



Intermediate Business English 1 (8 Weeks; CASAS Scaled Score: 201–210)

The goal of this course is to support the growth of English language learners' listening, speaking, reading, and writing skills for professional work environments.

Objectives

- Practice using, giving, and following multi-step directions, including clear and appropriate pronunciation.
- Increase listening comprehension to include the use of analyzing context clues and tonal cues.
- Increase development and depth of verbal responses within business conversation contexts.
- Increase use of context clues to decode when reading documents for professional fields.
- Practice recognition of vocabulary specific to learners' professional needs.
- Practice reading comprehension and fluency skills in short business texts and materials.
- Practice writing and dictation for a variety of common professional contexts with increased grammatical fluency.
- Incorporate basic parts of speech and grammar into instruction.

Student Learning Outcomes/Standards

Listening	Speaking	Pronunciation
1. Use context clues to identify main ideas and key details in conversations.	1. Express likes, dislikes, wants, and feelings with explanations.	1. Use schwa sound used in unstressed syllables.
2. Distinguish meaning based on tone and inflection (questions, exclamations, negatives).	2. Produce statements, questions, and commands using familiar and new vocabulary.	2. Apply correct stress in multi-syllabic words.
3. Respond to multi-step directions.	3. Use expressions of satisfaction and dissatisfaction and agreement and disagreement.	3. Modify stress as appropriate when adding prefixes and suffixes (e.g., happy vs. unhappy).
	4. Retell stories or events about routine activities.	4. Use appropriate intonation for negative statements.
	5. Request information and express needs.	5. Link words together in common phrases (e.g., name is: /naymiz/, what time: /wahtime/).
Reading	Writing	Supporting Language Structures
1. Use context clues, cognates, and word families to determine the meaning of new words.	1. Free write on a familiar topic with some control of spelling, punctuation, and grammar.	1. Past continuous tense (e.g., We were having lunch when the phone rang.)*
2. Recognize most words on a personal information form (e.g., employment history, education, references).	2. Write simple and compound sentences from dictation.	2. Modals (can, could, may, might, should, would, must)*
3. Read and comprehend simple and compound sentences in authentic materials (e.g., short articles, job announcements, brochures).	3. Write down key information from meetings and conversations on familiar topics (e.g., doctor, teacher, work).	3. Future tense will + verb (e.g., I'll carry that suitcase for you.)*
4. Find a specific piece of information in a simple source (paper or electronic).	4. Complete an authentic form (e.g., change of address, employment application, check cashing/shopping/membership cards, driver's license).	4. Commonly confused verbs (e.g., do/make, say/tell, bring/take, come/go)
5. Read a brief passage (5-10 sentences) aloud with accuracy, expression, and appropriate phrasing.	5. Apply spelling rules for plurals, past tense, -ing, orm, and -er/-est endings.	5. Basic conjunctions (and, or, but, because)
6. Use dictionary to find meanings of words.	6. Use correct end punctuation consistently; use commas in lists and compound sentences.	6. Articles (the, a, an)
7. Identify and read materials for enjoyment or personal enrichment.	7. Plan, organize, write, edit, revise, and proofread a paragraph.	7. Possessive pronouns (mine, yours, his, hers, its, ours, theirs)
	8. Use basic functions of word-processing software.	8. Comparative and superlative adjectives (e.g., bigger, biggest)
		* Each verb tense includes the affirmative, negative, question form, and contractions.