2		Business cultural skills	Difficult sounds in English	Business collocations
3	Business appropriate texting	Presentations	Difficult sounds in English	TBA
4	Writing emails	Starting meetings	Difficult sounds in English	TBA
5	Writing emails	Agreeing and disagreeing	TBA	TBA
6	Writing reports	Requesting information	TBA	TBA
7	Personal Statements	Managing meetings	TBA	Simple past vs Present Perfect
8	Elevator Pitch	Managing meetings	TBA	TBA
9	Job postings	Ending meetings	Content and function words	Conditional review
10	Resumes	Face to face vs online meetings	Word Stress	TBA
11	Resumes	PowerPoint techniques	Word Stress	Passive
12	Cover Letters	Advice	Sentence Stress	Student directed topic