



**Intermediate Business English 3 (8 Weeks; CASAS Scaled Score: 211–220)**

The goal of this course is to prepare English language learners<sup>1</sup> to successfully engage in listening, speaking, reading, and writing in professional work environments.

**Objectives**

- Increase sophistication of communication and retelling in a variety of professional settings, including clear and appropriate pronunciation.
- Introduce idioms and subtleties of oral communication.
- Use business texts and resources to locate and interpret information.
- Develop note-taking skills.
- Develop sophistication of written communication using appropriate technologies with grammatical fluency.
- Incorporate grammar into instruction.

**Student Learning Outcomes/Standards**

Listening	Speaking	Pronunciation
1. Respond to requests for clarification and elaboration. 2. Identify and interpret commonly used idioms (e.g., "Give me a hand." "piece of cake"). 3. Recognize informal versus formal language (e.g., tone of voice, word choice).	1. Use phrases and sentences showing evidence of connected discourse (e.g., and, but, first, then, next, last, because, however, therefore). 2. Report others' speech and writing.	1. Use learned rules to predict stress of new words. 2. Use chunking (pauses and phrases) in longer discourse. 3. Recognize and self-correct errors that interfere with communication.
Reading	Writing	Supporting Language Structures
1. Locate information in authentic source to answer questions, solve problems, or draw conclusions (e.g., magazine, job description, website). 2. Compare and contrast information in texts on familiar topics. 3. Distinguish between facts and opinions (e.g., advertisements, editorials, campaign literature). 4. Recognize common synonyms, antonyms, and homonyms. 5. Identify and interpret commonly used idioms (e.g., "Give me a hand." "piece of cake"). 6. Interpret routine charts, tables, and graphs.	1. Take notes from meetings and conversations on unfamiliar topics. 2. Write letters or e-mails of request/complaint. 3. Write a 2- or 3-paragraph essay or report using topic sentences and supporting details. 4. Use appropriate software for writing purpose.	1. Passive voice (e.g., The book was placed on the table.) 2. Modals (ought to, had better, would rather)* 3. Reported speech (e.g., He said he went... He told me he was going to go...) 4. Polite expressions (e.g., "Would you mind...?" "Could I have...?") 5. Comparative and superlative adverbs (e.g., more rapidly, the most rapidly) 6. Adverbial clauses (e.g., Before I go to bed, I brush my teeth. I brush my teeth before bed.)  *Each verb tense includes the affirmative, negative, question form, and contractions.