



Intermediate Business English 2 (8 Weeks; CASAS Scaled Score: 211–220)

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

Objectives

- Practice engaging in communication in a variety of professional settings, including clear and appropriate pronunciation.
- Increase identification of main ideas from oral and written business communications.
- Practice correctly following written directions for a professional context.
- Introduce the dictionary and other tools as resources for accessing information.
- Develop reading comprehension and fluency skills with business texts.
- Develop sophistication of writing and dictation skills for a variety of common professional contexts with increased grammatical fluency.
- Incorporate grammar into instruction.

Student Learning Outcomes/Standards

Listening	Speaking	Pronunciation
1. Recognize and interpret statements, questions, and commands in a variety of situations (e.g., news and events in the workplace or community). 2. Follow conversations in different contexts (e.g., social discussions, classroom). 3. Identify key information/details in a spoken narrative.	1. Converse using appropriate statements, questions, and commands in a variety of contexts (e.g., news and events in the workplace or community). 2. Use appropriate language to differentiate between expressing opinions and providing factual information.	1. Use major sentence stress. 2. Use syllabic stress to demonstrate correct usage of homographs (e.g., verb and noun forms of reCORD and REcOrd).
Reading	Writing	Supporting Language Structures
1. Identify themes of descriptions and narratives on new subjects. 2. Follow specific written directions and/or instructions to perform an activity. 3. Skim for the main idea and scan for detail in different kinds of text (paper or electronic). 4. Use dictionary to determine number of syllables and pronunciation of words. 5. Access information through table of contents, index, glossary, titles, headings, site maps, and search engines. 6. Increase fluency to improve comprehension.	1. Take detailed messages (e.g., phone messages). 2. Use simple and compound sentences, including sentences with compound subjects and/or compound verbs. 3. Use a dictionary to check spelling.	1. Past habitual used to + verb (e.g., I used to live in Asia.)* 2. Present perfect with for, since, already, yet (e.g., I have lived here for five years. I've already eaten. Have you finished your homework yet?)* 3. Tag questions (e.g., Chicago, right? You studied for the test, didn't you?) 4. "If" statements (e.g., If I'm late again, I'll get fired.) 5. Reflexive pronouns (myself, yourself, himself, herself, itself, ourselves, yourselves, themselves) *Each verb tense includes the affirmative, negative, question form, and contractions.