

COLLEGE OF MICRONESIA-FSM

COURSE OUTLINE COVER PAGE

ESL for Business Purposes I
Course Title

ESL/BU 095
Dept & #

Course Description: This course is designed to build English skills necessary in a business workplace. Students practice reading, writing, listening; and speaking skills needed in an office setting. A computer lab component reinforces business computer skills and provides opportunity for online English practice.

Course Prepared by: Lang Lit. Division **State:** COM-FSM Nat. Camp.

	Hours per Week		No. of Week		Total Hours		Semester Credit	
Lecture	3	X	16	X	48	=	3	
Lab	3	X	16	X	48	=	1	
Workshop		X		X		=		
<u>Total Semester Credits</u>								<u>4</u>

Purpose of Course:

Degree Requirement	_____
Degree Elective	_____
Certificate	<u> X </u>
Remedial	_____
Other	_____

Prerequisite Courses: A high school diploma or a GED Certificate

Course Outline Revision: Pohnpei Campus, January 2002

Date Approved by Committee 7/24/02

Date Approved by President 7/26/02

ESL/BU 095 (ESL FOR BUSINESS PURPOSES I) COURSE OUTLINE

Course Description

This course is designed to further strengthen the English skills acquired in the lower level companion course and to prepare the student to pass the COM-FSM entrance exam, or to

enter the workforce with a certificate that will attest to a post-secondary level of competence in English skills for business purposes.

I. Course Objectives

General Objectives

Upon completing ESL/BU 095, the student will be able to

1. Improve his mastery of the English grammar from a business perspective focusing on sentences structures an the mechanics of the language
2. Correct grammatical errors with an eye toward minimizing error when writing business communications.

Specific Objectives

The student will be able to:

- 1.1 Identify subjects and verbs
 - 1.2 Identify the different sentence completers and the words they describe
 - 1.3 Use the appropriate pronoun in sentences
 - 1.4 Observe subject-verb agreement
 - 1.5 Identify the different verb forms
 - 1.6 Write correct sentences
 - 1.7 Differentiate good sentences from sentences fragments and run on sentences
 - 1.8 Recognize advanced sentence structure that makes use of parallelism
 - 1.9 Transpose a direct quotation into an indirect quotation and a direct question into an indirect question
 - 1.10 Identify dangling and misplaced modifiers
 - 1.11 Apply the different rules of punctuation, capitalization and abbreviation
-
- 2.1 Revise letters with errors on subject verb agreement and verb forms
 - 2.2 Proof read letters with pronoun errors
 - 2.3 Revise letters containing sentence fragments and run-on sentences
 - 2.4 Revise letters for faulty parallelism, misplaced modifiers and dangling modifiers
 - 2.5 Proof read letters for errors in mechanics

II. Course Contents

1. Identifying verbs and subjects, principal parts of the verbs, review exercises

2. Sentence completers – adjectives, adverbs, direct objects, predicate nominatives and predicate adjectives, review exercises
3. The good sentence vs. sentence fragments, run – on sentences – the basic sentence, more complicated sentence, fragments, run – ons and words of transitions, review exercises
4. Subject – verb agreement – the natural S, the noun S, the possessive S, the verb S, review exercises
5. Pronouns – case, reference, agreement, review exercises
6. Advances sentence structures – parallelism, misplaced modifiers, dangling participles, transposing direct quotations and direct questions
7. Mechanics – punctuations, capitalization, abbreviations, numbers

III. Textbooks

Andrea B. Geffner, Business English, A Complete Guide to Developing An Effective Business Writing Style, fourth edition, Part One, Units 1-8 , Barrons Educational Series, Inc., 2004

John Flower with Ron Martinez, American Business Vocabulary, selected activities. Hove, England: Language Teaching Publications

Longman Dictionary of Contemporary English (recommended)

IV. Supplemental Materials

David Grant and Robert Mc Larty, Business Basics, Oxford, England: Oxford University Press, 1995

Roger Barnard and Jeff Cady, Business Venture 1, Oxford, England: Oxford University Press, 1995

Pacific Daily News, magazines and local newspapers

V. Methods of Instruction

Formal lecture style of presentation of learning points

Discussion of learning points

Review exercises

Pair and group work activities

VI. Evaluation

Grades will be based on quizzes, tests, review exercises, homework, class participation during discussions, pair and group work, mid term and final examinations.

VII. Attendance Policy

The COM-FSM attendance policy applies to this course.

X. Academic Honesty Policy

The COM-FSM academic honesty policy applies to this course.